



CDSS

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March 17, 2009

COUNTY FISCAL LETTER (CFL) NO. 08/09-45

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY WELFARE FISCAL OFFICERS  
ALL COUNTY CWS/CMS SINGLE POINTS OF CONTACT  
ALL COUNTY TECHNICAL CONTACTS

SUBJECT: 2009 CHILD WELFARE SERVICES ELECTRONIC DATA  
PROCESSING COUNTY ANNUAL PLANNING ESTIMATES

REFERENCE: CFL No. 04/05-07, Dated August 6, 2004  
CFL No. 05/06-15, Dated August 8, 2005  
CFL No. 05/06-47, Dated May 4, 2006  
CFL No. 06/07-21, Dated January 30, 2007  
CFL No. 07/08-48, Dated April 7, 2008

The purpose of this County Fiscal Letter (CFL) is to inform the counties of their responsibilities relative to the Child Welfare Services (CWS) Electronic Data Processing (EDP) County Annual Planning Estimates (CAPE) report. The processes described herein supersede those of CFL No. 07/08-48 CWS EDP CAPE issued on April 7, 2008. All 58 counties must complete the 2009 CWS EDP CAPE as it is the only source of information available to the Office of Systems Integration (OSI), Child Welfare Services/Case Management System (CWS/CMS) Project Office to complete the State of California's Annual Advance Planning Document Update (APDU). The California Department of Social Services (CDSS) must submit the state's Annual APDU to the federal Administration for Children and Families (ACF) annually to maintain Federal Financial Participation (FFP).

**CAPE Instructions**

Federal regulations require the state to monitor and account for all county EDP expenditures and procurements as a condition of eligibility for FFP. In connection with this responsibility, the state requires all counties to annually report two State Fiscal Years (SFYs) of CWS related EDP planned activities and estimated expenditures in the CAPE application.

The 2009 CAPE is intended to capture all county level estimated EDP related expenditures to support CWS/CMS maintenance and operation activities for SFYs 2009-10 and 2010-11. The 2009 CAPE application will be available April 1, 2009 through May 29, 2009, for counties to enter and submit their EDP planned activities. Counties are instructed to use the 2009 CAPE application which can be found on the CWS/CMS website at: <http://www.hwcws.cahwnet.gov/CountyInfo/CountySpecific/>

Counties must estimate each project cost as close to their anticipated expenditures as possible. The development of this information must be coordinated among the county's CWS program, fiscal, procurement, and information technology staff.

### **CAPE Training**

To provide counties with instructions on how to enter and complete their 2009 CAPE information, a CAPE Desk Guide will be available on March 23, 2009 and will be located behind the County Logon Section under the Guides link. The CAPE Desk Guide can also be accessed from the CAPE application by clicking on the help icon in the top right corner of the page.

### **CAPE Requirements**

The 2009 CAPE will provide estimated expenditures for two SFYs (updated 2009-10 estimates and new estimates for 2010-11). County estimates reported in the 2008 CAPE for SFY 2009-10 will appear in the 2009 CAPE, but must be modified to reflect current status.

Counties are required to report the following information in their 2009 CAPE:

- All CWS-related EDP estimated expenditures for SFYs 2009-10 and 2010-11, regardless of the cost.
- All CWS related EDP estimated expenditures for all CWS/CMS and Non-CWS/CMS (previously referred to as SACWIS/Non-SACWIS).
- All Central Service Costs (allocated or billed) for services provided to CWS by a governmental unit on a centralized basis to its departments and agencies.

When completing the 2009 CAPE, CDSS strongly suggests that the counties refer to CFL 03/04-27, dated October 17, 2003, as a guideline to assist in determining CWS/CMS and Non-CWS/CMS eligible expenditures. Counties must note that CFL 03/04-27 claiming instructions are obsolete the purpose of the CFL is to be used solely as a guide for determining CWS/CMS and Non-CWS/CMS eligible expenditures and is located at the following link:

[www.dss.cahwnet.gov/lettersnotices/entres/getinfo/cfl03/pdf/03-04\\_27.pdf](http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/cfl03/pdf/03-04_27.pdf)

Counties must use the claiming methodology outlined in CFL 06/07-36 for claiming CWS/CMS and Non-CWS/CMS Maintenance and Operations (M&O) costs. The claiming methodology is found at the following link:

[http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/cfl06/pdf/06-07\\_36.pdf](http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/cfl06/pdf/06-07_36.pdf)

In addition, the current federally approved CWS/CMS percentages are located in CFL 07/08-35. As a reminder the federally approved CWS/CMS percentages change annually. The current CFL is located at the following link:

[www.dss.cahwnet.gov/lettersnotices/entres/getinfo/cfl07/pdf/07-08\\_35.pdf](http://www.dss.cahwnet.gov/lettersnotices/entres/getinfo/cfl07/pdf/07-08_35.pdf)

### **SACWIS Claiming Requirements**

California's 2007-08 Final Budget Summary, Chapters 171/172, Section 8.50 (a) released by the Department of Finance, documents the intention of the Legislature, that agencies applying for federal funds will maximize all federal funds available. The federal Administration for Children and Families Program Instruction 01-05 states, *"The regulations at 45 Code of Federal Regulations (CFR) 1355.57(b) specify that the cost allocation methodology must be in accordance with the regulations at 45 CFR 95.631 (benefiting program concept) to the extent that a State's SACWIS<sup>1</sup> includes functions, processing, information collection and management, equipment or services that are not directly related to the administration of the programs carried out under title IV-B or IV-E."*<sup>2</sup>

In addition, page five of the conditionally approved 2006-07 Cost Allocation Plan states, *"Federal regulations, 45 CFR Part 95.631(b), and Part 45 CFR 1355.50-1355.57, requires the cost incurred for the operations of an EDP system be identified and assigned by the State agency to the funding sources in accordance with the approved cost allocation plan required by Subpart E of the same part. Federal regulations specifically identified in 45, Part 1355.50-1355.57, reference SACWIS cost distribution requirements. Accordingly, M and O costs are distributed to the benefiting programs using the individual caseworker time study hours, or observations, of the Social Services, CalWORKS, Other Public Welfare Programs, Child Care, Non-Welfare and Generic functions. However, prior to this distribution process, M and O costs are first directly identified to the project and then to the benefiting function(s) or program level. If determined to be generic in nature, costs are further allocated to function based on a ratio of the quarterly total active cases on the system by function. After assignment to the appropriate level, the M and O costs are allocated to the benefiting programs using ratios developed from caseworker hours or observations. M and O costs for any system*

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<sup>1</sup>Statewide Automated Child Welfare Information System (SACWIS) is currently referred to by the state as CWS/CMS.

<sup>2</sup> [http://www.acf.hhs.gov/programs/cb/laws\\_policies/policy/pi/2001/pi0105.htm](http://www.acf.hhs.gov/programs/cb/laws_policies/policy/pi/2001/pi0105.htm)

*developed and operated to benefit a single program will be charged only to that benefiting program.”<sup>3</sup>*

Therefore, the state requires counties to properly identify and claim all CWS/CMS expenditures that are eligible for FFP at the rates allowed in the federally approved cost allocation methodology. Additionally, all APD projects/activities claiming county only funds must remain consistent with the previously claimed funds. For all other previous APD projects/activities, if the request is CWS/CMS eligible then the request must follow CWS/CMS guidelines, even if the previous request was claimed as Non-CWS/CMS. For the 2008 CAPE, the state used the county allocations for CWS System Support Staff. Allocation amounts will again be used to report CWS System Support Staff planned expenditures for the 2009 Annual APDU. Counties do not need to report these costs in their 2009 CAPE.

Questions regarding the 2009 CAPE may be directed to Michelle Gomes, CWS/CMS Project Office, OSI at (916) 263-1140. Questions regarding claiming or cost allocation may be directed to the CDSS Fiscal Systems Bureau at [Fiscal.Systems@dss.ca.gov](mailto:Fiscal.Systems@dss.ca.gov). The acceptance of the 2009 CAPE information by CDSS does not constitute a federal or state commitment to funds or approve the proposed activities. Funding for planned activities is subject to availability of state and federal funds as well as state and federal approval via the APD process.

Sincerely,

**ORIGINAL SIGNED BY:**

ERIC FUJII  
Deputy Director  
Administration Division

**ORIGINAL SIGNED BY:**

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

c: CWDA

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<sup>3</sup> [www.dss.cahwnet.gov/cdssweb/entres/pdf/CWD\\_CAP.pdf](http://www.dss.cahwnet.gov/cdssweb/entres/pdf/CWD_CAP.pdf)