

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

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|---------------------------|---|
| <b>Distribution Date:</b> | October 12, 2021  |
| <b>To:</b>                | Fiscal.Admin.Mgmt.18 (CalWIN Counties)<br><br>CC: PPOC.Alameda; PPOC.Contra Costa; PPOC.Fresno; PPOC.Orange; PPOC.Placer; PPOC.Sacramento; PPOC.San Diego; PPOC.Santa Barbara; PPOC.San Mateo; PPOC.Santa Clara; PPOC.Santa Cruz; PPOC.San Francisco; PPOC.San Luis Obispo; PPOC.Solano; PPOC.Sonoma; PPOC.Tulare; PPOC.Ventura; PPOC.Yolo; PMO.Fiscal; Tracy Berhel; Stacey Drohan |
| <b>CIT Name:</b>          | 3rd Quarter CalSAWS DD&I County Support Staff Report  |
| <b>From:</b>              | CalSAWS PMO Fiscal  |

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

| Description:<br>(Including any step-by-step instructions) | <b>Purpose</b><br>The purpose of this CIT is to share the Excel template for the 3rd Quarter CalSAWS DD&I County Support Staff Report. The months listed have been updated to reflect July, August and September 2021 for this quarter.<br><br>The CalWIN counties will use this template to submit their quarterly county support staff activities for the State. Completion instructions are included in the workbook. This report period covers July 2021 through September 2021 and is to be submitted via e-mail to <a href="mailto:PMO.Fiscal@CalSAWS.org">PMO.Fiscal@CalSAWS.org</a> along with each county's September 2021 claims <b>due October 20, 2021</b> . Please submit in the Excel format (do not PDF). The submission schedule for 2021 is as follows: |          |               |          |  |  |  |
|---|--|----------|---------------|----------|--|--|--|
|   | <table border="1"> <thead> <tr> <th>Quarter</th><th>Report Period</th><th>Due Date</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td></tr> </tbody> </table>   | Quarter  | Report Period | Due Date |  |  |  |
| Quarter   | Report Period  | Due Date |               |          |  |  |  |
|   |  |          |               |          |  |  |  |

|   |  |               |                                       |
|---|--|---------------|---------------------------------------|
|   | 1 <sup>st</sup>  | Jan, Feb, Mar | Apr 20, 2021 (Submit with Mar claims) |
|   | 2 <sup>nd</sup>  | Apr, May, Jun | Jul 20, 2021 (Submit with Jun claims) |
|   | 3 <sup>rd</sup>  | Jul, Aug, Sep | Oct 20, 2021 (Submit with Sep claims) |
|   | 4 <sup>th</sup>  | Oct, Nov, Dec | Jan 20, 2022 (Submit with Dec claims) |
|   | <p><b>Background</b><br/>Per the State, CalWIN counties must complete a quarterly report to provide the status of completed and planned activities relating to CalSAWS DD&amp;I, as well as actual and projected hours.</p> <p><b>County Action</b><br/>E-mail the completed report in the Excel format (do not PDF) to <a href="mailto:PMO.Fiscal@CalSAWS.org">PMO.Fiscal@CalSAWS.org</a> along with your county's September 2021 claims due October 20, 2021.</p>          |               |                                       |
| Primary Project Contact:<br>(Name, phone number, email address) | Stacey Drohan<br>(916) 846-7332<br><a href="mailto:Stacey.Drohan@CalWIN.org">Stacey.Drohan@CalWIN.org</a>  |               |                                       |
| Backup Project Contact:<br>(Name, phone number, email address)  | Tracy Berhel<br>(916) 846-7304<br><a href="mailto:Tracy.Berhel@CalWIN.org">Tracy.Berhel@CalWIN.org</a>   |               |                                       |
| Attachments:  | 3 <sup>rd</sup> Qtr CalSAWS DDI CSS Rpt Template.xls   |               |                                       |
| Web Portal Link:  | <div style="background-color: black; width: 100px; height: 20px; margin-bottom: 10px;"></div> OR<br><br>You may also retrieve the CIT document and attachments by following these steps: <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> |               |                                       |