


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

<b>Distribution Date:</b>	March 16, 2021
<b>To:</b>	Fiscal.Admin.Mgmt.18 and Fiscal.Admin.Mgmt.40  CC: PPOC.18; PPOC.40; Consortium.RegionalManagers.R1; Consortium.RegionalManagers.R2; Consortium.RegionalManagers.R3; Consortium.RegionalManagers.R4; Consortium.RegionalManagers.R5; Consortium.RegionalManagers.R6; PMO.Fiscal@CalSAWS.org; MurphyH@CalSAWS.org; UppalG@CalSAWS.org, LamD@CalSAWS.org; DrohanS@CalSAWS.org; WeinmeisterT@CalSAWS.org; SAWSFiscal@osi.ca.gov
<b>CIT Name:</b>	Revised CalSAWS County Claiming Instructions and Claim Form for SFY 2020-21
<b>From:</b>	CalSAWS PMO Fiscal

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

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| <input type="checkbox"/> General<br><input type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input 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 checked="" type="checkbox"/> Other: County Budget Personnel | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input 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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<b>Description:</b> (Including any step-by-step instructions)	<p><b>Purpose</b>          The purpose of this CIT is to provide the <b>revised</b> CalSAWS State Fiscal Year 2020-21 instructions and form for claiming CalSAWS related expenditures effective <u>April 1, 2021</u> starting with the <u>March</u> claim month.</p> <p><b>Background</b>          The CalSAWS claim form and instructions for SFY 2020-21 have been updated. <u>Please discard prior versions and replace with the attached Revision 1.</u> Counties are to use the updated form beginning with the March 2021 claims due April 20, 2021. See "Key Points" below for submission details.          The claim form updates will not be visible to counties and <u>no changes to usage will be required.</u> The CalSAWS and OSI Fiscal Teams are transitioning to a new financial recording tool.</p>
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	<p>Instructions have been revised on page 1, #2 and page 8, #2.</p> <p><b>Key Points</b></p> <ul style="list-style-type: none"> <li>Beginning with the March 2021 claim cycle, all claims for the remainder of SFY 2020-21 must be submitted using the new form.</li> <li>Any adjusted claims for SFY 2020-21 will also need to be submitted on the revised claim form.</li> <li>Claims already submitted will not need to be revised and do not require any action.</li> <li>Please submit claims no later than the 20th of the month following the month your county paid the cost to avoid any single audit findings.</li> <li>Please email your PDF of signed claim with Cost Allocation Plan (CAP), Excel file to <b>OSI</b> <a href="mailto:SAWSFiscal@osi.ca.gov">SAWSFiscal@osi.ca.gov</a> and <b>CDSS</b> <a href="mailto:SAWS.CountyClaims@dss.ca.gov">SAWS.CountyClaims@dss.ca.gov</a>.</li> <li>Please email your PDF of signed claim with Cost Allocation Plan (CAP), Excel file <u>and</u> backup to the <b>CalSAWS Project</b> at <a href="mailto:PMO.Fiscal@CalSAWS.org">PMO.Fiscal@CalSAWS.org</a>.</li> </ul> <p>If you have any questions about the content of this CIT, please contact <a href="mailto:PMO.Fiscal@CalSAWS.org">PMO.Fiscal@CalSAWS.org</a> or the Primary Project Contact identified below.</p>
Primary Project Contact: (Name, phone number, email address)	<p>Tina Weinmeister (916) 851-3120 <a href="mailto:WeinmeisterT@CalSAWS.org">WeinmeisterT@CalSAWS.org</a></p>
Backup Project Contact: (Name, phone number, email address)	<p>Diana Lam (562) 651-2764 <a href="mailto:LamD@CalSAWS.org">LamD@CalSAWS.org</a></p> <p>Stacey Drohan (916) 846-7332 <a href="mailto:DrohanS@CalSAWS.org">DrohanS@CalSAWS.org</a></p>
Attachments:	<p>CIT 0062-21 CalSAWS Project Claiming Instructions for SFY 20-21 Revision1.xlsx CIT 0062-21 CalSAWS Project Claim Form and CAP for SFY 20-21 Revision1.doc</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"> <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>