


☒ CalSAWS M&E☒ CalWIN Migration

<b>Distribution Date:</b>	March 10, 2023
<b>To:</b>	Fiscal.Admin.Mgmt.18, Fiscal.Admin.Mgmt.40,  CC:PPOC.18;PPOC.40; Central Print POCs; Consortium.RegionalManagers.R1; Consortium.RegionalManagers.R2;Consortium.RegionalManagers.R3; Consortium.RegionalManagers.R4;Consortium.RegionalManagers.R5; Consortium.RegionalManagers.R6;PMO.Fiscal@CalSAWS.org; MurphyH@CalSAWS.org;UppalG@CalSAWS.org;CarlsenB@CalSAWS.org; WeinmeisterT@CalSAWS.org; GatesM@CalSAWS.org; SAWSFiscal@osi.ca.gov
<b>CIT Name:</b>	<b>CalSAWS Mass Notice – End of CalFresh Emergency Allotments Claim Form and Instructions SFY 2022-23</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<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> BenefitsCal <input type="checkbox"/> MyBCW<br><input type="checkbox"/> Customer Correspondence<br><input checked="" type="checkbox"/> Other: <u>County Budget Personnel/Claims</u> | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><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 the CalSAWS Mass Notice – End of CalFresh Emergency Allotments Claim Form and Instructions for claiming additional county postage costs related to the mass notice.</p> <p><b>Background</b>          The State special premise item, Mass Notice – End of CalFresh Emergency Allotments, is a mass mailer generated and mailed to all CalFresh and Transitional CalFresh households to inform them the emergency allotment is ending, and their benefits will return to the regular amount. Counties have received an allocation for postage associated with the first round of notices that were generated and mailed in February.</p>
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	<p>The project is working with the California Department of Social Services (CDSS) to add a second mailing of the notice and are seeking the additional funds. A separate CIT will be sent to the counties if additional allocations are approved.</p> <p><b>County Action</b> Counties may claim postage costs for the CalSAWS Mass Notice – End of CalFresh Emergency Allotments using the attached claim form, in accordance with the attached claim instructions. Counties may claim up to the amount allocated.</p> <p>Counties should enter the postage amount on the attached claim form on line G12 for CalSAWS Production Operations.</p> <p><b>CalSAWS counties:</b> Refer to the attached CalSAWS Mass Notice – End of CalFresh Emergency Allotments Calculations.xlsx (column G) for the specific amount that may be claimed. The amounts included in the file were based on the actual postage costs, adjusted to available funding. This file may be used as back-up documentation to support your claim.</p> <p><b>CalWIN counties:</b> Refer to your local postage reports to identify postage associated with the Mass Notice. Enter the cost of postage up to the amount allocated.</p> <p><b>Additional Information</b> Claiming submission instructions and requirements are attached to this CIT. Please refer to those instruction on how to prepare and where to send your claims.</p> <p>If you have questions on this CIT, please contact <a href="mailto:PMO.Fiscal@CalSAWS.org">PMO.Fiscal@CalSAWS.org</a> or the Primary Project Contact and CC your Regional Manager.</p>
Primary Project Contact: (Name and email address)	<p>Tina Weinmeister (916) 800-7839 <a href="mailto:WeinmeisterT@CalSAWS.org">WeinmeisterT@CalSAWS.org</a></p>
Backup Project Contact: (Name and email address)	<p>Melissa Gates (916) 800-5218 <a href="mailto:GatesM@CalSAWS.org">GatesM@CalSAWS.org</a></p>
Attachments:	<ol style="list-style-type: none"> <li>1. CIT 0092-23 CalSAWS Mass Notice – End of CalFresh Emergency Allotments Claim Form and CAP for SFY 22-23.xlsx</li> <li>2. CIT 0092-23 CalSAWS Mass Notice – End of CalFresh Emergency Allotments Claiming Instructions for SFY 22-23.xlsx</li> <li>3. CIT 0092-23 CalSAWS Mass Notice – End of CalFresh Emergency Allotments Calculations.xlsx</li> </ol>
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 "2023" folder.</li> </ol>

	4. Click on the appropriate CIT # folder.
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