

Office of Systems Integration  
Statewide Automated Welfare System (SAWS) Project

**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 modify or change the spreadsheet tabs, add extra tabs or external links.
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). Do not cut and paste data from external sources to enter costs.

Claims cannot be imported if the formatting varies from the OSI approved claim form found on the CIT 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., 7/1/21). The date will display as Mon-YY (e.g., Jul-21). 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,). Do not place a zero or the word original for the first submission of the claim.

**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 20<sup>th</sup> due date), then a revision may be submitted. A revision replaces the original claim and must be submitted by the 20<sup>th</sup> of that claiming month. The adjustment box and number should not be checked. Please label your claim and email as a revision.

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**Adjusted Claim:** Adjusted claims are completed on a new form 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 20<sup>th</sup> of the following month. Late claims are the original version and the adjustment box and number should not be checked.

Please be sure to use the version of the claim form 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 2021 (calendar quarter ending September 2021) must be submitted by June 2022.

**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.

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**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 conversion 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.

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**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.

**Facilities:** Enter the actual costs paid for Training Development & Delivery facilities.

**Hardware:** Enter the actual costs paid for Training Development & Delivery equipment purchases.

**Software:** Enter the actual costs paid for Training Development & Delivery software 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 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.

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

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

**Application Development:** 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 – DD&I**

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 DD&I consortium project team. Staff costs include salaries and benefits.

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

**Contractor Services:** Enter the actual costs paid for the contractor services related to Procurement DD&I.

**Legal:** Enter the actual cost paid for Procurement DD&I legal services.

**Facilities:** Enter the actual costs paid for Procurement DD&I facilities.

**Hardware:** Enter the actual costs paid for Procurement DD&I hardware and hardware maintenance purchases.

**Software:** Enter the actual costs paid for Procurement DD&I software and software maintenance purchases.

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

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**Consortium Travel:** Enter the actual cost paid for Procurement DD&I consortium personnel travel.

**County Travel:** Enter the actual cost paid for Procurement DD&I county staff travel.

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

**Part 6 – Procurement – M&O**

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 M&O consortium project team. Staff costs include salaries and benefits.

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

**Contractor Services:** Enter the actual costs paid for the contractor services related to Procurement M&O.

**Legal:** Enter the actual cost paid for Procurement M&O legal services.

**Facilities:** Enter the actual costs paid for Procurement M&O facilities.

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

**Software:** Enter the actual costs paid for Procurement M&O 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 M&O consortium personnel travel.

**County Travel:** Enter the actual cost paid for Procurement M&O county staff travel.

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

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**Part 7 – Maintenance and Operations (M&O)**

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 Maintenance and Operations consortium project team. Staff costs include salaries and benefits.

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

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

**Application Maintenance:** Enter the actual costs paid for the application maintenance contractor staff and services related to Maintenance and Operations.

**Quality Assurance:** Enter the actual costs paid for the quality assurance contractor staff and services related to Maintenance and Operations.

**Legal:** Enter the actual cost paid for Maintenance and Operations legal services.

**Facilities:** Enter the actual costs paid for Maintenance and Operations facilities.

**Hardware:** Enter the actual costs paid for Maintenance and Operations hardware and hardware maintenance purchases.

**Software:** Enter the actual costs paid for Maintenance and Operations software and software maintenance purchases.

**Production and Operations:** Enter the actual costs paid for Maintenance and Operations production and operations services, WAN charges, central print, technical infrastructure and other (includes supplies).

**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 Maintenance and Operations consortium personnel travel.

**County Travel:** Enter the actual cost paid for Maintenance and Operations county staff travel.

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**Part 8 – CalHEERS M&O**

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

**Application Maintenance:** Enter the actual costs paid for the application maintenance contractor staff and services related to CalHEERS M&O.

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

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

**Part 9 – Covered CA CSC**

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

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

**Production and Operations:** Enter the actual costs paid for Covered CA CSC production and operations services, WAN charges, central print and other (includes supplies).

**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 DD&I, plus Procurement M&O, plus Maintenance and Operations, plus CalHEERS M&O, 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 9.

**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 form. **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](mailto:PMO.Fiscal@CalSAWS.org) for assistance prior to submitting the claim to OSI-SAWS.

## **DUE DATES/SUBMITTAL INSTRUCTIONS**

If a CDSS advance was received by the county, the claim for those costs must be submitted by the 20<sup>th</sup> of the following month 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:** Claims are due by the 20<sup>th</sup> of the month following when your county paid the cost and are submitted monthly not quarterly. A claim is not accepted by OSI-SAWS and CDSS unless it is signed, dated, and received via email.

**Please submit all claims with the following in (3) separate attachments:**

*Deviations from the instructions may result in delayed or rejected claims*

1. Excel file of completed claim (Do not modify the printer settings)
2. PDF of the approved signed and dated claim and CAP tab in this order
3. PDF or Excel of backup documents supporting the claim

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

1. To: California Department of Social Services  
E-mail: [SAWS.CountyClaims@dss.ca.gov](mailto:SAWS.CountyClaims@dss.ca.gov)
2. To: Office of Systems Integration  
SAWS Financial Management Unit (FMU)  
E-mail: [SAWSFiscal@osi.ca.gov](mailto:SAWSFiscal@osi.ca.gov)
3. To: CalSAWS Fiscal – Claims  
E-mail: [PMO.Fiscal@CalSAWS.org](mailto:PMO.Fiscal@CalSAWS.org)

For questions regarding claiming please contact: [PMO.Fiscal@CalSAWS.org](mailto:PMO.Fiscal@CalSAWS.org)