

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

Distribution Date:	February 25, 2021
To:	PPOC.R1; PPOC.R2; PPOC.R3; PPOC.R4; PPOC.R5; Consortium.RegionalManagers.All; Committee.Correspondence.All
CIT Name:	C-IV Counties New Envelope Guidance for the CalSAWS address placement
From:	CalSAWS Project

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

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| <input checked="" type="checkbox"/> General
<input type="checkbox"/> Policy
<input type="checkbox"/> CW
<input type="checkbox"/> CF
<input type="checkbox"/> MC
<input type="checkbox"/> CMSP
<input type="checkbox"/> FC/KG/AAP
<input type="checkbox"/> Child Care
<input type="checkbox"/> WtW
<input type="checkbox"/> Other Program(s) _____
<input type="checkbox"/> C4Yourself <input type="checkbox"/> Your Benefits Now!
<input checked="" type="checkbox"/> Customer Correspondence
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Security
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Imaging
<input type="checkbox"/> Migration
<input type="checkbox"/> Conversion
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<input type="checkbox"/> Training
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Description: (Including any step-by-step instructions)	<p>Purpose The purpose of this CIT is to provide the 39 C-IV counties guidance on switching to new envelopes for the CalSAWS address placement.</p> <p>Background In the C-IV System, forms and NOAs generate with the customer address printed on the left side. In CalSAWS, all forms/NOAs generate with the customer address printed on the right side.</p> <p>Upon migration, every C-IV County will need new envelopes with window on the right side for locally printed documents to accommodate the new address placement. After migration, the envelope stock for the previous address placement may be used when reprinting any document initially generated in the C-IV System or for warrants (if the address is on the left).</p> <p>Envelopes for all documents printed through central print will be handled by the CalSAWS print vendor.</p> <p>For envelope specifications see attachments below.</p>
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	<p>County Action</p> <p>Prior to migration to CalSAWS (September 27,2021), each county needs to acquire envelope stock with the window on the right side and distribute to the different sites where needed (including print centers if counties have their own print center).</p>
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Attachments:	<p>CIT 0048-21 LDR-109.pdf CIT 0048-21 LDR-109 Envelope Specs.pdf</p>
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"> 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.