

April 3, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

COUNTY FISCAL LETTER NO. 19/20-71

This is an annual request to the Counties to estimate planned eligible Child Welfare Services/Case Management System (CWS/CMS) acquisitions for the next two Fiscal Years. This cost estimate is included in the Annual Advanced Planning Document Update to the Administration for Children and Families for the CWS/CMS project federal financial participation.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

April 3, 2020

COUNTY FISCAL LETTER (CFL) NUMBER 19/20-71

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 COUNTY ANNUAL PLANNING DOCUMENT
UPDATE

REFERENCE: [CFL NO. 03/04-27, DATED OCTOBER 17, 2003](#)
[CFL NO. 18/19-67, DATED APRIL 17, 2019](#)
[CODE OF FEDERAL REGULATIONS \(CFR\) TITLE 45,
PART 95, SUBPART F](#)

The purpose of this County Fiscal Letter (CFL) is to inform the counties of planning and reporting responsibilities relative to the Child Welfare Services (CWS) Automated Data Processing (ADP) County Annual Planning Document Update (CAPDU) report. The processes described herein supersede those of [CFL Number 18/19-67](#) CWS ADP CAPDU, issued on April 17, 2019.

The Administration for Children and Families (ACF) replaced the Statewide Automated Child Welfare Information System (SACWIS) regulations with the new Comprehensive

Child Welfare Information System (CCWIS) regulations at [Code of Federal Regulations \(CFR\) 45 §1355.51-§1355.59](#). The Child Welfare Services/Case Management System (CWS/CMS) is a designated transitional CCWIS system and is subject to the transitional CCWIS cost allocation plan.

The matrix attached to [CFL Number 03/04-27](#) can be used as a guide to determine whether a procurement is transitional CCWIS (previously SACWIS) eligible or non-eligible. Counties must complete a 2020 CAPDU report to maintain federal financial participation (FFP) for the CWS/CMS transitional (CCWIS) costs. The CAPDU is the California Department of Social Services (CDSS) CMS Support Bureau's sole source of information used to complete the state's Annual Advance Planning Document Update (APDU) required by the ACF.

CAPDU INSTRUCTIONS

As a condition of eligibility for the CWS/CMS transitional CCWIS funding, the state is required to report, monitor and account for all county ADP expenditures and procurements in accordance with [Title 45 of the CFR, Part 95, Subpart F](#).

To comply with these federal requirements and maintain FFP for CWS/CMS transitional CCWIS 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 activities for two consecutive fiscal years (FYs). For example, the 2020 CAPDU will report all planned CWS/CMS activities for FY 2020-21 and FY 2021-22.

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 ACF, all county costs must be clearly described and justified as to why they are CWS/CMS transitional CCWIS costs.

The 2020 CAPDU templates are available on the [CWS/CMS website](#) behind the county logon for counties to enter and report their CAPDU planned activities. Counties must submit their 2020 CAPDU report to email: CMSAdminSvcsUnit@osi.ca.gov within 60 days from the date of this CFL for inclusion in the state's Annual APDU to the ACF for review.

The acceptance of the 2020 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 Advanced Planning Document (APD) process prior to procurement of any CAPDU goods or services. Counties requesting FFP for the CWS/CMS transitional CCWIS costs are required to submit the APDs for prior written approval to the CWS/CMS APD Unit at email: CMSAdminSvcsUnit@osi.ca.gov.

RECONCILIATION OF EXPENDITURES FOR APDS VIA COMPLETION REPORTS

To ensure continued FFP for the CWS/CMS transitional CCWIS costs, the CDSS must report as part of the state's Annual APDU required by the ACF all planned and completed county ADP expenditures and procurements. Counties seeking FFP for the CWS/CMS transitional CCWIS costs must reconcile approved CWS/CMS APDs via a Completion Report. The Completion Report template with instructions is available on the [CWS/CMS website](#) behind the county logon.

Questions regarding the CAPDU process should be directed to the Child Welfare Digital Services, Child Welfare System Branch, at (916) 891-3100 or email: CMSAdminSvcsUnit@osi.ca.gov.

Questions regarding claiming or cost allocation should be directed to the CDSS Accounting Systems and Reporting, at email: Fiscal.Systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

SALENA CHOW, Chief
Accounting Systems and Reporting Branch

Original Document Signed By:

KEVIN GAINES, Chief
Child Welfare System Branch