

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 9, 1987

ALL-COUNTY LETTER NO. 87-34

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
COST BENEFIT ANALYSIS (CBA)/IMPLEMENTATION PLAN (IP) -
APPLICANT SYSTEM

REFERENCE: ACIN I-01-87

ACIN I-01-87, released recently, provided counties with updated information concerning the implementation of IEVS. As a follow up to that notice, this letter provides counties with the information necessary for developing counties' CBA/IP for the IEVS Applicant System. Specifically, the following information is attached:

- o Description of IEVS Applicant System
- o Alternative methods of providing input to the IEVS Applicant System
- o Alternative ways of receiving IEVS match information for applicants
- o Instructions for completing IEVS cost worksheets and CBA/IP forms for the Applicant System
- o IEVS cost worksheets for the Applicant System
- o IEVS CBA/IP forms for the Applicant System

Counties must first determine which method of interfacing with the IEVS Applicant System would be most cost effective for your county and identify, if necessary, any DP modifications and their costs based on the selected alternative, including the need for hardware. As a part of the implementation plan, the counties are required to prepare a narrative describing briefly the alternatives that have been considered, the approximate total cost of each alternative except for the online alternative and the reasons for the selection of an alternative.

Please submit the completed cost worksheets and CBA/IP forms along with the narrative to the following address by May 1, 1987:

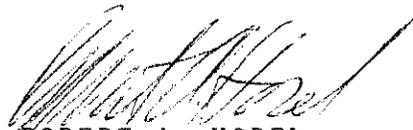
County Approvals Section, M.S. 6-912
Department of Social Services
744 P Street
Sacramento, CA 95814

As stated earlier in ACIN I-01-87, IEVS requests will receive a priority review by the County Approvals Section.

In regard to the IEVS Recipient System, effective July 1987, the Payment Verification System (PVS) information will be available in a new format either by tape or paper. The Integrated Earnings Clearance/Fraud Detection System (IFD) information will be available in a new format by tape or paper, beginning September 1987. For the Asset Match System (AMS) information, the counties may receive a tape or printouts beginning July 1987.

The information on the new output data formats for the IEVS Recipient System along with the cost worksheets and CBA/IP forms including instructions for completing these documents are forthcoming.

Questions concerning the preparation of the attached documents should be directed to your county analyst in the County Approvals Section, Department of Social Services, at (916) 323-4305. Questions regarding the Applicant System and/or how to interface with the Applicant System should be directed to Marty Bornstein, Data Systems Branch, Department of Health Services, at (916) 324-6991.



ROBERT A. HOREL
Deputy Director
Welfare Program Division
Department of Social Services



FRANK MARTUCCI, CHIEF
Medi-Cal Eligibility Branch
Department of Health Services

Attachments

cc: CWDA

SECTION I

A. IEVS APPLICANT SYSTEM DESCRIPTION

The applicant matching system will utilize the existing Medi-Cal Eligibility Data System (MEDS) communication network as a host for collection of counties' applicant data and dissemination of match results. Counties will enter applicant data on-line via a MEDS/Central Data Base (CDB) terminal or, optionally, submit data on magnetic tape (or via a computer link) in a batch mode from their own applicant system. Data entered by a county worker on-line will first be matched against MEDS and the IEVS applicant file. If there is a current IEVS applicant record or if the applicant identified is already receiving public assistance, the county worker will be notified immediately on-line. All applicant data will be accumulated into an Applicant Pending File during the day.

Each night, on-line applicant data will be combined with any batch data submitted on magnetic tape or via a computer link. All applicant identification data will then be automatically disseminated for cross-matching with the MEDS file (for Medi-Cal, AFDC, Food Stamps and SSI/SSP eligibility), an IEVS applicant file and the Employment Development Department's (EDD) Unemployment Insurance/Disability Insurance (UI/DI) claim and State wage file. Also, records will be sent to the Social Security Administration (SSA) for Social Security Number (SSN) verification and Retirement, Survivors and Disability Insurance Benefits (RSDI) match, and to the Franchise Tax Board (FTB) for unearned income matching. All matching results will be available for dissemination to counties within three to five workdays.

