CalSAWS Project
Monthly Expenditure Claim Instructions

CLAIMS

To facilitate timely automation of the claim import by OSI-SAWS Financial Management Unit (FMU), please ensure the following formatting rules are applied:

1. Do not change the spreadsheet tab names or add extra tabs. The tab name for the spreadsheet should be called, "Claim" (without the quote signs).

2. All values entered into the claim form should be whole numbers (e.g., if the cost is $1.01 round up to enter $2.00 on the claim form).

Claims cannot be imported if the formatting varies from the above-mentioned and may result in delayed reimbursement.

Enter the following information:

County: Select the county name and number from the drop-down list (e.g., El Dorado - 09, Merced - 24, Riverside - 33, San Bernardino - 36, and Stanislaus - 50).

Contact: Enter the name of the county fiscal contact who prepared the claim.

Phone: Enter the county fiscal contact's phone number with area code. The cell will format as ###-###-####.

Month/Year: Enter the date as M/1/YY (e.g., 7/1/20). The date will display as Mon-YY (e.g., Jul-20). Always use the number "1" as the day of the month in the date. Do not enter any text in this field.

Adjusted Checkbox and Version: If the claim is an adjusted claim (not the original claim for the month), check the adjusted box and enter the version number of the adjustment (e.g. 1, 2,). <u>Do not place a zero or the word original for the first submission of the claim.</u>

E-mail: Enter the county fiscal contact's e-mail address.

Revised, Adjusted and Late Claiming:

Revised Claim: If a correction is needed on your original claim that is submitted early (prior to the 20th due date), then a revision may be submitted. <u>A revision replaces the original claim and must be submitted by the 20th of that claiming month</u>. The adjustment box and number should <u>not</u> be checked. Please label your claim and email as a revision.

Adjusted Claim: Adjusted claims are completed on a new template and not on the original claim. They include either adding or deducting an amount from the original claim number or deducting a number from one line and adding it to another line to equal zero for the total. Adjustments will not be accepted if the checkbox and version number is not applied.

Late Claim: A claim submitted after the processing period has closed will be processed on the 20th of the following month. Late claims are the original version and the adjustment box and number should <u>not</u> be checked.

Please be sure to use the version of the claim template for when that claim was submitted.

Adjusted and/or late claims must be submitted within nine (9) months of the end of the calendar quarter in which the costs were paid. For example, an adjustment for August 2020 (calendar quarter ending September 2020) must be submitted by June 2021.

Part 1 – Design Development and Implementation (DD&I) Application Development

Enter the actual costs paid, as appropriate, for the following items.

Contractor Services: No entry should be made to this line item. This field automatically calculates the subline items.

   System Integrator: Enter the actual costs paid for Application Development services provided by the system integrator.

   Other Contractor: Enter the actual costs paid for Application Development services provided by contractors other than the system integrator.

Total DD&I Application Development Costs: No entry should be made to this line item. This field automatically calculates the total DD&I Application Development costs.

Part 2 – Design Development and Implementation (DD&I) Non-Application Development

Enter the actual costs paid, as appropriate, for the following items.

Personnel: No entry should be made to this line item. This field automatically calculates the subline items.

   Consortium Personnel - County: Enter the actual costs paid for county staff serving on the DD&I Non-Application Development consortium project team. Staff costs include salaries and benefits.

Consortium Personnel - Contractor: Enter the actual costs paid for contracted staff serving on the DD&I Non-Application Development consortium project team.

County Personnel – In County: No entry should be made to this line item. This field automatically calculates the subline items.
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Planning and Preparation: Enter the actual costs paid for county staff providing DD&I Non-Application Development planning and preparation support. Staff costs include salaries and benefits.

Manual Conversion: Enter the actual costs paid for county staff providing support for DD&I Non-Application Development manual support. Staff costs include salaries and benefits.

Ancillary Support: Enter the actual costs paid for county staff providing support for DD&I Non-Application Development ancillary support. Staff costs include salaries and benefits.

Contractor Services: No entry should be made to this line item. This field automatically calculates the subline items.

System Integrator: Enter the actual costs paid for DD&I Non-Application Development services provided by the system integrator.

