

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

Distribution Date:	August 4, 2021
To:	Fiscal.Admin.Mgmt.18; Fiscal.Admin.Mgmt.Riverside; Fiscal.Admin.Mgmt.San Bernardino CC: PPOC.18; PPOC.Riverside; 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
CIT Name:	CalSAWS SB 1341 Automation County Claiming Instructions and Claim Form for SFY 2021-22
From:	CalSAWS PMO Fiscal

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

- | | |
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| <input 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 type="checkbox"/> Customer Correspondence
<input checked="" type="checkbox"/> Other: County Budget Personnel | <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 type="checkbox"/> Help Desk |
|--|---|

Description: (Including any step-by-step instructions)	<p>Purpose The purpose of this CIT is to provide the CalSAWS SB 1341 Automation State Fiscal Year SFY 2021-22 instructions and form for claiming CalSAWS SB 1341 Automation related expenditures effective July 1, 2021.</p> <p>Background Beginning with the July 2021 claim cycle, counties will utilize the attached templates to claim their monthly costs for CalSAWS SB 1341 Automation.</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</p>
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	<p>are also attached for reference. On the Claim template, counties are to update the county name/number, claim month and contact information.</p> <p>Key Points</p> <ul style="list-style-type: none"> ▪ Please submit claims no later than the 20th of the month following the month your county paid the costs. ▪ IMPORTANT - Submittal instructions have been updated. Separated emails will no longer be required. <ul style="list-style-type: none"> ○ 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: <p>OSI- SAWSFiscal@osi.ca.gov CDSS- SAWS.CountyClaims@dss.ca.gov CalSAWS Project- PMO.Fiscal@CalSAWS.org</p> <p>If you have any questions about the content of this CIT, please contact PMO.Fiscal@CalSAWS.org or the Primary Project Contact identified below.</p>
Primary Project Contact:	<p>Stacey Drohan (916) 846-7332 Stacey.Drohan@CalWIN.org</p>
Backup Project Contact:	<p>Tracy Berhel (916) 846-7304 Tracy.Berhel@CalWIN.org</p>
Attachments:	<p>CIT 0196-21 CalWIN MO Claim_CAP SFY 2021-22.xlsx CIT 0196-21 CalWIN MO Claiming Instructions SFY 2021-22.docx</p>
Web Portal Link:	<p>[REDACTED] OR 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.