

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

<b>Distribution Date:</b>	January 11, 2021
<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>	<b>4<sup>th</sup> Quarter CalSAWS DD&amp;I County Support Staff Report</b>
<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 4 <sup>th</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 October 2020 through December 2020 and is to be submitted via e-mail to <a href="mailto:PMO.Fiscal@CalSAWS.org">PMO.Fiscal@CalSAWS.org</a> along with counties' December 2020 claims <b>due by January 20, 2021</b> . Please submit in the Excel format (do not PDF). The submission schedule for 2021 is as follows:									
	<table border="1"> <thead> <tr> <th>Quarter</th> <th>Report Period</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup></td> <td>Jan, Feb, Mar</td> <td>Apr 20, 2021 (Submit with Mar claims)</td> </tr> <tr> <td>2<sup>nd</sup></td> <td>Apr, May, Jun</td> <td>Jul 20, 2021 (Submit with Jun claims)</td> </tr> </tbody> </table>	Quarter	Report Period	Due Date	1 <sup>st</sup>	Jan, Feb, Mar	Apr 20, 2021 (Submit with Mar claims)	2 <sup>nd</sup>	Apr, May, Jun	Jul 20, 2021 (Submit with Jun claims)
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1 <sup>st</sup>	Jan, Feb, Mar	Apr 20, 2021 (Submit with Mar claims)								
2 <sup>nd</sup>	Apr, May, Jun	Jul 20, 2021 (Submit with Jun claims)								

	3 <sup>rd</sup>	Jul, Aug, Sep	Oct 20, 2021 (Submit with Sep claims)
	4 <sup>th</sup>	Oct, Nov, Dec	Jan 20, 2022 (Submit with Dec claims)
	<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 December 2020 claims by January 20, 2021.</p>		
Primary Project Contact: (Name, phone number, email address)	Stacey Drohan (916) 846-7332 <a href="mailto:Stacey.Drohan@CalWIN.org">Stacey.Drohan@CalWIN.org</a>		
Backup Project Contact: (Name, phone number, email address)	Tracy Berhel (916) 846-7304 <a href="mailto:Tracy.Berhel@CalWIN.org">Tracy.Berhel@CalWIN.org</a>		
Attachments:	4th Qtr CalSAWS DDI CSS Rpt Template.xls		
Web Portal Link:	<div style="background-color: black; width: 100px; 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> <li>3. Click on the "2021" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>		