The "raw" match results will then be returned by the various agencies to the applicant system where they will be edited and combined into an Abstract File (a single abstract for each applicant, with all applicants in a case grouped). Abstracts will then be returned to the counties using one of several options based on counties' needs. Each abstract will be accessible on-line through a MEDS/CDB terminal and can be printed immediately on-site, or abstracts can be either batch printed locally or at a county facility and distributed by courier, or the State can send the county a data file.

When received by a county eligibility worker, the abstracts will be used during the eligibility determination process to verify the accuracy and completeness of income and assets declared by the applicant. Discrepancies will require follow-up and resolution by county eligibility workers either with the applicant or third-party resource. County actions and results of matches will be reported through submission of paper documents for use in monitoring timeliness of follow-up and results. Abstracts will then be retained in case folders as an audit trail, for quality control purposes, etc.

B. COUNTY OPERATIONS

Each county will have to implement new EDP and/or manual operations as well as make changes in their eligibility determination procedures to comply with the Federal IEVS requirements. This may require software development/modifications at the county level for capturing IEVS applicant data for submission to Department of Health Services (DHS) via magnetic tape or a CPU link with Health and Welfare Data Center (HWDC). In addition, software development or modifications may be necessary if a county opts to provide automated reporting of county actions and results for monitoring of IEVS at the state level.

If additional terminals or printers are required for non-CPU link counties they will be acquired by DHS through the State Master Rental Agreement. CPU link counties will acquire their own equipment through existing procedures.

ALTERNATIVE METHODS OF INTERFACING WITH IEVS

1. Input to IEVS

There are basically two alternatives for submission of input to IEVS:

a. Batch input

- (1) via magnetic tape
- (2) via CPU link

The advantages of batch input include:

- o requires less staff time
- o requires less equipment

The disadvantages of batch input include:

- o This alternative requires the county to have an applicant system. The State will only fund development/modification of an applicant system for IEVS if it would be cost beneficial (i.e., the development costs would be more than offset by reduced staffing and equipment needs).
- o Modifying county data processing system may impact other data processing projects or priorities;
- o Unless the county system is designed to detect all potential input errors in the required fields of the IEVS input record, the county would receive error reports and need to resubmit corrected records.

b. On-line input

The advantages of on-line input include:

- o the county would not need to modify its data processing system
- o the on-line system detects all fatal input errors, so the county will not receive any error reports to be worked.

The disadvantages of on-line input include:

- o requires more staff time

To utilize the batch input alternative, the county would need to provide a time and cost estimate (via the CBA/IP form) for the following modifications to your county data processing system:

- a. Capture the following data elements for each applicant:

Mandatory	Optional
-----	-----
Social Security Number	EW Code
Name	District
Date of Birth	Aid Code
Sex	FBU
Serial Number	Person Number

- b. System generated files of applicant data which would be sent to the State. These files could be sent to the State in one of two ways:

- via CPU link
- on magnetic tape

Currently nine counties have a CPU link with HWDC. DHS encourages all counties submitting batch MEDS daily input to install such a link.

The advantages to the county include a reduction in the time from when the county submits requests for information and receives the earnings data and less county staff time. The disadvantages of a computer link is that the MEDS equipment may be removed and need to be replaced by county equipment for which the county would have to pay the normal sharing ratio.

If the county does not have or is not acquiring a CPU link, and will be sending batch input to IEVS, this input should be included on the same tape which has your daily MEDS/CDB transactions. The State will select off the IEVS transactions.

If on-line input appears to be the best alternative for the county, you should determine if the current level of computer terminals in the county that are hooked up to the MEDS network would be sufficient to perform on-line input (using an estimate of one transaction for every applicant at one minute per transaction.) If additional equipment is required, submit a written request to the County Approvals Section of the Department of Social Services.

2. Output from IEVS

The State will collect information on Wages, Unemployment Insurance, Disability Insurance, Title II, Title XVI, Interest and Dividends for all applicants reported by the counties. When all the agencies supplying data have responded, the State will return the information to the counties.

