


Distribution Date	May 15, 2026
To	PPOC.All; Committee.Training
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	CalSAWS Quick Guide – ABAWD

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

- | | |
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| <input checked="" type="checkbox"/> General | <input type="checkbox"/> Reports |
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Description	<p>Purpose The purpose of this CIT is to inform Counties of updates to the ABAWD Quick Guide. This Quick Guide is now available in the Learning Management System (LMS).</p> <p>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.</p> <p>Additional Information The ABAWD Quick Guide has been updated with changes made to functionality with SCR CA-294575. These changes include:</p> <ul style="list-style-type: none"> ■ Added information about ABAWD Screening <ul style="list-style-type: none"> • Screening requirements, including Elderly Simplified Application Project (ESAP) household members • ABAWD Screening List & Detail pages <p>Note: After implementation on May 18th, 2026, if workers process a June RE early (for example on May 20, 2026), the System requires the ABAWD Screening page to be</p>
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	<p>completed for all individuals ages 18-64. The System also applies the new HR1 ABAWD policy as of the beginning of the new certification month in July.</p> <ul style="list-style-type: none"> ■ Updated ABAWD Exemptions ■ Removed CFET information (This information is covered in the CFET Quick Guide.) <p>County Actions</p> <p>Please distribute this CIT and the CalSAWS Quick Guide to any County staff who perform these functions. The Quick Guide can also be found in the LMS.</p> <p>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.</p> <p>If you have questions on this CIT, please reach out to the Primary and Backup Project Contacts and cc your Regional Managers.</p>
<p>Primary Project Contact</p>	<p>Sami Varney Training/Implementation Coordinator (916) 883-2927 VarneyS@CalSAWS.org</p>
<p>Backup Project Contact</p>	<p>Elizabeth Palm Training/Implementation Coordinator (916) 800-8363 PalmE@CalSAWS.org</p>
<p>Attachments</p>	<p>CalSAWS Quick Guide – ABAWD</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.