


Distribution Date	April 10, 2026
To	PPOC.All; Committee.correspondence.all
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	Disbanding of the CalSAWS Correspondence Committee

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

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| <input checked="" type="checkbox"/> General | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Policy | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CW | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CF | <input type="checkbox"/> Management |
| <input type="checkbox"/> MC | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> CMSP | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> FC/KG/AAP | <input type="checkbox"/> GA/GR |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Help Desk |
| <input type="checkbox"/> WtW | <input type="checkbox"/> Imaging |
| <input type="checkbox"/> Other Program(s)_____ | <input type="checkbox"/> Security |
| <input type="checkbox"/> BenefitsCal | <input type="checkbox"/> Task Management |
| <input type="checkbox"/> Customer Correspondence | <input type="checkbox"/> Technical |
| <input type="checkbox"/> OCAT | <input type="checkbox"/> Training |
| <input type="checkbox"/> Other_____ | |

Description	<p>Purpose The purpose of this CIT is to inform the counties of the decision to disband the CalSAWS Correspondence Committee effective 05/01/2026.</p> <p>Background In evaluating the ongoing need for a separate committee devoted to client correspondence, it was determined that the project could be best served by incorporating the correspondence changes needed in CalSAWS to the program area System Change Request (SCR) which is related to those changes.</p> <p>We recognize that there are current SCRs assigned to the Correspondence Committee which are not directly related to a current SCR for a specific program area. Those SCRs will be moved over to the appropriate program related committees for the acceptance of the design for implementing the changes.</p>
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	<p>Over the past year, correspondence SCRs have been assigned to the Business Analyst (BA) for the related program area to ensure that the individual most familiar with the subject matter guides the design of the correspondence changes.</p> <p>It should be noted that the Correspondence Committee has not had an official Committee Meeting for several months and the design decisions have been obtained, for most of the changes, through email.</p> <p>County Actions</p> <p>The Regions may want to consider updating the assignments to include disbanded correspondence subject matter experts across program related committees.</p>
<p>Primary Project Contact</p>	<p>Franz M Lightle LightleFM@CalSAWS.org</p>
<p>Backup Project Contact</p>	<p>Juan Jose Avila AvilaJJ@CalSAWS.org</p>
<p>Attachments</p>	<p>None</p>
<p>Communication 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. Hover over the Communications & Resources tab 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.