

September 12, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

COUNTY FISCAL LETTER NO. 19/20-20

The purpose of this letter is to inform County Welfare Departments of new Program Codes to capture Electronic Data Processing (EDP) Maintenance and Operation (M&O) activities and expenditures for the Child Welfare Services/Case Management System (CWS/CMS) Comprehensive Child Welfare Information System (CCWIS) in accordance with federal policy and guidelines. The percentage share of EDP M&O activities and expenditures for CWS/CMS CCWIS allocation and claiming are released annually in a County Fiscal Letter (CFL) and were most recently provided in [CFL No. 18/19-84](#), dated July 1, 2019.



KIM JOHNSON
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

September 12, 2019

COUNTY FISCAL LETTER (CFL) NO. 19/20-20

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL CHIEF PROBATION OFFICERS
ALL COUNTY AUDITOR CONTROLLERS

SUBJECT: UPDATED CLAIMING INSTRUCTIONS FOR CHILD WELFARE SERVICES/CASE MANAGEMENT SYSTEM (CWS/CMS) COMPREHENSIVE CHILD WELFARE INFORMATION SYSTEM (CCWIS) (FORMERLY KNOWN AS STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM [SACWIS])

REFERENCES: [CFL NO. 17/18-79, DATED JUNE 28, 2018](#)
[CFL NO. 17/18-79E, DATED SEPTEMBER 4, 2018](#)
CFL NO. 03/04-27, DATED OCTOBER 17, 2003
[CFL NO. 18/19-84, DATED JULY 1, 2019](#)
CFL NO. 06/07-36, DATED MAY 21, 2007

The purpose of this letter is to inform County Welfare Departments (CWDs) of new Program Codes (PCs) to capture Electronic Data Processing (EDP) Maintenance and Operations (M&O) activities and expenditures for CWS/CMS CCWIS (formerly SACWIS). These instructions identify CCWIS and non-CCWIS categories in accordance with federal policy (45 Code of Federal Regulations § 1355.52 and § 1355.57) and guidelines that were originally communicated in CFL No. 03/04-27, dated October 17, 2003, and most recently updated in [CFL No. 17/18-79E](#), dated September 4, 2018.

Because EDP M&O costs currently cannot be isolated, the CCWIS methodology has been updated so counties will claim CCWIS EDP M&O costs to the County Expense Claim by funding source rather than within existing PCs, with the exception of PC 536 (CCWIS-EDP M&O-IV-E). The new codes include funding from Title IV-E, Temporary

Assistance for Needy Families (TANF), Title XIX, Chafee, state, and county. The percentage share of EDP M&O activities and expenditures for CWS/CMS CCWIS allocation and claiming are released annually in a Quarterly CFL. The percentages to be used for allocating costs were most recently released in [CFL No. 18/19-84](#), dated July 1, 2019.

Background

California was approved to transition the SACWIS CWS/CMS cost allocation methodology to the CCWIS, as outlined in the FY 2018-19 County Cost Allocation Plan, Chapter X - Statewide Automated Projects. The PCs in the table published in [CFL No. 17/18-79](#), dated June 28, 2018, have been consolidated as subsets of the new PCs reflected in the table below. Effective with the September 2019 quarter, counties must use the PCs in the below table to direct charge CCWIS EDP M&O costs. **NOTE: The PCs affiliated with the prior methodology have not been deleted and should still be utilized for all other eligible costs that are not CCWIS EDP M&O.**

Claiming Instructions for CCWIS EDP M&O

The following new PCs have been established to capture EDP M&O costs associated with programs utilizing the CCWIS allocation methodology. Beginning with the September 2019 claiming quarter, counties are to direct charge their EDP M&O costs to the PCs below utilizing the corresponding percentage share of costs by fund source. These claiming instructions are for EDP M&O expenditures only; previous claiming instructions related to CWS/CMS activities remain in effect, as stated in CFL No. 03/04-27, dated October 17, 2003. The following PCs are subject to the realignment provisions per CFL No. 11/12-18, dated September 16, 2011.