There are three alternatives to receiving IEVS matched information for the applicants:

- a. The State could send a print file to a MEDS printer in one office in the county at a central site;

Advantages:

- (1) Easiest to program and maintain
- (2) Certain fields (DISTRICT or EW CODE) would not be required to be completed to satisfy state requirements.

Disadvantages:

- (1) Increases turnaround time for other offices.

- b. The State could send a print file to a MEDS printer in more than one office in the county;

Advantages:

- (1) Decreases turnaround time for "satellite" offices.

Disadvantages:

- (1) More difficult to program and maintain
- (2) Certain fields (DISTRICT or EW CODE) must be completed so the program knows where to send the data.

- c. The State could send a data file (either magnetic tape or via CPU link) to the county.

Advantages:

- (1) County would not need to submit Routing Change transaction, but could check their own system for the latest worker.
- (2) County could suppress the printing of abstracts for persons who have already been denied.
- (3) County could update their own data processing system with the earnings information.

Disadvantages:

- (1) Could increase the turnaround time of the worker requesting the information and then receiving it.

If the county opts to have the reports printed in one office or to receive a data file, then the only action required would be to so notify the DHS Data Assistance Branch in writing prior to implementation of the IEVS Applicant System.

If the county opts to have the reports printed in several offices (often referred to as distributed printing), then the county must specify the location, printer ID, and link type. Again, this written response should be received by the Data Assistance Branch prior to implementation.

Within the submitted CBA/IP each alternative should be identified with a brief description of development and ongoing costs of implementation. Benefits relating to development/implementation costs or ongoing operations/maintenance costs should be identified. This information should be used to justify a recommended alternative. The following worksheets should then be completed to identify specific costs of the recommended county alternative for implementation of the IEVS Applicant System.

Section II

INSTRUCTIONS FOR COMPLETING THE IEVS COST WORKSHEET

Instructions for completing the IEVS Applicant System Cost Worksheet follow. The three worksheets in Section V will be used by the Department to estimate both one-time development and ongoing annual maintenance and operations costs associated with the IEVS project. Please note that these costs should reflect the applicant system costs only.

Each line of the worksheet must be completed. For those items not applicable to your county, enter "N/A". The numbering system of these instructions parallels the numbering system used on the IEVS Cost Worksheets in Section V.

APPLICANT SYSTEM ONE-TIME DEVELOPMENT/IMPLEMENTATION COSTS

A. EDP STAFF RESOURCES

These costs are broken down into three categories:

1. Vendor/outside consultant fees. Include such fees as programming by Alpha Beta Associates for Welfare Case Data System counties or temporary clerical fee for data entry related to system conversion.
2. County central data processing charges (Non-CWD). Include any charges that a county data center would bill to the county welfare department.
3. County welfare department EDP staff. Include staff costs for positions working on the development and implementation of the Applicant System of IEVS. Staff must meet the CWD-EDP requirements of All-County Letter (ACL) 86-73 dated August 11, 1986 and ACL 86-130 dated December 18, 1986.

B. SITE PREPARATION

Include any environmental changes such as cable pulling, carpentry and electrical work needed for installation of terminals and CPU links and/or printers..

For those counties selecting the on-line alternative, this would include only environmental changes other than line installation.

C. SUPPLIES

Include cost of general supplies such as magnetic tapes, paper, etc. Only those costs necessary for testing or implementation should be included in this item.

D. IMPLEMENTATION OPERATING COSTS

Include any data processing implementation charges related to testing and implementation activities such as printing and CPU costs.

E. TRAINING COSTS

Include only those costs incurred in training selected CWD staff who will, in turn, train other staff. Costs include salaries, benefits, travel, training materials, etc. Training costs for the IEVS Applicant System will be reimbursed through and subject to the controls of the project approval. These training costs will not be applied against the county's staff development allocation.

