

Adding a New MAA Participant

- 1) Check your Units' current Claim Plan to make sure the classification is listed AND that there is space available. (1*)
- 2) You will need to train the participant for the reporting year, the trainer MUST already be trained. (2*)
- 3) Have participant sign the In-House training log (must be signed in blue). (3*)
- 4) Have Participant read and sign (date they started that position) current Duty Statement for Classification (4*)
- 5) SPMP Hires will need to also complete the SPMP Questionnaire and have it signed by the supervisor. (5*)
- 6) Email Julie Newbold (Julie.Newbold@santacruzcounty.us) requesting a MAA System account with the following information:
First and last name, phone number, employee number (County Employees), email, classification, MAA Supervisor, and if they are SPMP or Non-SPMP.
- 7) Please mail all original paperwork (signed in blue ink) to Julie Newbold, 1800 Green Hills Road, Suite 240, Scotts Valley, CA 95066

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

1* IF NO SPACE AVAILABLE or CLASSIFICATION NOT LISTED–

The CU Coordinator will need to do a claim plan amendment. Please contact Jessica Victorino (Jessica.Victorino@santacruzcounty.us) Amendments can only 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* Training Log is available on the MAA Website.

4* Duty Statements are available on the MAA website.

5* SPMP -Questionnaire is available on the MAA website. Please also attach a copy of the participants license.