



CDSS

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STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

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EDMUND G. BROWN JR.  
GOVERNOR

March 25, 2015

COUNTY FISCAL LETTER (CFL) NO. 14/15-53

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

SUBJECT: FEDERAL FINANCIAL PARTICIPATION (FFP) EXPENDITURE  
RECONCILIATION FOR STATEWIDE AUTOMATED CHILD  
WELFARE INFORMATION SYSTEM (SACWIS) COSTS

REFERENCE: [CFL NO. 03/04-27, DATED OCTOBER 17, 2003](#)  
[CFL NO. 09/10-29, DATED OCTOBER 12, 2009](#)  
[CFL NO. 13/14-51, DATED MAY 20, 2014](#)  
[CODE OF FEDERAL REGULATIONS \(CFR\) TITLE 45,](#)  
[PART 95, SUBPART F](#)

The purpose of this CFL is to inform all counties that have claimed FFP for SACWIS costs that the state is requesting a comprehensive expenditure reconciliation report that outlines all costs charged to SACWIS Maintenance and Operation (M&O) program code (PC) 536 in their County Expense Claim (CEC) for the five year period of state fiscal years 2008-09 through 2012-13.

As a condition of eligibility for federal SACWIS funding, the state is required to report, monitor and account for all county SACWIS expenditures under [45 CFR § 95.601](#). The Federal Administration for Children and Families (ACF) is currently reviewing SACWIS expenditures for the CWS/CMS Project. In order to facilitate ACF's review, counties are asked to submit to the state the following response:

- Costs incurred and descriptions of each hardware, software or service procured;
- SACWIS cost allocation methodology, including all benefitting programs;
- Advance Planning Document (APD) project/claiming number(s);

- Completion Reports and backup documentation such as invoices, purchase orders and receipts;
- A narrative explaining any variances or missing information.

Although the state is not requiring a specific format, the following example may provide some guidance:

On August 05, 2010, County X received an APD approval letter with the project/claiming number of 00-10-123-00-00 for their CWS/CMS SACWIS costs for a total of \$10,000. County X purchased 10 primary workstations with the SACWIS eligible amount of \$4,000 on September 15, 2010. In their September 2010 quarter CEC, County X charged a total of \$2,919 to SACWIS M&O PC 536.

County X would provide an expenditure report to the California Department of Social Services to identify their total SACWIS costs charged in the September 2010 quarter CEC to PC 536 and the benefitting programs, as shown:

**EDP Expenditure Report**

<b>County:</b>	X			
<b>State Fiscal Year</b>	2010-11			
<b>1<sup>st</sup> Quarter</b>				
<b>Project Name</b>	<b>Project #</b>	<b>Description</b>	<b>Total SACWIS Costs Claimed to CEC</b>	
<b>Equipment Refresh</b>	00-10-123-00-00	10 Primary Workstations	\$ 4,000.00	
<b>County Fiscal Letter:</b>	10/11-25			
<b>Program Code</b>	<b>Benefitting Program Funding</b>	<b>Percentage</b>	<b>Total SACWIS Claimed for S&amp;EB* (if applicable)</b>	<b>Total SACWIS Costs Claimed to CEC</b>
536	IV-E/IV-B	0.7297	\$ -	\$ 2,919
513	TANF	0.1483	\$ -	\$ 593
544	TANF	0.0034	\$ -	\$ 14
556	TANF	0.0019	\$ -	\$ 8
144	TITLE XIX	0.1097	\$ -	\$ 439
150	TITLE XIX	0.0000	\$ -	\$ -
168	TITLE XIX	0.0004	\$ -	\$ 2
182	CHAFEE	0.0024	\$ -	\$ 10
184	STATE	0.0034	\$ -	\$ 14
135	STATE	0.0001	\$ -	\$ 0

175	STATE	0.0003	\$	-	\$	1
588	STATE	0.0001	\$	-	\$	0
165	COUNTY	0.0003	\$	-	\$	1
<b>TOTAL</b>		1.00	\$	-	\$	4,000

\*S&EB = Salary and Employee Benefits

Counties shall submit their expenditure reports and supporting documentation to the Case Management System (CMS) Support Bureau email [CMSAdminSvcUnit@dss.ca.gov](mailto:CMSAdminSvcUnit@dss.ca.gov) within 90 days of the date of this CFL.

As a reminder, counties should ensure that all M&O costs have been approved and can be tracked to the APD project/claiming number outside the CEC for verification and documentation in the event of an audit, as stated in [CFL NO. 09/10-29](#). Additionally, retroactive to the September 2013 quarter, counties are instructed to use the "Claim Notes" section of the CEC when SACWIS M&O costs are claimed to provide this documentation, as stated in [CFL NO. 13/14-51](#).

Questions regarding expenses claimed on the CEC may be submitted to Fiscal Systems Bureau via [Fiscal.Systems@dss.ca.gov](mailto:Fiscal.Systems@dss.ca.gov).

Questions regarding the submission of the expenditure reports, APD's or completion reports should be directed to the CMS Support Branch, at (916) 651-7884 or via [CMSAdminSvcUnit@dss.ca.gov](mailto:CMSAdminSvcUnit@dss.ca.gov).

Sincerely,

**Original Document Signed By:**

\_\_\_\_\_  
BRIAN DOUGHERTY  
Acting Deputy Director  
Administration Division

**Original Document Signed By:**

\_\_\_\_\_  
GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

c: Child Welfare Directors Association