F. EQUIPMENT

Include both hardware and software costs here. If your agency plans to purchase equipment, report the total cost of the purchase. If your agency plans to lease equipment, include only those costs associated with the initial testing and conversion phase.

G. OTHER COSTS

Include and describe in detail any development related costs not mentioned above.

H. SUMMARY OF ONE-TIME DEVELOPMENT/IMPLEMENTATION COSTS

Carry item subtotals from previous detail costs forward and total these costs for one-time development implementation costs.

ONGOING ANNUAL MAINTENANCE AND OPERATING COSTS

There are worksheets enclosed in Section V which begin on Page 11 to detail estimated costs for ongoing maintenance and operation costs under the proposed IEVS system. Also there are Summary Worksheets so that the detailed costs by system can be captured.

Amounts must reflect county costs for the proposed Applicant System (IEVS) over and above the current MEDS/CDB system. Use annualized costs. Compute these costs in the same manner as you are required to claim costs on the quarterly administrative expense claim.

A. EDP STAFF RESOURCES

Detail the projected annual maintenance and operation costs for the Proposed Applicant System (IEVS). The EDP staff resources are those costs associated with performing EDP functions only. This includes vendors, central data processing staff and CWD-EDP personnel as outlined in ACL 86-73 dated August 11, 1986 and ACL 86-130 dated December 18, 1986.

B. SUPPLIES

Include supplies needed for the Proposed Applicant System. Refer to ACL 82-10 for examples.

C. DATA PROCESSING COSTS

(This section is not applicable to the counties selecting the on-line alternative.)

Include:

- Lease charges, depreciation expenses and maintenance contracts should be included only if the CWD is the party to the contract.
- Whatever charges county data processing invoices include should be listed under the "direct bill" item for IEVS activities only. Charges related to any access of the related county file, including on-line inquiry of the county file, should be included.
- Include any county data processing charges related to ongoing maintenance and operations activities. (For example: CPU time and printing costs.) Detail each cost.

D. CWD NON-EDP STAFF RESOURCES

The costs of non-EDP staff performing EDP-related functions are those associated with CWD eligibility, administrative, and clerical personnel who do not meet the requirements of ACL 86-73 and ACL 86-130 dated December 18, 1986.

E. OTHER COSTS

Describe in detail any ongoing costs which have not already been identified.

If you have any questions concerning the completion of these documents, please contact your analyst in the County Approvals Section at (916) 323-4305.

SECTION III

INSTRUCTIONS FOR COMPLETING THE IEVS APPLICANT SYSTEM IMPLEMENTATION PLAN

Instructions and comments regarding each form of the Implementation Plan follow. Each form must be completed. If a particular item is not applicable to your county, enter "N/A". The forms are included in Section VI of this package.

SITE PREPARATION INFORMATION

Include by site address/location the type of equipment you will need to operate the IEVS Applicant System in your county. Also include the requested time frame information for lead time before site preparation can begin.

WORK PLAN

Identify the months and draw a line through the appropriate weeks like a Gantt chart in the enclosed work plan.

Most of the required tasks of implementation are included. Additional pages of blank Gantt charts are attached for your use.

The charts begin with February 1987. The months on the Gantt charts may be changed to reflect your county's circumstances more accurately - months and tasks.

SECTION IV

INSTRUCTIONS FOR COMPLETING CBA/IP COST STATEMENT

Section VIII contains a CBA/IP Preparation Cost Statement which must be completed and submitted by May 1, 1987 to the County Approvals Section of the DSS. Their address is on the cover page of this package. This statement will capture those estimated costs associated with the preparation of the CBA/IP document for implementation of the IEVS Applicant System.

Questions concerning the preparation of this Cost Statement should be directed to your analyst in the County Approvals Section at (916) 323-4305.

