


☒ CalSAWS M&E☒ CalWIN Migration

<b>Distribution Date:</b>	April 25, 2022
<b>To:</b>	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
<b>CIT Name:</b>	<b>Updated CalSAWS SB 1341 Automation County Claim Form 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 <ul style="list-style-type: none"> <li><input type="checkbox"/> CW</li> <li><input type="checkbox"/> CF</li> <li><input type="checkbox"/> MC</li> <li><input type="checkbox"/> CMSP</li> <li><input type="checkbox"/> FC/KG/AAP</li> <li><input type="checkbox"/> Child Care</li> <li><input type="checkbox"/> WtW</li> <li><input type="checkbox"/> Other Program(s) _____</li> </ul> <input type="checkbox"/> BenefitsCal <input type="checkbox"/> Your Benefits Now! <input type="checkbox"/> Customer Correspondence <input checked="" type="checkbox"/> Other: County Budget Personnel | <input type="checkbox"/> Reports <ul style="list-style-type: none"> <li><input type="checkbox"/> Fiscal</li> <li><input type="checkbox"/> Caseload Movement</li> <li><input type="checkbox"/> Management</li> </ul> <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 |
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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 CalWIN, Riverside and San Bernardino counties the <b>updated</b> CalSAWS SB 1341 Automation SFY 2021-22 form for claiming related expenditures for the remainder of SFY 2021-2022 (April, May, and June 2022 claims).</p> <p><b>Background</b>          Beginning with the April 2022 claims due May 20, 2022, counties will utilize the attached updated Excel form to claim monthly costs for CalSAWS SB 1341 Automation.</p> <p><b>Additional Information:</b>          The updated Excel workbook (V2) contains the Claim and CAP worksheets utilized by counties every month to claim county costs. The workbook has been updated</p>
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	<p>with data formulas needed for internal (State and CalSAWS) processing; the updates do not impact the county user and will not be apparent to counties. On the Claim form, counties are to complete the county name/number, claim month, contact information and costs being claimed for the corresponding month. For convenience and reference, the detailed claiming Instructions are also attached.</p> <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>▪ Submittal instructions: <ul style="list-style-type: none"> <li>○ Please email your <u>1) Completed Excel file, 2) PDF of signed and dated claim with Cost Allocation Plan (CAP) and 3) supporting documents</u> attached as three separate files in one email to:</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> <p><b>County Action:</b></p> <p>Beginning with the April 2022 claim cycle, counties will utilize the attached updated Excel form to claim monthly costs for CalSAWS SB 1341 Automation.</p> <p>Please reach out to the Primary Contact listed below with any questions and cc your Regional Managers.</p> </li></ul>
Primary Project Contact: (Name and email address)	<p>Stacey Drohan (916) 846-7332 Desk <a href="mailto:PMO.Fiscal@CalSAWS.org">PMO.Fiscal@CalSAWS.org</a></p>
Backup Project Contact: (Name and email address)	<p>Tina Weinmeister (916) 851-3120 Desk <a href="mailto:PMO.Fiscal@CalSAWS.org">PMO.Fiscal@CalSAWS.org</a></p>
Attachments:	<p>CIT 0121-22 SB 1341 Automation Claim Form and CAP SFY 2021-22 V2.xlsx  CIT 0121-22 SB 1341 Automation Claiming Instructions SFY 2021-22 FINAL.docx</p>
Web Portal Link:	<p></p> <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 "2022" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>

