

☐ CalSAWS DD&I☒ C-IV M&O☐ CalWIN M&O☒ LRS M&E

<b>Distribution Date:</b>	March 19, 2020
<b>To:</b>	PPOC. 40 and RM.40
<b>CIT Name:</b>	COVID-19/Governor's Executive Order – Suspension of Semi-Annual Reporting/Re-Determinations/Re-Certifications
<b>From:</b>	CalSAWS Project

**PPOCs, please forward to the appropriate impacted staff in your county:**

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| <input type="checkbox"/> General<br><input checked="" type="checkbox"/> Policy<br><input checked="" type="checkbox"/> CW<br><input checked="" type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> C4Yourself <input type="checkbox"/> Your Benefits Now!<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Reports<br><input checked="" type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input checked="" type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input checked="" type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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Description: (Including any step-by-step instructions)	<p><b>Purpose</b></p> <p>This CIT affects the 40 LRS and C-IV Counties. The purpose of this CIT is to inform the C-IV and LRS Counties that per direction from the California Department of Social Services (CDSS), the SAWS systems are to no longer enforce Semi-Annual Reporting (SAR) and Re-determination (RE)/Re-certifications (RC) requirements. Cases that were targeted to be discontinued effective April 1, 2020, and ongoing for an undetermined number of months, due to not submitting or completing the re-determination, re-certification or SAR process will <b>NOT</b> be discontinued.</p> <p><b>Background</b></p> <p>CDSS has approved suspending automated system (batch) processing of SAR and RE/RC for the CalWORKs (CW) and CalFresh (CF) programs. This was done to allow for ongoing benefits during the <a href="#">COVID-19 emergency following the Governor's Executive Order</a>.</p> <p>This means:</p> <ul style="list-style-type: none"> <li>○ C-IV/LRS will continue to issue benefits even if the RE/RC or SAR is missing or incomplete.</li> </ul>
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	<ul style="list-style-type: none"> <li>○ C-IV/LRS will not discontinue programs for incomplete or missing RE/RCs or SARs for CW/CF.</li> <li>○ Counties should expect increased issuance amounts for main payroll. <ul style="list-style-type: none"> <li>▪ The project expects an 6-8% increase in the total amount issued by each county and an 3-6% increase in warrants.</li> </ul> </li> <li>○ Historically, a small amount of prior month issuances, which have been skipping, will be released as part of this change.</li> <li>○ This change will be made prior to the following main payroll runs: <ul style="list-style-type: none"> <li>▪ Los Angeles: 3/20</li> <li>▪ C-IV Counties (except Riverside): 3/26</li> <li>▪ Riverside County: 3/27</li> </ul> </li> </ul> <p><b>Additional Information</b></p> <p>The automation efforts to resume the suspended process discussed in this CIT are still being discussed with CDSS. As information becomes available, the Project will send updates to the counties.</p> <p><b>County Action</b></p> <ol style="list-style-type: none"> <li>1. <b>IMPORTANT NOTE:</b> If a Worker runs an individual EDBC for CW or CF, the Systems rules will run and the Worker may need to override the EDBC in order to prevent a discontinuance or benefit reduction specific to the RE or SAR determination.</li> <li>2. Inform the County Auditor Controller/Treasurer of increased Main Payroll amount.</li> <li>3. Confirm that the county has enough warrant stock, envelopes, and postage.</li> <li>4. Communicate to staff that no changes, which originated because of a SAR, RE or RC, should result in a benefit reduction or a discontinuance.</li> </ol>
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Attachments:	None
Web Portal Link:	<div style="background-color: black; width: 80px; height: 20px; margin-bottom: 10px;"></div> OR  You may also retrieve the CIT document and attachments by following these steps: <ol style="list-style-type: none"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> </ol>

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|  | <ol style="list-style-type: none"><li>3. Click on the "2020" folder.</li><li>4. Click on the appropriate CIT # folder.</li></ol> |
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