

Distribution Date	November 7, 2025
To	PPOC.All; Committee.Training
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	CalSAWS Quick Guide – Minimum Nutrition Benefit (MNB)

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

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Description

Purpose

The purpose of this CIT is to inform Counties of a new CalFresh Minimum Nutrition Benefit (MNB) Quick Guide. This Quick Guide is now available in the Learning Management System (LMS).

Background

The CalSAWS Quick Guides were created to provide users additional training resources to assist them in performing functions in CalSAWS. They include step-by-step instructions as well as screenshots to enhance the learning experience.

Additional Information

The **CalFresh Minimum Nutrition Benefit (MNB)** Quick Guide provides users with information on manual Auxiliary Authorization records required for certain MNB scenarios. Information in this quick guide includes:

- An overview of MNB
- Scenarios that require manual Auxiliary Authorization records
- Hints and Tips

	County Actions Please distribute this CIT and the CalSAWS Quick Guide to any County staff who perform these functions. The Quick Guide can be found in the LMS. Access to the LMS is available to all users and is encouraged. A request for access can be submitted as a Single or Bulk LMS Access Request through CalSAWS ServiceNow. Users needing access to the LMS must follow their County's process. If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.
Primary Project Contact	Corey Morris Policy Design Lead (916) 282-3711 MorrisC@CalSAWS.org
Backup Project Contact	Sami Varney Trainer (916) 883-2927 Varneys@CalSAWS.org
Attachments	CIT 0136-25 CalSAWS Quick Guide - CalFresh Minimum Nutrition Benefit (MNB).pdf
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 "2025" folder. 4. Click on the appropriate CIT # folder.