

☒ CalSAWS M&E☐ CalWIN Migration

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| Distribution Date: | June 7, 2023 |
| To: | Fiscal.Admin.Mgmt.40; Fiscal.Admin.Mgmt.Placer; Fiscal.Admin.Mgmt.Yolo; PPOC.40; PPOC.Placer; PPOC.Yolo; 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; GatesM@CalSAWS.org; WeinmeisterT@CalSAWS.org; |
| CIT Name: | CalSAWS Additional Funding Mass Notice – End of CalFresh Emergency Allotments County Allocations SFY 2022-23 |
| From: | 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"/> Policy <input type="checkbox"/> CW <input type="checkbox"/> CF <input type="checkbox"/> MC <input type="checkbox"/> CMSP <input type="checkbox"/> FC/KG/AAP <input type="checkbox"/> Child Care <input type="checkbox"/> WtW <input type="checkbox"/> Other Program(s) _____ <input type="checkbox"/> BenefitsCal <input type="checkbox"/> MyBCW <input type="checkbox"/> Customer Correspondence <input checked="" type="checkbox"/> Other <u>Staff processing CalSAWS allocations and claims</u> | <input type="checkbox"/> Reports <input type="checkbox"/> Fiscal <input type="checkbox"/> Caseload Movement <input type="checkbox"/> Management <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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| Description: (Including any step-by-step instructions) | <p>Purpose The purpose of this CIT is to distribute additional funding for postage for CalSAWS Mass Notice – End of CalFresh Emergency Allotments County allocations and claim these costs for <u>February SFY 2022-23</u>.</p> <p>Background 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. Funding for this premise item includes two runs of the notice being generated and mailed. Additional funding secured for postage has been allocated and increased the total amount of funding available for Run 1.</p> |
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| | <p>The Office of Systems Integration (OSI) approved and sent authorization letters to each CalSAWS County Director for the CalSAWS Mass Notice – End of CalFresh Emergency Allotments County allocations for SFY 2022-23. <u>Please note these allocation letters reflect your total allocations for the two separate months of funding and the additional postage funding.</u></p> <p>County Action</p> <p>If you <u>have already</u> submitted a claim for February (Run 1):</p> <ol style="list-style-type: none"> 1. If you have already submitted a claim for February and wish to claim the additional funding, an adjusted claim is needed. Available funding is listed in the Excel attachment. 2. <u>Counties should claim the amount in column J on the Calculation Excel as and adjusted claim. Your adjusted claim will only include the new funded amount.</u> <ol style="list-style-type: none"> a. If needed the CalSAWS County Claiming Process is attached to this CIT. Refer to Page 10 for instructions on how to process an adjustment. 3. Please highlight your amount and use the Calculations Excel as your support documentation for claiming. <p>If you <u>have not</u> submitted a claim for February (Run 1):</p> <ol style="list-style-type: none"> 1. If you have not submitted a claim for February an original claim is needed. Available funding is listed in the Excel attachment. 2. <u>Counties should claim the amount in column L.</u> 3. Please highlight your amount and use the Calculations excel as your support documentation for claiming. <p>Additional Information</p> <p><u>The claim form and instructions for CalSAWS Mass Notice – End of CalFresh Emergency Allotments was distributed via CIT 0092-23 on March 22, 2023.</u></p> <p>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.</p> <p>Run 2 Allocation should not be combined with the claiming of Run 1 and should be done on a separate claim form for the month of March.</p> <p>If you have questions on this CIT, please contact PMO.Fiscal@CalSAWS.org or the Primary Project Contact and CC your Regional Manager.</p> |
| Primary Project Contact: (Name and email address) | Melissa Gates (Allocation Questions) (916) 800-5218 GatesM@CalSAWS.org |
| Backup Project Contact: (Name and email address) | Tina Weinmeister (Claiming Questions) (916) 800-7839 WeinmeisterT@CalSAWS.org |
| Attachments: | CIT 0211-23 CalSAWS Mass Notice – End of CF Emergency Allotments Calculations – Additional Funding.xlsx CIT 0211-23 CalSAWS Mass Notice – End of CF Emergency Allotments County Allocations SFY 2022-23.zip |

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| | CIT 0211-23 CalSAWS County Claiming Process Updated.pdf |
| Web Portal Link: | <div></div> OR You may also retrieve the CIT document and attachments by following these steps: <ol style="list-style-type: none">1. Click on the CRFIs & CITs link at the top of the page.2. Click on the "CalSAWS Information Transmittal (CIT)" folder.3. Click on the "2023" folder.4. Click on the appropriate CIT # folder. |