

Distribution Date	March 11, 2026
To	PPOC.All; CalSAWS.All
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors; Communications.Infrastructure
CIT Name	Web Portal Transition to Read-Only

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: CalSAWS Web Portal; Communications Portal
- Reports
 - Fiscal
 - Caseload Movement
 - Management
- Batch and Interfaces
- Fiscal
- GA/GR
- Help Desk
- Imaging
- Security
- Task Management
- Technical
- Training

Description	<p>Purpose On March 27, 2026 at 5:00 PM PST, the CalSAWS Web Portal will be archived in place and converted to Read-Only access for all users.</p> <p>Background The new Communication Portal will Go-Live on March 30, 2026, to provide improved navigation and usability, structured document management, enhanced search capabilities, and strengthened governance and permission controls.</p> <p>More information about the new Communication Portal will be released via CIT and Informational Alerts. In upcoming communications, the new Communication Portal link will be shared along with User Guides and How-To Videos.</p> <p>Additional Information What's Changing: After March 27, 2026, 5:00 PM PDT:</p>
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- Users will be able to view and download content.
- Users will not be able to upload, edit, move, or delete documents.

The Web Portal will be archived in place to preserve the historical content as we transition to the new Communication Portal. This approach minimizes disruption while maintaining access to the Web Portal materials for reference purposes.

The new Communication Portal will replace the Web Portal and serve as the official platform for ongoing updates, communications, and document management.

County Actions

To prevent loss of work while the Project transitions from the Web Portal to the new Communication Portal, please complete the following actions before March 27, 2026, at 5:00 PM PDT:

- Close out and save any documents currently being edited in the Web Portal.
- Upload any finalized documents that must remain in the Web Portal prior to archive.
- Download any files you anticipate needing for active work after the transition.

Documents left open or in draft at the time of transition may not save properly once the portal becomes Read-Only.

If you are actively collaborating within the Web Portal, please plan accordingly to finalize work prior to the cutoff.

Primary Project Contact	Yong Vangbliayang – VangbliayangY@calsaws.org
Backup Project Contact	Gian Franco Curiel – CurielG@CalSAWS.org
Attachments	N/A
Web Portal Link	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></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 "2026" folder. 4. Click on the appropriate CIT # folder.