☒ **CalSAWS M&E**   ☐ **CalWIN Migration**

Distribution Date:	June 24, 2024
To:	PPOC.All; Consortium.RegionalManagers.All;
CIT Name:	**Skipped Issuances Job Aid**
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

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Description:	**Purpose** The purpose of this CIT is to provide CalSAWS counties with the updated Issuance – Skipped Issuances Job Aid, which will be available in the Online Help with the 24.07 release. **Background** This Job Aid provides instructions on how to manage skipped issuances found on the Skipped Issuances report and has been updated to include the reasons displayed on the report. **Additional Information** This job aid is being issued via CIT ahead of the 24.07 release as an additional resource to accompany the upcoming webinars announced in CIT 0088-24 ███████ and the new fact sheet Utilizing Reports to Manage Skipped Issuances CIT 0100-24 ████████████ **County Action** No county action is required. This CIT is for informational purposes only. Counties are encouraged to share the information with the appropriate county staff.

	If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.
Primary Project Contact:	Jennifer Hahner CalSAWS | Business Analyst Policy & Design Team HahnerJe@CalSAWS.org
Backup Project Contact:	Janet Mitri CalSAWS | BA Lead Policy & Design MitriJ@CalSAWS.org
Attachments:	CIT 0102-24 JA – Issuance – Skipped Issuances
Web Portal Link:	██████ OR You may also retrieve the CIT document and attachments by following these steps: 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 "2024" folder. 4. Click on the appropriate CIT # folder.