

Distribution Date	July 31, 2025
To	PPOC.All; Committee.Training.All
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors; BenefitsCal.affiliate.coleads
CIT Name	CalSAWS Quick Guides – BenefitsCal CBOs – Document Upload Tips

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

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| <input checked="" 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 checked="" type="checkbox"/> BenefitsCal
<input type="checkbox"/> Customer Correspondence
<input type="checkbox"/> OCAT
<input checked="" type="checkbox"/> Other <u>CBOs</u> | <input type="checkbox"/> Reports
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Caseload Movement
<input type="checkbox"/> Management
<input type="checkbox"/> Batch and Interfaces
<input type="checkbox"/> Fiscal
<input type="checkbox"/> GA/GR
<input type="checkbox"/> Help Desk
<input checked="" type="checkbox"/> Imaging
<input type="checkbox"/> Security
<input type="checkbox"/> Task Management
<input type="checkbox"/> Technical
<input checked="" type="checkbox"/> Training |
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Description

Purpose

The purpose of this CIT is to inform Community Based Organizations (CBOs) of the availability of one new Quick Guide – **BenefitsCal CBOs – Document Upload Tips**.

Background

CBOs assist customers with using BenefitsCal including submitting electronic applications (e-apps), periodic reports/redeterminations, uploading documents, and other tasks.

Additional Information

The **BenefitsCal CBOs – Document Upload Tips** Quick Guide provides CBOs with tips on how to assist customers with uploading documents so that they are routed appropriately to the County. It also identifies helpful information to provide to Counties when a document needs to be located.

CBO Actions

	<p>Please distribute this CIT and the CalSAWS Quick Guide to any CBO staff who perform these functions.</p> <p>If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.</p>
Primary Project Contact	<p>Corey Morris Policy Design Lead (916) 282-3711 MorrisC@CalACES.org</p>
Backup Project Contact	<p>Elizabeth Palm Trainer (323) 401-2082 PalmE@CalSAWS.org</p>
Attachments	<p>CIT 0094-25 CalSAWS Quick Guide – BenefitsCal_CBOs – Document Upload Tips</p>
Web Portal Link	<p>[REDACTED]</p> <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 "2025" folder.4. Click on the appropriate CIT # folder.