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August 27, 2015

COUNTY FISCAL LETTER (CFL) NO. 15/16-16

TO: COUNTY WELFARE DIRECTORS  
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)  
SYSTEM SUPPORT STAFF (SSS) COSTS

REFERENCE: [CFL NO. 13/14-51E, DATED SEPTEMBER 5, 2014;](#)  
[CFL NO. 13/14-51, DATED MAY 20, 2014;](#)  
[CODE OF FEDERAL REGULATIONS \(CFR\) TITLE 45, PART 95,](#)  
[SUBPART F, SECTION 95.611](#)  
[ASSEMBLY BILL \(AB\) 118 \(CHAPTER 40, STATUTES OF 2011\);](#)  
[ABX1 16 \(CHAPTER 13, STATUTES OF 2011\)](#)

The purpose of this CFL is to provide county Child Welfare Departments (CWDs) with claiming instructions on SACWIS System Support activities only for the CWS/CMS. This CFL does not provide or change previous claiming instructions for maintenance and operation (M&O), equipment or services.

### **Background**

As a condition of eligibility for federal SACWIS funding, the state is required to report, monitor and account for all county SACWIS expenditures under 45 CFR. The CWS/CMS system is California's SACWIS for CWS. Eligible federal costs include the ongoing M&O and system support costs. The Administration for Children and Families approved the CWS/CMS activities for which associated costs may be claimed to receive SACWIS federal funding. These activities include CWS/CMS SACWIS System Support activities.

The CWS/CMS SSS are county Electronic Data Processing (EDP) staff who directly assists in the ongoing M&O activities for the CWS/CMS. System support staff activities include county help desk functions dedicated to the support of the CWS/CMS equipment and

applications, technical support and assisting with moves and changes. Costs for the CWS/CMS EDP SACWIS system support require a CWS/CMS Advance Planning Document (APD), including contracted costs. As noted in [CFL No. 13/14-51](#), **any county SACWIS and non-SACWIS M&O expenses incurred prior to receiving federal approval cannot be claimed for reimbursement and must be reported as “County Only” costs.**

As a reminder, CWDs should use the proper CWS/CMS cost allocation policies and procedures for claiming and allocating CWS/CMS APD activities and expenditures. The following chart provides the updated ratios to be used by counties to allocate CWS/CMS costs for Fiscal Year (FY) 2014-15 and is effective retroactive to the September 2014 quarter.

Based upon these benefitting programs, a cost allocation methodology was developed to ensure the CWS/CMS is funded in proportion to benefitting programs, and entered as such into the County Expense Claim.

**CWS/CMS (SACWIS) Claiming Method for Non-EDP Staff:**

Non-EDP staff performing SACWIS system support activities on a **temporary** or **intermittent** basis should claim expenses according to the [County Cost Allocation Plan \(CCAP\)](#).

**CWS/CMS (SACWIS) Claiming Method for SACWIS System Support Costs:**

1. County CWS/CMS EDP SACWIS SSS perform **continuous** time studies, as stated in the CCAP.
2. Calculate the eligible CWS/CMS SACWIS system support costs based upon the time studies.
3. Allocate the CWS/CMS eligible costs, including those for SACWIS system support, to the benefitting programs based on the federally approved methodology, using the allocation percentages shown in the table below.

**Claiming Instructions**

Effective the date of this CFL, the CWDs will claim the appropriate portion of the M&O expenses and SACWIS system support activities for CWS/CMS to PC 536 – SACWIS M&O and the benefitting programs as follows:

<b>Program Code (PC)</b>	<b>536</b>	<b>SACWIS M&amp;O</b>
PC	536	SACWIS M&O
Direct-To-Program (DTP)	A76	SACWIS M&O
Costs claimed to PC 536 will be funded at 50/35/00/15 (Federal/State/Health/County).		

Please note that Child Welfare Services (CWS) state funding was realigned to the county Local Revenue Fund (LRF). The previous state share of cost for PC 536 is now paid from the county LRF using the State Use Only overmatch code.

### **PC 536 – SACWIS-M&O**

Captures and funds M&O costs for CWS/CMS activities, including SACWIS system support activities. The allocation of costs to all benefitting programs is based on the approved CWS/CMS allocation methodology included in the CCAP section 3: Intro 1, Electronic Data Processing Costs. Activities include:

- CWS/CMS Image
  - Deployment
  - Installation
  - Maintenance
- User Identification (ID) and Password
- Antivirus
- Workstation Operating System
- Application Problem Resolution
- Device User Support
  - Remote Access User ID and Password
  - End User Device Configuration
  - End User Problem Resolution
  - Virtual Private Network User ID and Password Support (Tokens)
- Share Drive Configuration
- Printer/Server Configuration
- Network Access Configuration
- Local Area Network Domain Access Configuration (User ID and Logon)
- Countywide Network Administration
  - Updating Software on Routers
  - Updating Software on Switches
  - Securing Access to Network Devices
  - Managing all Network Internet Protocol Address Space
- Ticket support related to county connectivity issues (State/County Networks)

All CWS/CMS SACWIS eligible EDP costs including salary and benefits of staff performing allowable SACWIS system support activities should be claimed as a direct EDP cost and reported to PC 536, SACWIS M&O. Based on the federally approved methodology as provided in the annual CCAP, SACWIS M&O costs must be allocated to the programs that benefit from the system. The December quarterly provides allocation percentages for each FY. These percentages are retroactive to the September claiming quarter. The CWS/CMS FY 2014-15 allocation percentages are shown below:

Program Code (PC)	Direct-to-Program (DTP) Code	Program Name	Percent	Federal Program
536	A76	SACWIS	.6740	Title IV-E/IV-B
513	A14	EA – ER	.1903	TANF
544	A19	CWS MPI (AB 908)	.0053	TANF
556	A20	CWS MPS (AB 908)	.0013	TANF
144	A6	CWS - Health Related	.1129	Title XIX
150	A7	EPSDT	.0000	Title XIX
168	A11	FPP - Health Related	.0005	Title XIX
838	A6	EFC – Health Related	.0021	Title XIX
182	A12	ILP - Case Management	.0031	Chafee ILP
184	A12	ILP - Services	.0031	Chafee ILP
135	A4	SSI-SSP / OHC	.0002	State Program
175	A11	FPP - Services / Non-Federal	.0013	State Program
588	A28	STOP - Assessment / Case Plan	.0002	State Program
165	A50	Wraparound Services	.0011	County Program
786	A92	NREFM Under 18	.0005	State Program
787	A92	NREFM NRLG	.0011	State Program
840	A6	EFC Services NonFed	.0006	State Program
863	A91	NRLG NMD	.0008	State Program
864	A91	NRLG Probate	.0007	State Program
865	A91	NRLG Juvenile	.0009	State Program

**Note:** The PC 536 is a non-time study code (NTSC). Time Study Codes are only available to social workers to claim hours spent on case management activities. In instances where the county does not have expenditures for all of the program components listed above, the county must roll the share of costs of a program code into another program code that has the same program funding source. For example, if PC 144 is not valid in a county, the share of costs would be included in PC 150 or PC 168, both of which are Title XIX funded.

If you have any questions regarding this CFL, please direct them to the 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