

# 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\*)**

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Email [renee.johnson@santacruzcounty.us](mailto:renee.johnson@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 Renee Johnson for your documents.

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

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**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](mailto: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 [renee.johnson@santacruzcounty.us](mailto:renee.johnson@santacruzcounty.us) for your documents via DocuSign.