



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

July 3, 2014

COUNTY FISCAL LETTER (CFL) NO. 13/14-47

TO: COUNTY WELFARE DIRECTORS
COUNTY WELFARE FISCAL OFFICERS
COUNTY CHILD WELFARE SERVICES/CASE MANAGEMENT
SYSTEM (CWS/CMS) SINGLE POINTS OF CONTACT
CWS/CMS COUNTY TECHNICAL CONTACTS
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: CHILD WELFARE SERVICES (CWS) AUTOMATED DATA
PROCESSING (ADP) COUNTY ANNUAL PLANNING DOCUMENT
UPDATE (CAPDU)

REFERENCE: CFL NO. 11/12-46, DATED MARCH 27, 2012;
CFL NO. 11/12-30, DATED NOVEMBER 1, 2011;
CFL NO. 10/11-50, DATED JANUARY 18, 2011;
CFL NO. 06/07-36, DATED MAY 21, 2007;
CFL NO. 03/04-27, DATED OCTOBER 17, 2003.

This CFL is to inform the counties of planning and reporting responsibilities relative to the CWS CAPDU report, which replaces the previous County Annual Planning Estimates (CAPE) process. The processes described herein supersede those of CFL NO. 11/12-46, CWS Electronic Data Processing CAPE, issued on March 27, 2012.

Similar to the CAPE, counties must complete the 2014 CAPDU report if they wish to maintain federal financial participation (FFP) for Statewide Automated Child Welfare Information System (SACWIS) costs, as it is the only source of information available to the California Department of Social Services (CDSS) CMS Support Bureau to complete and submit in the state's Annual Advance Planning Document Update (APDU) required by the federal Administration for Children and Families (ACF).

CAPDU Instructions

As a condition of eligibility for the SACWIS funding, the State is required to report, monitor, and account for all county ADP expenditures and procurements under Title 45, §95.610 of the Code of Federal Regulations.

To comply with these federal requirements and maintain FFP for SACWIS costs, the CAPDU report submitted to the state must capture all planned county estimated ADP related expenditures, including system support staff costs, to support the CWS/CMS Maintenance and Operation (M&O) activities for two consecutive fiscal years (FYs). For example, the 2014 CAPDU will report all planned CWS/CMS activities for FY 2014-15 and FY 2015-16.

Counties must estimate each project cost as close to their anticipated expenditures as possible. This information should be coordinated among the county's CWS Program, fiscal, procurement, and information technology staff. As required by the federal ACF, all county costs must be clearly described and justified as to why they are SACWIS costs.

The 2014 CAPDU template will be available June 27, 2014, on the CWS/CMS website <http://www.hwcws.cahwnet.gov> behind the county logon for counties to enter and report their CAPDU planned activities. Counties must submit their 2014 CAPDU report to CMSAdminSvcUnit@dss.ca.gov by July 31, 2014, for inclusion in the state's Annual APDU to the ACF for review.

The acceptance of the 2014 CAPDU report information by the CDSS does not constitute a state or federal commitment to funds or approval of the proposed activities. Funding for planned activities continues to be subject to the availability of state and federal funds, as well as state and federal approval via the CWS/CMS APD process prior to procurement of any CAPDU goods or services. Counties requesting FFP for SACWIS costs should continue to submit their APDs for prior written approval to the CWS/CMS APD Unit at CMSAdminSvcUnit@dss.ca.gov.

Reconciliation of Expenditures for Advance Planning Documents (APDs) via Completion Reports

To ensure continued FFP the CDSS must report, as part of the state's Annual APDU required by ACF, all planned and completed county ADP expenditures and procurements seeking FFP for SACWIS costs. To be eligible for federal financial participation, all counties must reconcile approved CWS/CMS APDs via a Completion Report. The Completion Report template with instructions is available on the

CFL 13/14-47
Page Three

CWS/CMS website <http://www.hwcws.cahwnet.gov> behind the county logon. As stated in CFL NO. 03/04-27, counties should submit documentation at the end of the FY that outlines the actual county expenditures claimed under each approved APD during that year.

Questions regarding the CAPDU process should be directed to the CMS Support Branch, at (916) 651-7884. Questions regarding claiming or cost allocation should be directed to the CDSS Fiscal Systems Bureau, at Fiscal.Systems@dss.ca.gov.

Sincerely,

ORIGINAL DOCUMENT SIGNED BY

FRAN MUELLER
Deputy Director
Administration Division

ORIGINAL DOCUMENT SIGNED BY

GREGORY E. ROSE
Deputy Director
Children and Family Services Division

cc: CWDA