

CalSAWS M&E

Distribution Date:	July 30, 2024
To:	<p>Fiscal.Admin.Mgmt.Alameda; Fiscal.Admin.Mgmt.Butte; Fiscal.Admin.Mgmt.Contra Costa; Fiscal.Admin.Mgmt.El Dorado; Fiscal.Admin.Mgmt.Fresno; Fiscal.Admin.Mgmt.Imperial; Fiscal.Admin.Mgmt.Kern; Fiscal.Admin.Mgmt.Los Angeles; Fiscal.Admin.Mgmt.Mendocino; Fiscal.Admin.Mgmt.Orange; Fiscal.Admin.Mgmt.Placer; Fiscal.Admin.Mgmt.Riverside; Fiscal.Admin.Mgmt.Sacramento; Fiscal.Admin.Mgmt.San Diego; Fiscal.Admin.Mgmt.San Francisco; Fiscal.Admin.Mgmt.San Joaquin; Fiscal.Admin.Mgmt.San Luis Obispo; Fiscal.Admin.Mgmt.San Mateo; Fiscal.Admin.Mgmt.Santa Barbara; Fiscal.Admin.Mgmt.Santa Clara; Fiscal.Admin.Mgmt.Santa Cruz; Fiscal.Admin.Mgmt.Solano; Fiscal.Admin.Mgmt.Sonoma; Fiscal.Admin.Mgmt.Stanislaus; Fiscal.Admin.Mgmt.Tehama; Fiscal.Admin.Mgmt.Tulare; Fiscal.Admin.Mgmt.Ventura; Fiscal.Admin.Mgmt.Yolo;</p> <p>CC: PPOC.Alameda; PPOC.Butte; PPOC.Contra Costa; PPOC.El Dorado; PPOC.Fresno; PPOC.Imperial; PPOC.Kern; PPOC.Los Angeles; PPOC.Mendocino; PPOC.Orange; PPOC.Placer; PPOC.Riverside; PPOC.Sacramento; PPOC.San Diego; PPOC.San Francisco; PPOC.San Joaquin; PPOC.San Luis Obispo; PPOC.San Mateo; PPOC.Santa Barbara; PPOC.Santa Clara; PPOC.Santa Cruz; PPOC.Solano; PPOC.Sonoma; PPOC.Stanislaus; PPOC.Tehama; PPOC.Tulare; PPOC.Ventura; PPOC.Yolo; Consortium.RegionalManagers.R1; Consortium.RegionalManagers.R2; Consortium.RegionalManagers.R3; Consortium.RegionalManagers.R4; Consortium.RegionalManagers.R5; Consortium.RegionalManagers.R6; PMO.Fiscal; Holly Murphy; Girish Uppal; Britt Carlsen; Melissa Gates; Tracy Berhel; Chia Thao; Fue Kue; Stacey Drohan</p>
CIT Name:	CalSAWS Prepopulated Medi-Cal Redetermination Forms County Claim Form and Claiming Instructions for SFY 2024-25
From:	CalSAWS PMO Fiscal

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

- General
- Policy
 - CW
 - CF
 - MC
 - CMSP
 - FC/KG/AAP
 - Child Care
 - WtW
 - Other Program(s) _____
- BenefitsCal
- Customer Correspondence
- OCAT
- Other County Budget Personnel/Claims

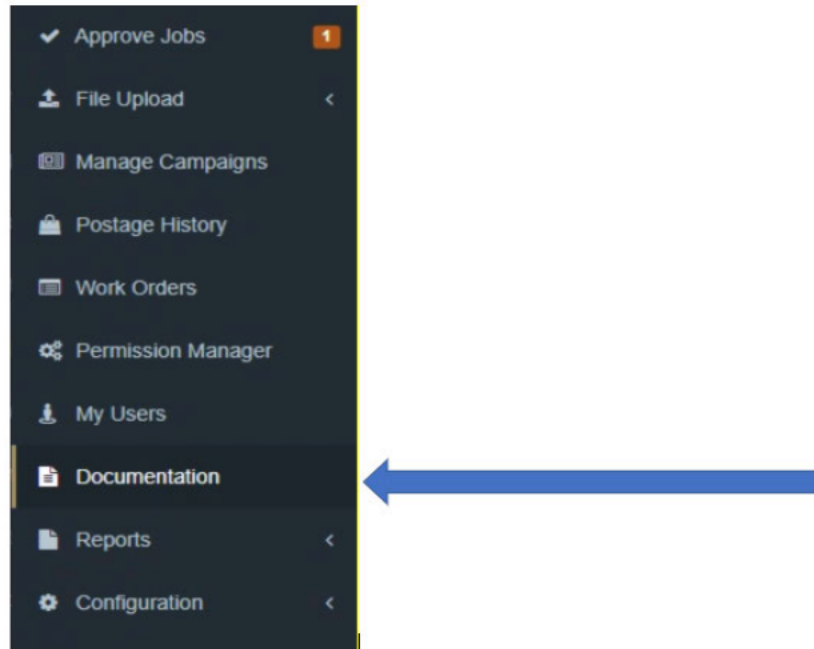
- Reports
 - Fiscal
 - Caseload Movement
 - Management
- Fiscal
- Security
- Batch and Interfaces
- Imaging
- Migration
- Conversion
- Technical
- Training
- Help Desk

