



[CA-260653] Address Coversheet for 9x12 envelope in Template Repository

Issue Type:	CER	Team Responsible:	Assignee:	Maria Arceo
Fix Version/s:		Designer Contact:	Change Type (SCR):	
Minor Version:		Expedite Changes:	Estimate:	
Reporter:	Frederick Gains	Regulation Reference:	Created:	04/25/2023 04:38 PM
Status:	New	Impact Analysis:	Outreach Required:	
Policy/Design Consortium Contact:		Training Impacted:	Funding Source:	
Project Phase (SCR):		Funding Source ID:		
Other Agency Cross Reference:				

Current Design:

Request:

The Address Coversheet CSF 147 available in the CalSAWS forms Template Repository is tailored to fit into the CalSAWS #10 outbound envelope. However there is a 9x12 envelope used for various business purposes that does not have an out of the box coversheet that can be generated from the CalSAWS Template Repository. Additionally the current CSF 147 contains a header which unnecessarily includes customer information such as: Case name, Case Number, Worker name and Worker Number.

Recommendation:

Add an address coversheet into the CalSAWS forms Template Repository that can fit into the Central print 9x12 envelope specifications provided along with this CER. This address coversheet would exclusively contain the sending/return mail address and the receiving/customer address and would not include any unnecessary case data.

Outreach

Description:

Operational Impact: