Update 2011-17: Common Place Handbook
Erratum to Common Place Update 2011-16

Changes
Prior to November 15, 2011, CWES staff sends their Priority 2 requests to the following designated e-mail:

- "CCS TMT Priority Assignments" for Generic Intake cases, or
- "CCS Cont Priority Mail" for Generic Continuing cases.

Beginning November 15, 2011, designated CalWORKs Employment Services (CWES) staff will start creating Task Management Tool (TMT) requests through the Central Client Services (CCS) Request Form. CWES staff will no longer send e-mails to CCS when there are requests that do not require same-day processing. Instead, the CCS Request Form will be used.

Designated CWES staff include:

- Supervisors
- Leads
- CalWORKs Social Work Unit
- Scheduling and Compliance Unit

[Refer to Update 2011-17: Common Place Handbook.]

Implementation
The information contained in this Update is effective on November 15, 2011.
Contact Person(s): Ana Labrador, Application and Decision Support Specialist II, (408) 755-7540.