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

Distribution Date:	January 4, 2021
To:	PPOC.40, Consortium.RegionalMangers.All, CIT.CRFI.Copy
CIT Name:	**C4Yourself (C4Y) e-Applications in Data Transfer Status**
From:	CalSAWS Project

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

- ☒ General
- ☐ Policy
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  - ☐ FC/KG/AAP
  - ☐ Child Care
  - ☐ WtW
  - ☐ Other Program(s)_____
- ☒ C4Yourself ☐ Your Benefits Now!
- ☐ Customer Correspondence
- ☐ Other_____
- ☐ Reports
  - ☐ Fiscal
  - ☐ Caseload Movement
  - ☐ Management
- ☐ Fiscal
- ☐ Security
- ☐ Batch and Interfaces
- ☐ Imaging
- ☐ Migration
- ☐ Conversion
- ☐ Technical
- ☒ Training
- ☐ Help Desk

Description: (Including any step-by-step instructions)	**Purpose** This CIT only impacts the 39 counties using the C-IV System. The purpose of this CIT is to remind counties about the process of updating the C4Y e-Application Status to Transferred to C-IV when the data transfer process is complete. **Background** Part of the C4Yourself e-Application process is to compare information submitted in the e-Application by the Customer, to the information that was previously in the C-IV System (or to add the new information). The worker determines whether to accept the Customer entered information or edit the information that is in the C-IV System. This process occurs while the e-Application is in Data Transfer Status. When the data transfer process is complete, workers MUST navigate to the e-Application Summary page and change the status of the e-Application to Transferred to C-IV, because this information is used in the C4Yourself reports. **Additional Information** The CalSAWS Statewide Portal project is creating one unified website for customers to apply/renew/recertify for benefits, BenefitsCal. This new website will replace the

	existing MyBenefitsCalWIN, C4Yourself, and YourBenefitsNow! BenefitsCal is targeted to go live in September 2021, the same time C-IV counties migrate to CalSAWS. In preparation for BenefitsCal and migration, the project analyzed C4Y e-Applications in the Data Transfer status. This analysis identified the data from C4Y e-Application is being transferred into the system, but also showed that the e-Application Status is not being updated by all county staff to 'Transferred to C-IV' when the data transfer process is complete. In addition to this data being use for reports, this information will be used during conversion to signify the counties are done with the e-Application process. As part of implementation readiness, the CalSAWS Implementation team will start reporting on C4Y e-Applications that have been processed but still show Data Transfer status, 6 months prior to go live (SCR C-IV 108431 release TBD). As that date approaches, details of the report will be shared with the counties. Additionally, the Project has created SCR C-IV 108432 (release TBD). This SCR will be a one-time data change/cleanup process for active cases that still show a 'Data Transfer Status' on the e-Application Summary Page. **County Action** Please remind your staff to complete the C-IV e-Application Process through the 'Transferred to C-IV' step. You can refer them to the C4Yourself – Process Job Aid in Online Help if needed. Additional information will be shared through the Implementation readiness process, ongoing through the migration process.
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Web Portal Link:	[redacted] OR You may also retrieve the CIT document and attachments by following these steps: 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2021" folder. 4. Click on the appropriate CIT # folder.