

March 15, 2016

COUNTY FISCAL LETTER (CFL) NO. 15/16-47

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: CWS AUTOMATED DATA PROCESSING (ADP) COUNTY
ANNUAL PLANNING DOCUMENT UPDATE (CAPDU)

REFERENCE: [CFL NO. 03/04-27, DATED OCTOBER 17, 2003](#)
[CFL NO. 14/15-64, DATED MAY 07, 2015](#)
[CODE OF FEDERAL REGULATIONS \(CFR\) TITLE 45,](#)
[PART 95, SUBPART F](#)

The purpose of this CFL is to inform the counties of planning and reporting responsibilities relative to the CWS ADP CAPDU report. The processes described herein supersede those of [CFL NO. 14/15-64](#) CWS ADP CAPDU, issued on May 07, 2015.

Counties must complete a 2016 CAPDU report to maintain federal financial participation (FFP) for the Statewide Automated Child Welfare Information System (SACWIS) 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 federal Administration for Children and Families (ACF).

CAPDU Instructions

As a condition of eligibility for the SACWIS funding, the state is required to report, monitor and account for all county ADP expenditures and procurements in accordance with [Title 45 of the Code of Federal Regulations, Part 95, Subpart F](#).

To comply with these federal requirements and maintain FFP for SACWIS 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 2016 CAPDU will report all planned CWS/CMS activities for FY 2016-17 and FY 2017-18.

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 SACWIS costs.

The 2016 CAPDU templates will be available March 18, 2016, on the CWS/CMS website <http://www.hwcws.cahwnet.gov> behind the county login for counties to enter and report their CAPDU planned activities. Counties must submit their 2016 CAPDU report to CMSAdminSvcUnit@dss.ca.gov by May 13, 2016, for inclusion in the state's Annual APDU to the ACF for review.

The acceptance of the 2016 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 Advance Planning Document (APD) process *prior to* procurement of any CAPDU goods or services. Counties requesting FFP for SACWIS costs continue to submit their APDs for prior written approval to the CWS/CMS APD Unit at CMSAdminSvcUnit@dss.ca.gov.

Reconciliation of Expenditures for APDs via Completion Reports

To ensure continued FFP for SACWIS 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. As stated in [CFL NO. 03/04-27](#), counties should submit documentation at the end of the FY that outlines the actual county expenditures claimed under each approved APD during that year. Counties seeking FFP for SACWIS costs must reconcile approved CWS/CMS APDs via a Completion Report. The Completion Report template with instructions is available on the CWS/CMS website <http://www.hwcws.cahwnet.gov> behind the county login.

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Questions regarding the CAPDU process should be directed to the CMS Support Branch, at (916) 651-7884 or CMSAdminSvcUnit@dss.ca.gov.

Questions regarding claiming or cost allocation should be directed to the CDSS Fiscal Systems Bureau, at Fiscal.Systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

BRIAN DOUGHERTY
Deputy Director
Administration Division

Original Document Signed By:

GREGORY E. ROSE
Deputy Director
Children and Family Services Division

c: CWDA