PC	DESCRIPTION	PERCENT	FUND SOURCE/ SHARING RATIO (Fed/State/Health/County)
536	CCWIS-EDP M&O-IV-E	0.6798	Title IV-E – 50/35/00/15
970	CCWIS-EDP M&O-TANF 85	0.1869	TANF – 85/00/00/15
971	CCWIS-EDP M&O-TANF 50	0.0090	TANF – 50/35/00/15
972	CCWIS-EDP M&O-Title XIX-HR	0.1058	Title XIX – 00/35/50/15
973	CCWIS-EDP M&O-Title XIX	0.0000	Title XIX – 00/00/100/00
974	CCWIS-EDP M&O-ILP	0.0046	Chafee – 100/00/00/00
975	CCWIS-EDP M&O-State Only	0.0027	State – 00/100/00/00
976	CCWIS-EDP M&O-State 70	0.0053	State – 00/70/00/30
977	CCWIS-EDP M&O-State 50	0.0046	State – 00/50/00/50
978	CCWIS-EDP M&O-County Only	0.0013	County – 00/00/00/100

Example: Expenditures that would have been direct charged to EDP M&O PC 838 (EFC Health Related) will now be direct charged to PC 972 (CCWIS-EDP M&O-Title XIX-HR).

Attachment A contains Program Code Descriptions for the CCWIS cost distribution.

Attachment B is a comparison between the old cost distribution methodology and the revised methodology. This table corresponds to the table published in [CFL No. 18/19-84](#), dated July 1, 2019.

If you have any questions regarding this CFL, please direct them to the Fiscal Policy and Analysis Bureau at fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

SALENA CHOW, Chief
Fiscal Forecasting and Policy Branch

Attachments

**Comprehensive Child Welfare Information System (CCWIS)
Program Code Descriptions**

CODE 536 CCWIS-Electronic Data Processing (EDP) Maintenance and Operations (M&O)-IV-E

Captures M&O costs for the Title IV-E Child Welfare Services/Case Management System (CWS/CMS) activities funded at 50/35/00/15 (Fed/State/Health/County). The allocation of costs to all benefitting programs is based on the approved CWS/CMS allocation methodology included in County Cost Allocation Plan (CCAP) Section 3: Intro 1, EDP Costs.

CODE 970 CCWIS-EDP M&O-Temporary Assistance to Needy Families (TANF) 85

Captures M&O costs for TANF CWS/CMS CCWIS activities funded at 85/00/00/15 (Fed/State/Health/County). The allocation of costs to all benefitting programs is based on the approved CWS/CMS allocation methodology included in CCAP Section 3: Intro 1, EDP Costs.

CODE 971 CCWIS-EDP M&O-TANF 50

Captures M&O costs for TANF CWS/CMS CCWIS activities funded at 50/35/00/15 (Fed/State/Health/County). The allocation of costs to all benefitting programs is based on the approved CWS/CMS allocation methodology included in CCAP Section 3: Intro 1, EDP Costs.

CODE 972 CCWIS-EDP M&O-TITLE XIX-Health Related (HR)

Captures M&O costs for Title XIX CWS/CMS CCWIS activities funded at 00/35/50/15 (Fed/State/Health/County). The allocation of costs to all benefitting programs is based on the approved CWS/CMS allocation methodology included in CCAP Section 3: Intro 1, EDP Costs.

CODE 973 CCWIS-EDP M&O-TITLE XIX

Captures M&O costs for Title XIX CWS/CMS CCWIS activities funded at 00/00/100/00 (Fed/State/Health/County). The allocation of costs to all benefitting programs is based on the approved CWS/CMS allocation methodology included in CCAP Section 3: Intro 1, EDP Costs.

CODE 974 CCWIS-EDP M&O-Independent Living Program (ILP)/Chafee

Captures M&O costs for ILP/Chafee CWS/CMS CCWIS activities funded at 100/00/00/00 (Fed/State/Health/County). The allocation of costs to all benefitting

programs is based on the approved CWS/CMS CCWIS allocation methodology included in CCAP Section 3: Intro 1, EDP Costs.

CODE 975 CCWIS-EDP M&O-STATE ONLY

Captures M&O costs for State CWS/CMS CCWIS activities funded at 00/100/00/00 (Fed/State/Health/County). The allocation of costs to all benefitting programs is based on the approved CWS/CMS allocation methodology included in CCAP Section 3: Intro 1, EDP Costs.

