



CDSS

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May 07, 2015

COUNTY FISCAL LETTER (CFL) NO. 14/15-64

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

SUBJECT: CWS AUTOMATED DATA PROCESSING (ADP) COUNTY  
ANNUAL PLANNING DOCUMENT UPDATE (CAPDU)

REFERENCE: [CFL NO. 03/04-27, DATED OCTOBER 17, 2003](#)  
[CFL NO. 13/14-47, DATED JULY 3, 2014](#)  
[CODE OF FEDERAL REGULATIONS \(CFR\) TITLE 45,  
PART 95, SUBPART F](#)

The purpose of this CFL is to inform the counties of planning and reporting responsibilities relative to the CWS ADP CAPDU report. The processes described herein supersede those of [CFL NO. 13/14-47](#) CWS ADP CAPDU, issued on July 3, 2014.

Counties must complete a 2015 CAPDU report to maintain federal financial participation (FFP) for the Statewide Automated Child Welfare Information System (SACWIS) costs. The CAPDU is the California Department of Social Services (CDSS) CMS Support Bureau's sole source of information used to complete the state's Annual Advance Planning Document Update (APDU) required by the federal Administration for Children and Families (ACF).

## **CAPDU Instructions**

As a condition of eligibility for the SACWIS funding, the state is required to report, monitor, and account for all county ADP expenditures and procurements in accordance with [Title 45 of the Code of Federal Regulations, Part 95, Subpart F](#).

To comply with these federal requirements and maintain FFP for SACWIS costs, the CAPDU report submitted to the state must capture all planned county estimated ADP related expenditures, including system support staff costs, to support the CWS/CMS Maintenance and Operation activities for two consecutive fiscal years (FYs). For example, the 2015 CAPDU will report all planned CWS/CMS activities for FY 2015-16 and FY 2016-17.

Counties must estimate each project cost as close to their anticipated expenditures as possible. This information should be coordinated among the county's CWS Program, fiscal, procurement, and information technology staff. As required by the ACF, all county costs must be clearly described and justified as to why they are SACWIS costs.

The 2015 CAPDU templates have been available since April 01, 2015, on the CWS/CMS website <http://www.hwcws.cahwnet.gov> behind the county logon for counties to enter and report their CAPDU planned activities. Counties must submit their 2015 CAPDU report to [CMSAdminSvcsUnit@dss.ca.gov](mailto:CMSAdminSvcsUnit@dss.ca.gov) by June 22, 2015, for inclusion in the state's Annual APDU to the ACF for review.

The acceptance of the 2015 CAPDU report information by the CDSS does not constitute a state or federal commitment to funds or approval of the proposed activities. Funding for planned activities continues to be subject to the availability of state and federal funds, as well as state and federal approval via the CWS/CMS Advance Planning Document (APD) process prior to procurement of any CAPDU goods or services. Counties requesting FFP for SACWIS costs continue to submit their APDs for prior written approval to the CWS/CMS APD Unit at [CMSAdminSvcsUnit@dss.ca.gov](mailto:CMSAdminSvcsUnit@dss.ca.gov).

## **Reconciliation of Expenditures for APDs via Completion Reports**

To ensure continued FFP for SACWIS costs the CDSS must report, as part of the state's Annual APDU required by the ACF, all planned and completed county ADP expenditures and procurements. As stated in [CFL NO. 03/04-27](#), counties should submit documentation at the end of the FY that outlines the actual county expenditures claimed under each approved APD during that year. Counties seeking FFP for SACWIS costs must reconcile approved CWS/CMS APDs via a Completion Report. The Completion Report template with instructions is available on the CWS/CMS website <http://www.hwcws.cahwnet.gov> behind the county logon.

All County Fiscal Letter 14/15-64  
Page Three

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

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:***

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BRIAN DOUGHERTY  
Acting Deputy Director  
Administrative Division

***Original Document Signed By:***

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GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

c: CWDA