


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

<b>Distribution Date:</b>	August 4, 2021
<b>To:</b>	Fiscal.Admin.Mgmt.18; Fiscal.Admin.Mgmt.San Bernardino  CC: PPOC.18; PPOC.San Bernardino; Consortium.RegionalManagers.R1; Consortium.RegionalManagers.R2; Consortium.RegionalManagers.R4; Consortium.RegionalManagers.R5; PMO.Fiscal@CalSAWS.org; MurphyH@CalSAWS.org; UppalG@CalSAWS.org, LamD@CalSAWS.org; CarlsonB@CalSAWS.org BerhelT@CalSAWS.org; GatesM@CalSAWS.org; DrohanS@CalSAWS.org; WeinmeisterT@CalSAWS.org; SAWSFiscal@osi.ca.gov
<b>CIT Name:</b>	<b>CalWIN M&amp;O County Claiming Instructions and Claim Form for SFY 2021-22</b>
<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 CalWIN M&amp;O State Fiscal Year SFY 2021-22 instructions and form for claiming CalWIN M&amp;O related expenditures effective July 1, 2021.</p> <p><b>Background</b>          Beginning with the July 2021 claim cycle, CalWIN counties will utilize the attached template to claim their monthly costs for CalWIN M&amp;O.</p> <p>The template is the Excel workbook that include Claim and CAP tab/worksheet which are to be recycled and used every month to claim county costs. Instructions are also attached for reference. On the Claim template, counties are to update the county name/number, claim month and contact information.</p>
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	<p><b>Key Points</b></p> <ul style="list-style-type: none"> <li>▪ Please <b>submit claims no later than the 20th of the month</b> following the month your county paid the costs.</li> <li>▪ <b>IMPORTANT - Submittal instructions have been updated.</b> Separated emails will no longer be required. <ul style="list-style-type: none"> <li>○ Please email your <u>Excel file, PDF of signed and dated claim with Cost Allocation Plan (CAP), and supporting documents</u> attached as (3) separate files in one email to:</li> </ul> </li> </ul> <p><b>OSI-</b> <a href="mailto:SAWSFiscal@osi.ca.gov">SAWSFiscal@osi.ca.gov</a>  <b>CDSS-</b> <a href="mailto:SAWS.CountyClaims@dss.ca.gov">SAWS.CountyClaims@dss.ca.gov</a>  <b>CalSAWS Project-</b> <a href="mailto:PMO.Fiscal@CalSAWS.org">PMO.Fiscal@CalSAWS.org</a></p> <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:	<p>Stacey Drohan  (916) 846-7332  <a href="mailto:Stacey.Drohan@CalWIN.org">Stacey.Drohan@CalWIN.org</a></p>
Backup Project Contact:	<p>Tracy Berhel  (916) 846-7304  <a href="mailto:Tracy.Berhel@CalWIN.org">Tracy.Berhel@CalWIN.org</a></p>
Attachments:	<p>CIT 0195-21 CalWIN MO Claim_CAP SFY 2021-22.xlsx  CIT 0195-21 CalWIN MO Claiming Instructions SFY 2021-22.docx</p>
Web Portal Link:	<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>