SECTION V
 INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
 COST WORKSHEET
 ONE-TIME DEVELOPMENT/IMPLEMENTATION COSTS OF APPLICANT SYSTEM

A. EDP STAFF RESOURCES

1. VENDOR/OUTSIDE CONSULTANT FEE

Name of Consultant _____

_____ hours x \$ _____/hour

Subtotal - A.1 \$ _____

2. COUNTY CENTRAL DATA PROCESSING CHARGES (NON-CWD) FOR DEVELOPMENT

Analysis and Design Personnel

Class	Cost/Hr	Total Hrs	Total \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Subtotal
			\$ _____

Programming Personnel

Class	Cost/Hr	Total Hrs	Total \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Subtotal
			\$ _____

Documentation Personnel (Clerical/Tech Writers)

Class	Cost/Hr	Total Hrs	Total \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Subtotal
			\$ _____

EDP Operations Personnel

Class	Cost/Hr	Total Hrs	Total \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Subtotal
			\$ _____

Other Personnel (identify)

Class	Cost/Hr	Total Hrs	Total \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Subtotal
			\$ _____

Subtotal - A.2 \$ _____

INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
 COST WORKSHEET
 ONE-TIME DEVELOPMENT/IMPLEMENTATION COSTS OF APPLICANT SYSTEM (CONT.)

3. County Welfare Department (CWD) EDP Staff for Development
 (Refer to All-County Letter (ACL) 86-73)

Analysis and Design Personnel

Class	Cost/Hr	Total Hrs	Total \$	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
			Subtotal	\$ _____

Programming Personnel

Class	Cost/Hr	Total Hrs	Total \$	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
			Subtotal	\$ _____

Documentation Personnel

Class	Cost/Hr	Total Hrs	Total \$	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
			Subtotal	\$ _____

EDP Operations Personnel

Class	Cost/Hr	Total Hrs	Total \$	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
			Subtotal	\$ _____

INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
 COST WORKSHEET
 ONE-TIME DEVELOPMENT/IMPLEMENTATION COSTS OF APPLICANT SYSTEM (CONT.)

3. (Continued)

Eligibility Personnel

Class	No. of Hours	Task ₁ /	Cost/Hr	Total \$
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
				Subtotal \$ _____

Administrative/Clerical Personal

Class	No. of Hours	Cost/Hr	Total \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Subtotal \$ _____
			Subtotal - A.3 \$ _____
			Subtotal - A \$ _____*

FOOTNOTE:
1/ Applicant

INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
 COST WORKSHEET
 ONE-TIME DEVELOPMENT/IMPLEMENTATION COSTS OF APPLICANT SYSTEM (CONT.)

B. SITE PREPARATION (Cable pulling, carpentry, wiring, etc.) \$ _____ *

C. SUPPLIES (One time only)

		\$ _____	

		Subtotal - C	\$ _____ *

D. IMPLEMENTATION OPERATING COSTS
 # Units Unit Cost

CPU Time			\$ _____	
Printing			_____	
Other			_____	
			Subtotal - D	\$ _____ *

E. TRAINING COSTS \$ _____

F. EQUIPMENT 1/

1. Central Processing Site

	Description	(L)(P)/(S)(H) <u>2/</u>	# Units	Unit Cost	Total
a.		/			\$ _____
b.		/			_____
c.		/			_____
d.		/			_____
e.		/			_____
f.	SUBTOTAL CENTRAL PROCESSING SITE				\$ _____
g.	VOLUME DISCOUNT				(_____)
h.	SALES TAX				_____
i.	TOTAL CENTRAL PROCESSING SITE				\$ _____

1/ Indicate whether competitive bid or sole source process used.

2/ L = Lease, P = Purchase, S = Software, H = Hardware.

INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
 COST WORKSHEET
 ONE-TIME DEVELOPMENT/IMPLEMENTATION COSTS OF APPLICANT SYSTEM (CONT.)

