



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](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

May 20, 2014

COUNTY FISCAL LETTER (CFL) NO. 13/14-51

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

SUBJECT: CLARIFYING CLAIMING INSTRUCTIONS FOR CWS/CMS STATEWIDE  
AUTOMATED CHILD WELFARE INFORMATION SYSTEM (SACWIS)

REFERENCE: [CFL NO. 13/14-29, DATED DECEMBER 31, 2013](#)  
[CFL NO. 13/14-04, DATED OCTOBER 01, 2013](#)  
[CFL NO. 11/12-18, DATED SEPTEMBER 16, 2011](#)  
[CFL NO. 09/10-29, DATED OCTOBER 12, 2009](#)  
[CFL NO. 06/07-36, DATED MAY 21, 2007](#)  
[CFL NO. 03/04-27, DATED OCTOBER 17, 2003](#)  
[CODE OF FEDERAL REGULATIONS \(CFR\) TITLE 45,  
PART 95, SUBPART F, SECTION 95.611](#)

This CFL is to remind County Welfare Departments of the proper CWS/CMS SACWIS claiming policies and procedures necessary for claiming and allocating Automated Data Processing (ADP) activities and expenditures appropriately to the CWS/CMS SACWIS and non-SACWIS categories in accordance with federal policy and guidelines.

### **Background**

In order to meet federal approval and reporting requirements, counties are required to obtain prior approval by submitting an Advance Planning Document (APD) for all CWS/CMS Maintenance and Operation (M&O) purchases to the California Department of Social Services (CDSS). Program Code (PC) 536, SACWIS M&O, was developed by CDSS to capture and fund all CWS/CMS related costs, as stated in [CFL NO. 11/12-18](#).

This CFL serves as a reminder that cost for CWS/CMS System Support Staff be reported to PC 536 SACWIS M&O. Charges reported to PC 536 must have an approved CWS/CMS APD. As a reminder, all federal matching funds are not available for CWS/CMS costs until the county receives federal and State approval. Please refer to [45 CFR 95.611](#) for information regarding prior approvals.

Please refer to the matrix in [CFL NO. 03/04-27](#), as a guide to determine SACWIS and non-SACWIS eligibility.

### **Claiming Instructions**

Counties must use the instructions and information outlined in [CFL NO. 06/07-36](#), for claiming SACWIS and non-SACWIS M&O costs. Please refer to [CFL NO 13/14-04](#) and [CFL NO. 13/14-29](#) for the Fiscal Year 2013-14 CWS/CMS cost allocation methodology.

Per [CFL NO. 09/10-29](#), counties were instructed to use the M&O Direct-To-Program input screen to charge SACWIS M&O costs. In addition, retroactive to the September 2013 quarter, counties are required to begin using the "Claim Notes" section under the "Additional Information Main Menu." The "Claim Notes" section shall include the following information for SACWIS M&O costs claimed within the quarter:

- APD project number
- A brief description of the item purchased
- Costs allocated to PC 536 SACWIS M&O
- The benefitting programs.

Any prior costs claimed to PC 536, including System Support Staff costs, will need to be indicated on the adjustment claim with the corresponding requested claim notes.

This reporting must also be done on an on-going basis beginning with the June 2014 quarter claim. As a reminder, counties are responsible for tracking their M&O costs to the APD project number outside of the claim for future verification and potential audits.

**Please note, any county SACWIS and non-SACWIS M&O expenses incurred before receiving approval cannot be claimed for reimbursement and must be reported as "County Only" costs.**

Questions regarding the CWS/CMS APD process should be directed to the CMS Support Branch at [CMSAdminSvcUnit@dss.ca.gov](mailto:CMSAdminSvcUnit@dss.ca.gov) or (916) 651-7884.

Questions regarding claiming or cost allocation should be directed to the CDSS Fiscal Systems Bureau at [Fiscal.Systems@dss.ca.gov](mailto:Fiscal.Systems@dss.ca.gov).

Sincerely,

### ***Original Document Signed By:***

LILIA A. YOUNG, Chief  
Fiscal Forecasting and Policy Branch