

Adding a New MAA Participant

Check your Units' current Claim Plan to make sure the classification is listed and that there is space available. (1*)

The participant must complete MAA/TCM training for the reporting year and sign the MAA training log. (2*)(3*)

Participant must sign and date the current Duty Statement for their Classification (3*)

SPMP hires need to complete the SPMP Questionnaire and have it signed by their supervisor. Please attach a copy of the participants' license. (3*)

Email Julie.Newbold@santacruzcounty.us with the following information for MAA activation :

Participant's full name, email address, phone number, employee number (County Employees), job classification, their MAA Supervisor, MAA access level (participant, supervisor, and/or fiscal) and if they are SPMP.

All MAA Documents are Electronic. Please contact Julie Newbold for your documents.

Participants can start reporting MAA hours the day they are trained.

1* If there is no space available or the Classification is not listed on the Claim Plan the CU Coordinator will need to do a Claim Plan Amendment.

Contact Jessica Victorino Jessica.Victorino@santacruzcounty.us for Amendments. These take place at the beginning of a quarter. The participant cannot report unless the Claim Plan allows.

2* The Santa Cruz County CMAA Manual and training video are available on the MAA Website.

3* All Training logs, SPMP forms and Duty Statements are now Electronic. Please contact Julie.Newbold@santacruzcounty.us for your documents via DocuSign.