Other Contractor: Enter the actual costs paid for DD&I Non-Application Development services provided by contractors other than the system integrator.

Quality Assurance: Enter the actual costs paid for services provided by the DD&I Non-Application Development quality assurance contractor.

Legal: Enter the actual cost paid for DD&I Non-Application Development legal services.

Facilities: No entry should be made to this line item. This field automatically calculates the subline items.

System Integrator: Enter the actual costs paid for DD&I Non-Application Development facilities provided by the system integrator.

Other Contractor: Enter the actual costs paid for DD&I Non-Application Development facilities provided by contractors other than the system integrator.

Hardware: No entry should be made to this line item. This field automatically calculates the subline items.

System Integrator: Enter the actual costs paid for DD&I Non-Application Development hardware and hardware maintenance provided by the system integrator.

Other Contractor: Enter the actual costs paid for DD&I Non-Application Development hardware and hardware maintenance provided by contractors other than the system integrator.

Software: No entry should be made to this line item. This field automatically calculates the subline items.

System Integrator: Enter the actual costs paid for DD&I Non-Application Development software and software maintenance provided by the system integrator.

Other Contractor: Enter the actual costs paid for DD&I Non-Application Development software and software maintenance provided by contractors other than the system integrator.

Production and Operations: No entry should be made to this line item. This field automatically calculates the subline items.

System Integrator: Enter the actual costs paid for DD&I Non-Application Development production and operations services including technical infrastructure, network, and cloud subscriptions provided by the system integrator.

Other Contractor: Enter the actual costs paid for DD&I Non-Application Development production and operations services including technical infrastructure, network, and cloud subscriptions provided by contractors other than the system integrator.

Travel: No entry should be made to this line item. This field automatically calculates the subline items.

Consortium Travel: Enter the actual cost paid for DD&I Non-Application Development consortium personnel travel.

County Travel: Enter the actual cost paid for DD&I Non-Application Development county staff travel.

Total DD&I Non-Application Development Costs: No entry should be made to this line item. This field automatically calculates the total DD&I Non-Application Development costs.

Part 3 – Training Development & Delivery

Enter the actual costs paid, as appropriate, for the following items.

Personnel: No entry should be made to this line item. This field automatically calculates the subline items.

> **Consortium Personnel - County:** Enter the actual costs paid for county staff serving on the Training Development & Delivery consortium project team. Staff costs include salaries and benefits.

> **Consortium Personnel - Contractor:** Enter the actual costs paid for contracted staff serving on the Training Development & Delivery consortium project team.

Contractor Services: No entry should be made to this line item. This field automatically calculates the subline items.

> **System Integrator:** Enter the actual costs paid for Training Development & Delivery services provided by the system integrator.

> **Other Contractor:** Enter the actual costs paid for Training Development & Delivery services provided by contractors other than the system integrator.

Travel: No entry should be made to this line item. This field automatically calculates the subline items.

> **Consortium Travel:** Enter the actual cost paid for Training Development & Delivery consortium personnel travel.

> **County Travel:** Enter the actual cost paid for Training Development & Delivery county staff travel.

Total Training Development & Delivery Costs: No entry should be made to this line item. This field automatically calculates the total Training Development & Delivery costs.

Part 4 – General Assistance/General Relief (GA/GR)

Enter the actual costs paid, as appropriate, for the following items.

Application Maintenance: No entry should be made to this line item. This field automatically calculates the subline items.

> **System Integrator:** Enter the actual costs paid for GA/GR services provided by the system integrator.

Other Contractor: Enter the actual costs paid for GA/GR services provided by contractors other than the system integrator.

Total GA/GR Costs: No entry should be made to this line item. This field automatically calculates the total GA/GR costs.

Part 5 – Procurement

Enter the actual costs paid, as appropriate, for the following items.

Personnel: No entry should be made to this line item. This field automatically calculates the subline items.

> **Consortium Personnel - County:** Enter the actual costs paid for county staff serving on the Procurement consortium project team. Staff costs include salaries and benefits.

> **Consortium Personnel - Contractor:** Enter the actual costs paid for contracted staff serving on the Procurement consortium project team.

Facilities: Enter the actual costs paid for procurement facilities.