2. CWD District Offices

	Description (L)(P)/(S)(H) <u>2/</u>	# Units	Unit Cost	Total
a.	_____ / _____	_____	_____	\$ _____
b.	_____ / _____	_____	_____	_____
c.	_____ / _____	_____	_____	_____
d.	_____ / _____	_____	_____	_____
e.	_____ / _____	_____	_____	_____
f.	SUBTOTAL CWD DISTRICT OFFICES			\$ _____
g.	VOLUME DISCOUNT			(_____)
h.	SALES TAX			_____
i.	TOTAL CWD DISTRICT OFFICE EQUIPMENT			\$ _____

3. Other Equipment
 Please specify location: _____

	Description	# Units	Unit Cost	Total
a.	_____	_____	_____	\$ _____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____
d.	_____	_____	_____	_____
e.	_____	_____	_____	_____
f.	SUBTOTAL OTHER EQUIPMENT			_____
g.	VOLUME DISCOUNT			(_____)
h.	SALES TAX			_____
i.	TOTAL OTHER EQUIPMENT			\$ _____
				Subtotal - F \$ _____ *

G. OTHER COSTS (identify)

1.	_____	\$ _____	
2.	_____	_____	
3.	_____	_____	
Subtotal - G \$ _____ *			

2/ L = Lease, P = Purchase, S = Software, H = Hardware.

INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
SUMMARY OF
ONE-TIME DEVELOPMENT/IMPLEMENTATION COSTS OF APPLICANT SYSTEM

Bring * figures forward from Pages 13, 14 and 15.

A.	STAFF RESOURCES	\$ _____
B.	SITE PREPARATION	_____
C.	SUPPLIES	_____
D.	OPERATING COSTS	_____
E.	TRAINING COSTS	_____
F.	EQUIPMENT	_____
G.	OTHER COSTS	_____

TOTAL COSTS (Items A - G) \$ _____

INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
 COST WORKSHEET
 ONGOING ANNUAL MAINTENANCE AND OPERATIONS COSTS (ESTIMATES)
 FOR PROPOSED SYSTEM - IEVS APPLICANT SYSTEM

A. EDP STAFF RESOURCES

1. VENDOR/OUTSIDE CONSULTANT FEE

Name of Consultant _____
 _____ hours x \$ _____/hour Subtotal - A.1 \$ _____

2. COUNTY CENTRAL DATA PROCESSING CHARGES (Non-CWD)

Analysis and Design Personnel

Class	Cost/Hr	Total Hrs	Total \$	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
			Subtotal	\$ _____

Programming Personnel

Class	Cost/Hr	Total Hrs	Total \$	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
			Subtotal	\$ _____

Documentation Personnel (Clerical/Tech Writers)

Class	Cost/Hr	Total Hrs	Total \$	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
			Subtotal	\$ _____

EDP Operations Personnel

Class	Cost/Hr	Total Hrs	Total \$	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
			Subtotal	\$ _____

INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
 COST WORKSHEET
 ONGOING ANNUAL MAINTENANCE AND OPERATIONS COSTS (ESTIMATES)
 FOR PROPOSED SYSTEM - IEVS APPLICANT SYSTEM (CONT.)

2. (Continued)

Other Personnel (Identify)

Class	Cost/Hr	Total Hrs	Total \$	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
			Subtotal	\$ _____
				Subtotal - A.2 \$ _____

3. CWD EDP STAFF (Refer to ACL 86-73 & ACL 86-130)

Analysis and Design Personnel

Class	Cost/Hr	Total Hrs	Total \$	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
			Subtotal	\$ _____

Programming Personnel

Class	Cost/Hr	Total Hrs	Total \$	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
			Subtotal	\$ _____

Documentation Personnel (Writers)

Class	Cost/Hr	Total Hrs	Total \$	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
			Subtotal	\$ _____

INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
 COST WORKSHEET
 ONGOING ANNUAL MAINTENANCE AND OPERATIONS COSTS (ESTIMATES)
 FOR PROPOSED SYSTEM - IEVS APPLICANT SYSTEM (CONT.)

3. (Continued)

EDP Operations Personnel

Class	Cost/Hr	Total Hrs	Total \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			Subtotal \$ _____

Subtotal - A.3
 Subtotal - A \$ _____*

B. SUPPLIES (detail)

_____	\$ _____
_____	_____
_____	_____

Subtotal - B \$ _____*

C. DATA PROCESSING COSTS

(This section is not applicable to the counties selecting the on-line alternative.)

