CalSAWS | Information Transmittal (CIT)   0240-21

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

Distribution Date:	August 31, 2021
To:	PPOC.40; Consortium.RegionalManagers,All;
CIT Name:	**Updated Job Aids for BenefitsCal Changes in CalSAWS**
From:	CalSAWS Project

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

☒ General
☐ Policy
    ☐ CW
    ☐ CF
    ☐ MC
    ☐ CMSP
    ☐ FC/KG/AAP
    ☐ Child Care
    ☐ WtW
    ☐ Other Program(s)_____
☒ C4Yourself   ☒ Your Benefits Now!
☐ Customer Correspondence
☒ Other___Administrators_____

☐ Reports
    ☐ Fiscal
    ☐ Caseload Movement
    ☐ Management
☐ Fiscal
☐ Security
☐ Batch and Interfaces
☐ Imaging
☐ Migration
☐ Conversion
☐ Technical
☐ Training
☐ Help Desk

Description: (Including any step-by-step instructions)	**Purpose (Identify what Counties this CIT affects)** The purpose of this CIT is to provide the Counties with the updated Job Aids for updates made in CalSAWS with CA-224251 and CA-227291 – Integration of the BenefitsCal Self-Service Portal. **Background** In preparation for the migration of the C-IV Counties and the implementation of a new Self Service Portal, e-Applications and Offices – Manage job aids were updated to assist staff with new fields and new pages related to e-Tools. CA-227673 CA-224251: BenefitsCal Update JA e-Applications Job Aid and CA-227674 Online Help: BenefitsCal Update Job Aid – Offices Manage are scheduled for CalSAWS with the 21.11 release, after the updates to CalSAWS have been implemented. **County Action** The Counties are encouraged to share the attached Job Aids with county staff.

Primary Project Contact: (Name, phone number, email address)	Dymas Pena CalSAWS | Business Analyst Policy & Design Team PenaD@CalSAWS.org
Backup Project Contact: (Name, phone number, email address)	Laura Ould CalSAWS | Business Analyst Policy & Design Team OuldL@CalSAWS.org
Attachments:	JA Offices – Manage.docx JA e-Applications.docx
Web Portal Link:	▮▮▮▮▮ OR 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. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2021" folder. 4. Click on the appropriate CIT # folder.