

Distribution Date	February 12, 2026
To	PPOC.58
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	CalSAWS Workload Management Bulletin – February 2026

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 _____
- Reports
 - Fiscal
 - Caseload Movement
 - Management
- Batch and Interfaces
- Fiscal
- GA/GR
- Help Desk
- Imaging
- Security
- Task Management
- Technical
- Training

Description	<p>Purpose</p> <p>The purpose of this CIT is to provide the counties with the first in a series of bulletins specific to the CalSAWS Workload Management effort, called the "Workload Management Bulletin." The Workload Management Bulletin is designed to communicate upcoming system changes and keep counties informed of activities as they pertain to Workload Management enhancements.</p> <p>Background</p> <p>As part of the Organizational Change Management (OCM) efforts supporting Workload Management and SCR CA-293073 Phase 1, scheduled for production in May 2026, this bulletin is being provided to counties to support awareness and readiness.</p> <p>This effort builds on foundational work completed by the 2024 Workload Management Workgroup, SCR CA-274189. In 2025, a new workgroup was assembled with representatives from all six regions to review the requirements approved by the 2024 Workload Management Workgroup and to ensure the system design aligned with the approved requirements. The 2025 workgroup reviewed and approved the final design on January 5, 2026.</p>
-------------	--

	<p>Additional Information</p> <p>There will be a bulletin distributed monthly, and other communication resources will be made available in advance of implementation to support county readiness.</p> <p>The bulletin content attached covers the following:</p> <ul style="list-style-type: none"> • Scheduling Assistant • Workload Assignment Assistant • Workload Reassignment <p>County Actions</p> <ol style="list-style-type: none"> 1. Disseminate information on Workload Management updates to county staff. 2. Copy your Regional Manager(s) on any questions you might send to the Primary or Backup Project Contact.
<p>Primary Project Contact</p>	<p>Araceli Gallardo GallardoA@CalSAWS.org</p>
<p>Backup Project Contact</p>	<p>Dymas Pena PenaD@CalSAWS.org</p>
<p>Attachments</p>	<p>CalSAWS Workload Management Bulletin – February 2026.pptx</p>
<p>Web Portal Link</p>	<p></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 "2026" folder. 4. Click on the appropriate CIT # folder.