Hardware: Enter the actual costs paid for procurement hardware and hardware maintenance purchases.

Software: Enter the actual costs paid for procurement software and software maintenance purchases.

Travel: No entry should be made to this line item. This field automatically calculates the subline items.

> **Consortium Travel:** Enter the actual cost paid for procurement consortium personnel travel.

> **County Travel:** Enter the actual cost paid for procurement county staff travel.

Total Procurement Costs: No entry should be made to this line item. This field automatically calculates the total Procurement costs.

Part 6 – Maintenance and Operations (M&O)

Enter the actual costs paid, as appropriate, for the following items.

Hardware: Enter the actual costs paid for M&O hardware and hardware maintenance purchases.

Software: Enter the actual costs paid for M&O software and software maintenance purchases.

Production and Operations: Enter the actual costs paid for M&O production and operations services, WAN charges, central print and other (includes supplies).

Part 7 – Covered CA CSC Maintenance and Operations (M&O)

Enter the actual costs paid, as appropriate, for the following items.

Hardware: Enter the actual costs paid for Covered CA CSC M&O hardware and hardware maintenance purchases.

Software: Enter the actual costs paid for Covered CA CSC M&O software and software maintenance purchases.

Total Covered CA CSC M&O: No entry should be made to this line item. This field automatically calculates the total Covered CA CSC M&O.

TOTAL

Total Costs (CalSAWS DD&I Application Development plus DD&I Non-Application Development plus Training Development and Delivery plus General Assistance/General Relief plus Procurement plus Maintenance and Operations plus Covered CA CSC M&O): No entry should be made to this line. This field automatically calculates the total costs for each Part 1 – Part 7.

> **Less: CDSS Advance:** Enter the amount of the California Department of Social Services (CDSS) advance if one was received for the claim.

Total Claim: No entry should be made to this line. This field automatically calculates the total costs for the claim, subtracting any CDSS Advance received. The total amount shown is the payment to be issued by CDSS.

COST ALLOCATION PLAN (CAP)

The **CAP** is the second tab to your claiming workbook and automatically links to the claiming template**. Please do not make changes to the CAP.** All pages of the CAP must be submitted following the signature pages of the claim in PDF format.

All counties must check for rounding errors prior to sending claims to CDSS and OSI-SAWS. If there are rounding errors on the CAP, please contact PMO.Fiscal@CalSAWS.org or wcdsadmin@CALWIN.ORG as applicable for assistance prior to submitting the claim to OSI-SAWS.

DUE DATES

If a CDSS advance was received by the county, the claim for those <u>costs must be submitted by the 20th of the following month</u> to clear the advance. If an advance was received for a given month but the corresponding claim for that month does not clear the advance (e.g., does not include the vendor payment as advanced because of delayed vendor billings), CDSS may modify future advances until the previously advanced funds are fully offset.

Important: A claim is not accepted by OSI-SAWS and CDSS unless it is signed, dated and received via email in PDF format by the 20th deadline submission.

Please submit all claims with the following:

1. Excel file of completed claim.
2. Print the completed excel Claim Tab and CAP Tab.
3. Scan all pages of the signed and dated claim followed by all pages of the CAP.
4. For CalSAWS claiming requirements attach supporting cost backup documents.

Email original, late and adjusted claims to the following (3) agencies with county name and claim name and date in subject line of email:

> **To: California Department of Social Services**
> Fiscal Systems Bureau
> E-mail: SAWS.CountyClaims@dss.ca.gov
> **Attach:** Excel File and PDF of signed and dated claim with CAP

> **To: Office of Systems Integration**
> SAWS Financial Management Unit (FMU)
> E-mail: SAWSFiscal@osi.ca.gov
> **Attach:** Excel file and PDF of signed and dated claim with CAP

> **To: CalSAWS Fiscal - Claims**
> E-mail: PMO.Fiscal@CalSAWS.org for CalSAWS Counties
> E-mail: wcdsadmin@CALWIN.ORG for CalWIN Counties
> **Attach:** Excel file, PDF of signed and dated claim with CAP, **plus** detailed support documentation

For questions regarding claiming please contact: PMO.Fiscal@CalSAWS.org or wcdsadmin@CALWIN.ORG as applicable.