1. On-line and Batch Processing \$ _____
 Data Storage _____
 Other EDP Costs _____

	# Units	Unit Cost	
2. CPU Time	_____	_____	_____
Printing	_____	_____	_____
Other _____			_____

3. Lease Charges

a. EDP Equipment \$ _____
 b. Data Communication Lines _____
 c. _____
 d. TOTAL LEASE CHARGES \$ _____

4. Maintenance Contracts (if not included in Lease Charges)

a. Software \$ _____
 b. Hardware _____
 c. TOTAL MAINTENANCE CONTRACTS _____

INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
 COST WORKSHEET
 ONGOING ANNUAL MAINTENANCE AND OPERATIONS COSTS (ESTIMATES)
 FOR PROPOSED SYSTEM - IEVS APPLICANT SYSTEM (CONT.)

5. Direct Bill \$ _____

6. Overhead (if not included in Direct Bill) \$ _____

Subtotal - C \$ _____ *

D. CWD NON-EDP STAFF RESOURCES - EDP Function

Eligibility Personnel

Class	No. of Hours	Cost/Hr	Location	Total \$	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
				Subtotal	\$ _____

List Tasks

Administrative/Clerical Personnel

Class	No. of Hours	Cost/Hr	Location	Total \$	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
				Subtotal	\$ _____
				Subtotal - D	\$ _____ *

E. OTHER COSTS (detail)

_____	\$ _____
_____	_____
_____	_____
_____	_____
	Subtotal
	\$ _____
	Subtotal - E \$ _____ *

INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
SUMMARY OF
ONGOING ANNUAL MAINTENANCE AND OPERATIONS COSTS (ESTIMATE)
FOR PROPOSED SYSTEM - IEVS APPLICANT SYSTEM (CONT.)

Bring * figures forward from Pages 19 and 20.

- A. STAFF RESOURCES \$ _____
- B. SUPPLIES _____
- C. DATA PROCESSING COSTS _____
- D. CWD STAFF COSTS - Non-EDP _____
- E. OTHER COSTS _____

TOTAL COSTS (Items A - E) \$ _____

SECTION VI
 INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
 IMPLEMENTATION PLAN
 ESTIMATED EQUIPMENT NEEDS FOR APPLICANT SYSTEM

List all sites where additional equipment would be needed. Please provide justification for this equipment. Also indicate whether printers and/or terminals are needed. Please attach a separate sheet with appropriate justification(s).

	<u>Site Address *1/</u>	<u>Equipment Needed</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Please indicate how much lead time your county needs before each selected site can begin preparation for such additional equipment.

*1/ Indicate application area R = Reception, I = Intake, C = Continuing, O = Other and explain.

SECTION VII
IEVS APPLICANT SYSTEM IMPLEMENTATION PLAN

	MONTH						
Implementation plan							
System design document							
Order equipment							
Detailed design document							
Programming or procedure							
Installing equip							
Test data generated from revised pgms or procedures							
Testing							
System documentation							
Training documentatn							
Conversion/file load							
Training							
Acceptance test							
Post implementation review							

SECTION VIII
 INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)
 COST BENEFIT ANALYSIS/IMPLEMENTATION PLAN DOCUMENT PREPARATION
 STATEMENT OF ESTIMATED COSTS FOR APPLICANT SYSTEM

County: _____

Date: _____

Person responsible for preparation of the Cost Statement:

Name: _____

Title: _____

Address: _____

Telephone: () _____

Total Estimated Cost for Completing CBA/IP:

Staff Resources

<u>Classification</u>	<u>Welfare/ EDP</u>	<u>No. of Hours</u>	<u>Hourly Rate</u>	<u>Cost</u>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
				Subtotal \$ _____

Other Costs (detail)

<u>Type</u>	<u>Comments</u>	<u>Cost</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Subtotal \$ _____

TOTAL COSTS \$ _____

Methodology Used to Estimate Costs: (i.e., on-line entry, CPU link, etc.)

(Attach additional sheets as necessary.)