



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

September 5, 2014

COUNTY FISCAL LETTER (CFL) NO. 13/14-51E

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY WELFARE FISCAL OFFICERS  
COUNTY CHILD WELFARE SERVICES/CASE  
MANAGEMENT SYSTEM (CWS/CMS) SINGLE POINTS OF  
CONTACT AND COUNTY TECHNICAL CONTACTS  
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: CLARIFYING CLAIMING INSTRUCTIONS FOR CWS/CMS  
STATEWIDE AUTOMATED CHILD WELFARE  
INFORMATION SYSTEM (SACWIS)

REFERENCE: [45 CODE OF FEDERAL REGULATIONS \(CFR\) 95.611](#)  
[MANUAL OF POLICIES AND PROCEDURES \(MPP\)](#)  
[DIVISION 28, SECTION 28-110](#)  
[CFL NO. 13/14-58, DATED JULY 1, 2014](#)  
[CFL NO. 13/14-51, DATED MAY 20, 2014](#)

This erratum is to clarify the claiming process for CWS/CMS SACWIS and non-SACWIS Maintenance and Operation (M&O) expenses incurred prior to receiving an approved Advance Planning Document (APD).

The [45 CFR 95.611](#) requires prior approval of automated development proposal expenditures with proposed federal financial participation. The CFL No. 13/14-51 instructed counties to report all county SACWIS and non-SACWIS M&O expenses incurred prior to receiving APD approval as “County Only” costs. Subsequently, CFL No. 13/14-58, instructed all county CWS/CMS SACWIS and non-SACWIS M&O expenses incurred prior to receiving an approved APD be reported in the Extraneous Section of the County Expense Claim (CEC).

The [MPP Division 28, section 28-110 regulations](#) require state approval for all county Electronic Data Processing (EDP) acquisitions. This approval is obtained by submitting an APD to the appropriate agency. There are two categories of EDP, generic EDP and CWS/CMS EDP. Please refer to MPP Division 28, section 28-010 for the California Department of Social Services (CDSS) definition of EDP. Because generic and CWS/CMS APDs are reviewed and approved by different agencies for specific projects and each APD project is assigned a unique project number for all approved expenses,

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**charges for CWS/CMS EDP expenditures cannot be claimed as generic EDP and vice versa.**

**All unapproved CWS/CMS SACWIS and unapproved non-SACWIS M&O expenses and the unapproved allocated portion claimed to the benefiting programs incurred prior to receiving an approved APD must be reported in the Extraneous Section of the CEC.**

Questions regarding the CWS/CMS APD process should be directed to the CWS/CMS Support Branch at [CMSAdminSvcsUnit@dss.ca.gov](mailto:CMSAdminSvcsUnit@dss.ca.gov) or (916) 651-7884.

Questions regarding claiming or cost allocation should be directed to the CDSS Fiscal Systems Bureau at [Fiscal.Systems@dss.ca.gov](mailto:Fiscal.Systems@dss.ca.gov).

Sincerely,

***Original Document Signed By:***

LILIA A. YOUNG, Chief  
Fiscal Forecasting and Policy Branch