

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



June 23, 2000

COUNTY FISCAL LETTER (CFL) NO: 99/00- 61

TO: COUNTY WELFARE DIRECTORS  
COUNTY FISCAL OFFICERS  
COUNTY AUDITORS

SUBJECT: SAWS-WDTIP CLAIMING INSTRUCTIONS

Funding has been approved for county data conversion and training activities required for the Statewide Automated Welfare System (SAWS) Welfare Data Tracking Implementation Project (WDTIP). In order for the State to efficiently monitor and report expenditures, it will be necessary to track all costs via a monthly claim/invoice process. We request that all counties claiming approved costs associated with the SAWS-WDTIP submit claims using the attached format. Instructions for claiming these costs are attached. All costs claimed via this process must also be reflected on the County Expense Claim (CEC) as extraneous costs. This claiming procedure covers approved costs incurred in State Fiscal Year (SFY) 1999/00 and SFY 2000/01.

Submit one hard copy of the SAWS-WDTIP expenditure claim form by the 10th of the month following the month costs are incurred to:

California Department of Social Services  
Fiscal Systems Bureau  
744 P Street, M.S. 13-71  
Sacramento, CA 95814

There will be a delay in payment processing for all invoices received after the 10th of the month.

At the same time, submit a duplicate copy of the claim form to:

Health and Human Services Data Center  
SAWS Project – Administration Unit  
1651 Alhambra Boulevard  
Sacramento, CA 95816

## SAWS-WDTIP CLAIMING INSTRUCTIONS

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Normally, Electronic Data Processing (EDP) staff would time study continuously throughout the quarter, and appropriate overhead costs within the EDP cost pool would be allocated based on time study hours. However, because SAWS-WDTIP costs must be reported on a monthly basis, there is no appropriate methodology that can be used to allocate the overhead costs associated with one month's hours. (The exception is travel costs that are usually part of the Allocable Support Cost Pool, but are claimed directly to SAWS on the County SAWS-WDTIP Expenditure Claim form.) In addition, the indirect cost rate methodology is approved only for use with non-welfare activities. As a result, allocable overhead costs associated with SAWS-WDTIP, except for travel, are not claimable on the County SAWS-WDTIP Expenditure Claim form and must continue to be reported as allocable support costs on the CEC.

Currently, all county staff should maintain records of time spent on SAWS-WDTIP activities on either the Generic Time Study (DFA 10) or the Support Staff Time (DFA 7), depending on their classification. Staff who normally time study on a mid-month basis must maintain the time studies for SAWS-WDTIP activities in all three months of each quarter. All costs claimed via this process must be reflected as extraneous on the CEC.

Any questions regarding these forms should be directed to Tresa Ellis, SAWS Project, at (916) 229-4438 (e-mail: [tellis@hwdcaws.cahwnet.gov](mailto:tellis@hwdcaws.cahwnet.gov)).

Sincerely,

***Original Document Signed By  
Jarvio A. Grevious On June 23, 2000***

JARVIO A. GREVIOUS,  
Deputy Director  
Administration Division

Attachments



**County SAWS-WDTIP Expenditure Claim  
Line Item Descriptions  
For  
WDTIP Project**

**COUNTY** – Enter the county name.

**COUNTY CONTACT** – Enter the name of the person to contact in case of any questions or concerns.

**PHONE #** - Enter the phone number of the contact person.

**E-MAIL @** - Enter the e-mail address of the contact person (if any).

**MONTH/YEAR** – Enter the month and year for which expenditures are being claimed.

**SAWS-WDTIP IMPLEMENTATION ACTIVITIES** – Enter hours and actual costs, that were identified in your county's approval letter, for the following items:

**Data Conversion Activities** – Costs incurred by any county staff to provide sample data extraction; to develop data extraction programs; to sample and test data extractions; to conduct full county data extraction and trial loads; and to conduct initial county loads.

**Training** – Costs for the salary and travel expenses to provide training to the identified county trainer and salary for the county trainer to provide end user training in the use of the WDTIP application.