<p>Description: (Including any step-by-step instructions)</p>	<p>Purpose (Identify what Counties this CIT affects) The purpose of this CIT is to provide the Prepopulated Medi-Cal Redetermination Forms State Fiscal Year (SFY) 2024-25 instructions and form for claiming additional county postage costs effective July 1, 2024.</p> <p>Background The Prepopulated Medi-Cal Redetermination Forms premise includes funding for counties to claim additional postage costs due to initial implementation of this change in CalSAWS in October 2021 and in CalWIN in August 2021. The funding continues for SFY 2024-25.</p> <p>County Action Counties must use the attached SFY 2024-25 Prepopulated Medi-Cal Redetermination Forms Claim Form and Claiming Instructions to <u>claim costs paid on or after July 1, 2024</u> (e.g., costs paid in July should be included on the July Claim Form submitted in August).</p> <p>Counties must use the SFY 2023-24 Claim Form for costs paid prior to July 1, 2024 (e.g., costs paid in June should be included on the June SFY 2023-24 Claim Form submitted in July).</p> <p>Refer to your postage reports for the monthly postage amounts to date that may be claimed. All CalSAWS counties will access the postage reports via the Central Print Portal. The graphic below shows where to find the reports.</p> <p>To access reports:</p>
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Central Print Portal - MC RE Report Location

After logging into the Central Print portal, the user will access the "Documentation" area from the left side menu area. The figure below illustrates the left side menu. The arrow designates the item to select.

After selecting Documentation, a list of available documents will display. At this time, the only item which will be available in the Documentation area is the MC RE Report.



To claim costs:

Using the CalSAWS Prepopulated Medi-Cal Redetermination Forms Claim Form, enter one month's cost in Cell G9 for Production and Operations.

Enter the postage cost based on the reports retrieved from the Central Print Portal. ROUND UP YOUR AMOUNTS, if needed.

Please use the postage report as your backup documentation to support your claim. Please highlight or isolate your amount on the report so that it stands out.

Key Points

- Please submit claims no later than the 20th of the month following the month your county paid the costs. Claims must be submitted on a monthly, not quarterly, basis.
- Please refer to your allocation letter and claim within your designated amount.
- Please follow the attached instructions closely, any deviations to the usage of the Excel claim form and submission requirements will result in a rejected claim.
- Please email your Excel file, PDF of signed and dated claim with Cost Allocation Plan (CAP), and supporting documents attached as (3) separate files in one email to:
 - CalHHS Office of Technology and Solutions Integration (OTSI)- Email: SAWSFiscal@osi.ca.gov
 - CDSS- Email: SAWS.CountyClaims@dss.ca.gov
 - CalSAWS Project- Email: PMO.Fiscal@CalSAWS.org

If you have questions on this CIT, please contact PMO.Fiscal@CalSAWS.org or the Primary Project Contact and cc your Regional Managers.

Primary Project Contact: (Name and email address)	Britt Carlsen (916) 282-3661 CarlsenB@CalSAWS.org
Backup Project Contact: (Name and email address)	Melissa Gates (916) 800-5218 GatesM@CalSAWS.org
Attachments:	CIT 0120-24 CalSAWS Prepop. MC Forms Claim Form and CAP for SFY 2024-25 Eff. July 2024 Final.xlsx CIT 0120-24 CalSAWS Prepop. MC Forms Claiming Instructions for SFY 2024-25 Final.docx
Web Portal Link:	<div style="background-color: black; width: 80px; height: 20px; margin-bottom: 10px;"></div> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <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 "2024" folder. 4. Click on the appropriate CIT # folder.