CODE 976 CCWIS-EDP M&O-STATE 70

Captures M&O costs for State CWS/CMS CCWIS activities funded at 00/70/00/30 (Fed/State/Health/County). The allocation of costs to all benefitting programs is based on the approved CWS/CMS allocation methodology included in CCAP Section 3: Intro 1, EDP Costs.

CODE 977 CCWIS-EDP M&O-STATE 50

Captures M&O costs for State CWS/CMS CCWIS activities funded at 00/50/00/50 (Fed/State/Health/County). The allocation of costs to all benefitting programs is based on the approved CWS/CMS allocation methodology included in CCAP Section 3: Intro 1, EDP Costs.

CODE 978 CCWIS-EDP M&O-COUNTY ONLY

Captures M&O costs for County CWS/CMS CCWIS activities funded at 00/00/00/100 (Fed/State/Health/County). The allocation of costs to all benefitting programs is based on the approved CWS/CMS allocation methodology included in CCAP Section 3: Intro 1, EDP Costs.

**Comprehensive Child Welfare Information System (CCWIS)
Cost Distribution Methodology & Comparison**

Program Code (PC)	Description	Percent	Fund Source Sharing Ratio (Fed/State/Health/County)
536	<p>Comprehensive Child Welfare Information System (CCWIS)- Electronic Data Processing (EDP) Maintenance and Operations (M&O)-IV-E</p> <p><i>(This Program Code (PC) has been re-titled from “Statewide Automated Child Welfare Information Systems [SACWIS]”.)</i></p>	0.6798	Title IV-E 50/35/00/15
970	<p>CCWIS-EDP M&O-Temporary Assistance for Needy Families (TANF) 85 percent</p> <p><i>(This PC corresponds with the EDP M&O costs previously claimed to PC 513 Emergency Assistance - Referrals[EA-ER].)</i></p>	0.1869	TANF 85/00/00/15
971	<p>CCWIS-EDP M&O-TANF 50 percent</p> <p><i>(This PC corresponds with the EDP M&O costs previously claimed to PCs 544 Child Welfare Services Minor Parent Investigations (CWS MPI) [AB 908] and 556 (CWS-Minor Parent Services [MPS] [AB 908].)</i></p>	0.0090	TANF 50/35/00/15
972	<p>CCWIS-EDP M&O-Title XIX-HR</p> <p><i>(This PC corresponds with the EDP M&O costs previously claimed to PCs 144 [CWS – Health Related], 168 [Family Preservation Program (FPP) – Health related], and 838 [Extended Foster Care (EFC) Health Related].)</i></p>	0.1058	Title XIX 00/35/50/15
973	<p>CCWIS-EDP M&O-Title XIX</p> <p><i>(This PC corresponds with the EDP M&O costs previously claimed to PC 150 Early, Periodic, Screening, Diagnosis, and Treatment [EPSDT].)</i></p>	0.0000	Title XIX 00/00/100/00

974	CCWIS-EDP M&O-ILP/Chafee <i>(This PC corresponds with the EDP M&O costs previously claimed to PCs 182 Independent Living Program [ILP – Case Management] and 184 [ILP – Services].)</i>	0.0046	Chafee 100/00/00/00
975	CCWIS-EDP M&O-State Only <i>(This PC corresponds with the EDP M&O costs previously claimed to PC 135 Supplemental Security Income/State Supplemental Payment[SSI/SSP].)</i>	0.0027	State 00/100/00/00
976	CCWIS-EDP M&O-State 70 percent <i>(This PC corresponds with the EDP M&O costs previously claimed to PC 175 [FFP Services/NonFed, 588 Supportive and Therapeutic Options Program [STOP – Assessment / Case Plan], and 840 EFC Services NonFederal].)</i>	0.0053	State 00/70/00/30
977	CCWIS-EDP M&O-State 50 percent <i>(This PC corresponds with the EDP M&O costs previously claimed to PCs 786 Non-Related Extended Family Member [NREFM Under 18], 787 [NREFM Non-Related Legal Guardians (NRLG)] 863 [NRLG Non-Minor Dependent (NMD)], 864 [NRLG Probate], and 865 [NRLG Juvenile].)</i>	0.0046	State 00/50/00/50
978	CCWIS-EDP M&O-County Only <i>(This PC corresponds with the EDP M&O costs previously claimed to PC 584 [SB163 County Only].)</i>	0.0013	County 00/00/00/100