

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814  
(916) 445-7046



February 3, 1982

ALL-COUNTY LETTER NO. 82-10

TO: ALL-COUNTY WELFARE DIRECTORS  
ALL-COUNTY AUDITORS  
ALL-COUNTY FISCAL OFFICERS  
ALL-COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT EDP SUPPORT COSTS

As you are aware, certain electronic data processing (EDP) support costs, such as equipment and CWD personnel, are currently charged to the Group II.B.2 Overhead Pool of the administrative expense claim. However, effective with the 1982/83 fiscal year, claiming instructions will be revised to more accurately allocate EDP support costs to the appropriate benefiting programs.

To enable counties to separately identify projected EDP support costs in their FY 1982/83 Cost Control Impact Questionnaire due March 15, 1982, the revised EDP support claiming instructions for FY 1982/83 are as follows:

I. Costs to Be Included in the EDP Support Pool

A. Personal Services

1. Salaries and benefits of CWD data processing staff whose primary function is performing specific EDP activities; i.e., systems design, computer programming and data entry. Staff include systems analysts, programmers, computer operators, key/data entry operators, and other data processing technicians.
2. Salaries and benefits of first line supervisors of the above staff.
3. Salaries and benefits of supervisors above first line provided they are dedicated to an EDP activity.

B. Operating Costs

1. Electronic Data Processing Equipment - Costs for the purchase or lease of EDP equipment that is directly attributable to a mainframe electronic data processing system. EDP equipment includes electronic digital computers that accept data input, store data, perform calculations and prepare information output; peripheral or auxiliary equipment (disk drives, printers, etc.) used in support of electronic computers; ancillary equipment (burstors, decollators, tape cleaners, etc.); data transmission or communications equipment acquired solely for use with a configuration of EDP equipment; data input equipment that is used to enter data directly or indirectly into any of the above mentioned equipment.

2. Software - Costs for the purchase or lease of stored programs, procedures and associated documentation by which the above mentioned EDP equipment is used and operated.
3. Supplies - Costs for supplies can be claimed as an EDP support cost only for those items directly attributable to the mainframe computer processing system; i.e., magnetic tape, key punch cards, computer print-out paper, etc.

## II. Costs to Remain in the Allocable Support Pool

Costs for all mini computers, word processors, accounting machines and other EDP equipment that are not directly attributable to a mainframe electronic data processing system and are used for a CWD general administrative support function; i.e., typing pool, accounting office, personnel office, etc.

However, acquisition of all EDP equipment must meet the prior approval requirements in accordance with Division 28 of the SDSS Manual of Policies and Procedures.

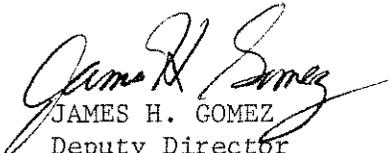
## III. Central Service EDP Costs

Data processing costs that are allocated or direct billed via the Countywide Cost Allocation Plan will continue to be claimed in accordance with Section 25-821.234 of the Fiscal Management Handbook.

Accordingly, the July - September 1982 quarter administrative expense claim will be revised to identify CWD support costs. Counties will be notified of the specific changes to the claim via a separate All-County Letter.

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau, at (916) 445-7046 or ATSS (8) 485-7046.

Sincerely,

  
JAMES H. GOMEZ  
Deputy Director  
Administration

cc: CWDA