CalSAWS | Information Transmittal (CIT)   0254-21

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

Distribution Date:	September 8, 2021
To:	PPOC.All;Consortium.RegionalManagers.All; Committee.Correspondence.all, Committee.Medical.correspondence.all
CIT Name:	**State Forms/NOAs Automation and Translations Update**
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__Quality Control_____

☐ 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** The purpose of this CIT is to inform all 58 counties about a change to the review process SCRs related to new/updated State Forms/NOAs. **Background** Previously, all correspondence was sent to committee for feedback and approval. Feedback may have resulted in changes to the forms. CalSAWS also provided translations to some forms. **Additional Information** CDSS/DHCS has provided specific direction that all State Forms and Notices received through ACLs or other directives are considered final and ready for implementation into CalSAWS. State departments have internal processes for receiving input/feedback from counties and other stakeholders before the Form/NOA is finalized. CalSAWS will no longer seek approval of the form and its content. However, while Forms/NOAs language and formatting will be implemented into the system as received from the State, Counties will continue to have the opportunity to provide feedback/approval on the HOW automation (i.e., Batch

	Job Triggers, template repository) will take place when specific state direction is not provided. If counties have suggested changes to wording or formatting of State Forms/NOAs, they should be submitted to the appropriate State departments. **CalSAWS State Forms/NOAs Translations:** The State has also confirmed that they are responsible for providing translations to CalSAWS of all State Forms/NOAs. As translations are received from the State partners on a flow basis, they will be scheduled for a future release. **CalSAWS Non-State Forms:** The CalSAWS Non-State Forms and Forms translations process has not changed. CalSAWS continues to support the creation of 58-county Non-State Forms when committees identify the need. For more information on the CalSAWS Non-State Forms process, refer to CIT 0248-20. **County Action** Please share this CIT with the appropriate County Staff.
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Backup Project Contact: (Name, phone number, email address)	Janet Mitri MitriJ@CalSAWS.org
Attachments:	None
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.