


☐ CalSAWS M&E☒ CalWIN Migration

<b>Distribution Date:</b>	May 2, 2022
<b>To:</b>	Fiscal.Admin.Mgmt.18; Fiscal.Admin.Mgmt.San Bernardino  CC: PPOC.18; 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 CalWIN M&amp;O County Claim Form (V5) 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                                   | <input type="checkbox"/> Reports              |
| <input type="checkbox"/> Policy                                    | <input type="checkbox"/> Fiscal               |
| <input type="checkbox"/> CW  | <input type="checkbox"/> Caseload Movement    |
| <input type="checkbox"/> CF  | <input type="checkbox"/> Management           |
| <input type="checkbox"/> MC  | <input type="checkbox"/> Fiscal               |
| <input type="checkbox"/> CMSP                                      | <input type="checkbox"/> Security             |
| <input type="checkbox"/> FC/KG/AAP                                 | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> Child Care                                | <input type="checkbox"/> Imaging              |
| <input type="checkbox"/> WtW                                       | <input type="checkbox"/> Migration            |
| <input type="checkbox"/> Other Program(s) _____                    | <input type="checkbox"/> Conversion           |
| <input type="checkbox"/> BenefitsCal                               | <input type="checkbox"/> Technical            |
| <input type="checkbox"/> Customer Correspondence                   | <input type="checkbox"/> Training             |
| <input checked="" type="checkbox"/> Other: County Budget Personnel | <input type="checkbox"/> Help Desk            |

Description: (Including any step-by-step instructions)	<p><b>Purpose</b> The purpose of this CIT is to provide CalWIN counties the <b>updated</b> CalWIN M&amp;O County Claim Form (V5) 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 CalWIN M&amp;O.</p> <p>The updated Excel workbook (V5) contains the Claim and CAP worksheets utilized by counties every month to claim county costs. The workbook has been updated 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,</p>
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	<p>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>  Beginning with the April 2022 claim cycle, counties will utilize the attached updated Excel form to claim monthly costs for CalWIN M&amp;O.</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>CalWIN MO Claim_CAP SFY 2021-22 FINAL V5.xlsx  CalWIN MO 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>