



CDSS

WILL LIGHTBOURNE  
DIRECTOR

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

744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

February 26, 2016

ALL COUNTY LETTER (ACL) NO. 16-04

TO: ALL COUNTY WELFARE DIRECTORS  
ALL CHIEF PROBATION OFFICERS  
ALL LOCAL MENTAL HEALTH DIRECTORS  
ALL COUNTY ADOPTION AGENCIES  
ALL ADOPTION DISTRICT OFFICES  
ALL COUNTY FISCAL OFFICERS  
ALL COUNTY PROGRAM MANAGERS  
ALL GROUP HOME PROVIDERS  
ALL FOSTER FAMILY AGENCIES  
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: NOTICE TO END USE OF SPECIAL PROJECT CODE (SPC) FOR  
EDUCATION TRAVEL REIMBURSEMENT

REFERENCE: WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS 11460(b);  
PUBLIC LAW (PL) 110-351; [ACL NO. 11-51](#)

The purpose of this ACL is to provide instruction and guidance to county child welfare and probation departments regarding the use of the SPC for education travel: S-1 Education Travel Reimbursement.

In 2010 PL 110-351 amended Title IV-E of the Social Security Act to allow for reimbursement to the foster care providers for the cost of reasonable travel to and from school for a child to remain in the school in which they are enrolled at the time of placement as an allowable Foster Care maintenance cost.

In ACL NO. 11-51, counties were advised to use the SPC S-1 Education Travel Reimbursement until the system change that provides Child Welfare Services/Case Management System (CWS/CMS) functionality for documenting Educational Travel Reimbursements had been put in place. This SPC allowed counties to identify, track and claim children/youth receiving the education travel reimbursement. The system

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

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changes to CWS/CMS have been completed and SPC S-1 Education Travel Reimbursement should no longer be used. The California Department of Social Services has discovered some counties are still using the SPC which ended in 2012. Effective the date of this letter, the state will end the county's access to the SPC S-1 Education Travel Reimbursement. If you wish to see the Office of Systems Integration (OSI) Quick Guide to CWS/CMS Release 6.7 Changes; please go to the county log-on under the Trainer Tab of the OSI portal: <http://www.hwcws.cahwnet.gov/default.asp> .

### **Data Entry Instructions Questions**

For information on data entry instructions, please direct any questions to [cmsprogrampolicyunit@dss.ca.gov](mailto:cmsprogrampolicyunit@dss.ca.gov).

### **Inquiries**

Any policy questions regarding education travel can be directed to the Foster Care Rates Bureau, Rates Policy Unit, at (916) 651-9152.

Sincerely,

### ***Original Document Signed By:***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division