

☒ CalSAWS M&E☒ CalWIN Migration

<b>Distribution Date:</b>	May 4, 2023
<b>To:</b>	Fiscal.Admin.Mgmt.18 and Fiscal.Admin.Mgmt.40  CC: PPOC.18; PPOC.40; 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; BerhelT@CalSAWS.org; GatesM@CalSAWS.org; WeinmeisterT@CalSAWS.org; DrohanS@CalSAWS.org
<b>CIT Name:</b>	<b>CalSAWS Second Round Mass Notice – End of CalFresh Emergency Allotments County Allocations 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>Staff processing CalSAWS allocations and 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 distribute the <u>second round</u> of approved CalSAWS Mass Notice – End of CalFresh Emergency Allotments County allocations for claiming postage costs for <u>March SFY 2022-23</u>.</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.</p>
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Funding for this premise item includes two rounds of the notice being generated and mailed. This allocation increased the total amount of funding available to include the second round of notices and is a combined total of both rounds.

The Office of Systems Integration (OSI) approved and sent authorization letters to each County Director for the CalSAWS Mass Notice – End of CalFresh Emergency Allotments County allocations for SFY 2022-23. Please note these allocation letters reflect your total allocations for the two separate months of funding.

### **County Action** **CalSAWS counties**

Notice Run 1 for February: Please see CIT 0091-23 on March 3, 2023.

#### **Notice Run 2 for March:**

1. Allocations were based on actual print costs from the Central Print vendor and further refined based on available funding. Available funding is listed in the Excel attachment.
2. CalSAWS counties should claim the amount in column J on the CalSAWS tab.
3. Please highlight your amount and use the Calculations excel as your support documentation for claiming.

**NOTE: Contra Costa, Santa Clara, and Tulare** have a CalSAWS allocation for run 2 of the notice and a CalWIN allocation for run 1.

### **CalWIN counties**

Notice Run 1 for February: Please see CIT 0091-23 on March 3, 2023.

#### **Notice Run 2 for March:**

1. Allocations are defined in the attached Calculations excel under the CalWIN tab and were based on estimates and available funding for print services (column F) and postage (column G). **These amounts are the maximum amount claimable and not your claim amount.**
2. CalWIN counties **need to obtain your actual amount** spent via your normal print services and postage methods.
3. These **reports will be required as the support documentation** for your claim. You may claim actual costs up to your allocated amount.

#### **Additional Information**

The claim form and instructions for CalSAWS Mass Notice – End of CalFresh Emergency Allotments was distributed via CIT 0092-23 on March 22, 2023.

The individual authorization letters for the CalSAWS Mass Notice – End of CalFresh Emergency Allotments County allocations for SFY 2022-23 are attached in a zip file.

If you have questions on this CIT, please contact [PMO.Fiscal@CalSAWS.org](mailto:PMO.Fiscal@CalSAWS.org) or the Primary Project Contact and CC your Regional Manager.

Primary Project Contact: (Name and email address)	Melissa Gates (916) 800-5218 <a href="mailto:GatesM@CalSAWS.org">GatesM@CalSAWS.org</a>
Backup Project Contact: (Name and email address)	Tina Weinmeister (916) 800-7839 <a href="mailto:WeinmeisterT@CalSAWS.org">WeinmeisterT@CalSAWS.org</a>
Attachments:	CIT 0171-23 CalSAWS Mass Notice – End of CF Emergency Allotments Calculations.xlsx CIT 0171-23 CalSAWS Mass Notice – End of CF Emergency Allotments County Allocations SFY 2022-23.zip CIT 0171-23 CalSAWS Mass Notice – End of CF Emergency Allotments Information.pdf
Web Portal Link:	<div style="background-color: black; width: 80px; height: 20px; margin-bottom: 5px;"></div> OR 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 "2023" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>