

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

<b>Distribution Date:</b>	October 13, 2020
<b>To:</b>	Fiscal.Admin.Mgmt.18  CC: PPOC.Alameda; PPOC.Contra Costa; PPOC.Fresno; PPOC.Orange; PPOC.Placer; PPOC.Sacramento; PPOC.San Diego; PPOC.Santa Barbara; PPOC.San Mateo; PPOC.Santa Clara; PPOC.Santa Cruz; PPOC.San Francisco; PPOC.San Luis Obispo; PPOC.Solano; PPOC.Sonoma; PPOC.Tulare; PPOC.Ventura; PPOC.Yolo; PMO.Fiscal; Tracy Berhel; Stacey Drohan
<b>CIT Name:</b>	3rd Quarter CalSAWS DD&I County Support Staff Report
<b>From:</b>	CalSAWS PMO Fiscal

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

- |  |   |
|--|---|
| <input type="checkbox"/> General                   | <input type="checkbox"/> Reports              |
| <input type="checkbox"/> Policy                    | <input type="checkbox"/> Fiscal               |
| <input type="checkbox"/> CW                        | <input type="checkbox"/> Caseload Movement    |
| <input type="checkbox"/> CF                        | <input type="checkbox"/> Management           |
| <input type="checkbox"/> MC                        | <input type="checkbox"/> Fiscal               |
| <input type="checkbox"/> CMSP                      | <input type="checkbox"/> Security             |
| <input type="checkbox"/> FC/KG/AAP                 | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> Child Care                | <input type="checkbox"/> Imaging              |
| <input type="checkbox"/> WtW                       | <input type="checkbox"/> Migration            |
| <input type="checkbox"/> Other Program(s) _____    | <input type="checkbox"/> Conversion           |
| <input type="checkbox"/> C4Yourself                | <input type="checkbox"/> Technical            |
| <input type="checkbox"/> Customer Correspondence   | <input type="checkbox"/> Training             |
| <input type="checkbox"/> Other: CalWIN Fiscal SMEs | <input type="checkbox"/> Help Desk            |
| <input type="checkbox"/> Your Benefits Now!        |   |

Description: (Including any step-by-step instructions)	<b>Purpose</b> The purpose of this CIT is to share the Excel workbook template for the 3 <sup>rd</sup> Quarter CalSAWS DD&I County Support Staff Report. CalWIN counties will use this template to submit their quarterly county support staff activities for the State. Completion instructions are included in the workbook. This report covers the period July 2020 through September 2020 and is to be submitted via e-mail ( <a href="mailto:PMO.Fiscal@CalSAWS.org">PMO.Fiscal@CalSAWS.org</a> ) along with counties' September 2020 claims <b>due by October 2020</b> . Please submit in the Excel format (do not PDF). The submission schedule for 2020 is as follows:		
	<b><u>Due Date</u></b>	<b><u>Claim Month</u></b>	<b><u>Report Months</u></b>
	July 20, 2020	June 2020	April 2020 - June 2020
	October 20, 2020	Sept 2020	July 2020 - September 2020
	January 20, 2021	Dec 2020	October 2020 - December 2020

	<p><b>Background</b> Per the State, CalWIN counties must complete a quarterly report to provide the status of completed and planned activities relating to CalSAWS DD&amp;I, as well as actual and projected hours.</p> <p><b>County Action</b> E-mail the completed report in the Excel format (do not PDF) to <a href="mailto:PMO.Fiscal@CalSAWS.org">PMO.Fiscal@CalSAWS.org</a> along with your county's September 2020 claims by October 20, 2020.</p>
Primary Project Contact: (Name, phone number, email address)	<p>Fue Kue (916) 851-3356 <a href="mailto:Kuef@CalSAWS.org">Kuef@CalSAWS.org</a></p>
Backup Project Contact: (Name, phone number, email address)	<p>Tracy Berhel (916) 846-7304 <a href="mailto:Tracy.Berhel@calwin.org">Tracy.Berhel@calwin.org</a></p>
Attachments:	3rd Qtr CalSAWS DDI CSS Rpt Template.xls
Web Portal Link:	<p>██████████</p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <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> <li>3. Click on the "2020" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>