

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

Distribution Date:	July 19, 2021
To:	PPOC.40 Committee.HelpDesk.All; Consortium.RegionalManagers.All
CIT Name:	Central Print Postage Process
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 checked="" type="checkbox"/> Other <u>Central Print</u> _____ | <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
<input type="checkbox"/> Technical
<input type="checkbox"/> Training
<input checked="" type="checkbox"/> Help Desk |
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Description:	<p>Purpose</p> <p>This CIT is being distributed to notify all C-IV Counties and Los Angeles County of the CalSAWS Central Print postage process as it pertains to the prefunding of CalSAWS Central Print County postage accounts. This CIT goes into effect for Los Angeles County on August 28, 2021 and for the C-IV Counties on their CalSAWS implementation go live date of September 27, 2021.</p> <p>This CIT provides instructions on how to obtain the bank account information for Counties to setup a funds transfer for Central Print postage. The account referenced in this CIT is setup and ready to receive Central Print postage funds.</p> <p>Background</p> <p>CalSAWS Central Print requests all Counties to keep the equivalent of a three-month postage balance in their County's postage account.</p> <p>For Los Angeles County, postage funding is changing from funding in arrears to a pre-funding process. The name of the bank where postage funds will be transferred to and associated account information will change for Los Angeles County.</p>
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	<p>C-IV Counties are currently using a pre-funding process for postage. The name of the bank where postage funds will be transferred to and associated account information will also change for C-IV Counties.</p> <p>Initial Funding Amount It is recommended that the initial three-month postage amount be determined as the average monthly postage over the prior year multiplied by three.</p> <p>Ongoing Funding The postage account should be replenished monthly with no less than the actual postage used in the prior month. The amount of postage used will be available to each County's designated contact via the Central Print portal. A Central Print customer liaison will also be available to assist with information on the current postage balance and replenishment needed.</p> <p>Additional Information The bank account information is confidential and therefore additional steps are necessary to distribute this information. To obtain instructions on how to obtain the name of the bank where postage funds will be transferred to and associated account and wire transfer/ACH information, please contact Julie Holmes (holmesj@calsaws.org) or Geoff Cosner (cosnerg@calsaws.org) and they will coordinate delivery of this information with each county representative.</p> <p>Questions or notifications of postage funding may be addressed to Julie Holmes at the email address below. Please copy your Regional Manager on these messages.</p> <p>County Action Establish postage funds in the Central Print postage account.</p> <ul style="list-style-type: none"> • Postage for Los Angeles County should be funded no later than August 16, 2021 to allow for verification of funds prior to Central Print go live. • Postage for C-IV Counties should be funded no later than September 15, 2021 to allow for verification of funds prior to CalSAWS go live (including Central Print).
Primary Project Contact:	Julie Holmes HolmesJ@CalSAWS.org
Backup Project Contact:	Geoff Cosner CosnerG@CalSAWS.org
Attachments:	None
Web Portal Link:	<div style="background-color: black; width: 100px; height: 20px; margin-bottom: 10px;"></div> <p>OR</p> <p>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.</p>

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| | <ol style="list-style-type: none">2. Click on the "CalSAWS Information Transmittal (CIT)" folder.3. Click on the "2021" folder.4. Click on the appropriate CIT # folder. |
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