

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



August 6, 2004

COUNTY FISCAL LETTER NO. 04/05 - 07

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS
ALL COUNTY CWS/CMS SINGLE POINTS OF CONTACT (SPOCs)
ALL COUNTY TECHNICAL CONTACTS

SUBJECT: ANNUAL CHILD WELFARE SERVICES (CWS) ELECTRONIC DATA
PROCESSING (EDP) ESTIMATED COST SURVEY; ANNUAL CWS EDP
SURVEY RECONCILIATION REPORT; AND THE REDESIGNED ADVANCE
PLANNING DOCUMENT/MOVES, ADDS, AND CHANGES (APD/MAC)
PROCESS

The purpose of this letter is to acquaint the counties with the updated Annual CWS EDP Estimated Cost Survey, the new Annual CWS EDP Survey Reconciliation Report and the redesigned APD/MAC Process. The Estimated Cost Survey will capture expenditure estimates from counties for all expected county level goods and services necessary to support CWS maintenance and operations activities for State Fiscal Year (SFY) 2004/05 and 2005/06. The Survey Reconciliation Report will capture the SFY 2003/04 actual expenditures. The redesigned and renamed Child Welfare Services EDP APD/MAC Process will reconcile APD approved funding levels with claimed expenditures and facilitate better management of user IDs and site growth.

County information technology activities are governed by federal and State Division 28 regulations. These regulations require the State to oversee all CWS-related procurements and counties to obtain prior approval for expenditures. In connection with this responsibility, the State requires counties to: (1) annually report two fiscal years of all county projected CWS activities and costs and (2) report major discrepancies between projected county costs and actual expenditures. To meet these requirements, the State has updated the Estimated Cost Survey, developed an Survey Reconciliation Report, and redesigned the APD/MAC Process.

Annual CWS EDP Estimated Cost Survey

County Fiscal Letter 03/04-12, issued July 7, 2003, included a CWS/CMS Related Expenditures Estimate Survey. This year's survey has been updated to include additional information such as questions about User IDs and CWS/CMS sites. The State will be utilizing the survey information to better manage child welfare activities and to report information to the Administration for Children and Families (ACF).

The Estimated Cost Survey must be used to provide updated expenditure estimates for SFY 2004/05 and new estimates for SFY 2005/06. A separate survey is required for each fiscal year. The State has posted the new survey along with instructions for completing it on the CWS/CMS Project Web Site at:

<http://www.hwcws.cahwnet.gov/forms.asp>

Estimated costs reported should be as close as possible to expected actual expenditures. The development of this information should be coordinated among the county's child welfare services program, fiscal, procurement, and information technology staff.

The acceptance of this survey information by California Department of Social Services (CDSS) does not constitute federal or State commitment to fund or approve the proposed activities. Funding for all the planned activities is subject to availability of State and federal funds as well as State and federal approval of certain activities within fiscal thresholds detailed in Division 28. Information on the approval processes can also be found on the CWS/CMS Website.

Annual CWS EDP Survey Reconciliation Report

This reconciliation report has been developed to identify and explain the differences between county costs estimated on the SFY 2003/04 survey, the APDs and MACs submitted to actual expenditures claimed. For ease of reporting this data, a separate Survey Reconciliation Report populated with each county's SFY 2003/04 survey data and survey instructions will be emailed to all County Directors, Fiscal Officers, Technical Contacts, and SPOCs. Counties must work with their program, fiscal, procurement and information technology staff to complete this report.

CWS EDP APD/MAC Process

The redesigned CWS EDP APD/MAC Process requires that counties submit an APD for all CWS related costs no matter what the funding source. In addition, counties must reconcile all expenditures submitted in their APDs with actual expenditures claimed to CDSS. This new process is required to meet ACF project oversight requirements. See the redesigned CWS EDP APD/MAC Process document located on the CWS/CMS website at the address below for complete information and instructions on the new APD/MAC process:

<http://www.hwcws.cahwnet.gov/forms.asp>

Questions regarding completing the Estimated Cost Survey, Survey Reconciliation Report, CWS EDP APD/MAC Process, allocation of costs or claiming may be directed as follows:

Estimated Cost Survey, Survey Reconciliation Report and CWS EDP APD/MAC Process	CWS/CMS Project Office	(916) 263-1111
Claiming	CDSS Fiscal	Fiscal.Systems@dss.ca.gov

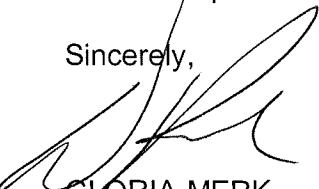
In addition to the resources above, CDSS and CWS/CMS Project Office will be discussing the Estimated Cost Survey, Survey Reconciliation Report, and the new CWS EDP APD/MAC process at the County Welfare Director's Association Financial Analysis and Data Systems meeting scheduled on August 11, 2004. Also, the counties' Health and Human Services Data Center (HHSDC) System Support Consultants will be discussing these forms with impacted county staff beginning in July.

The Estimated Cost Survey and Survey Reconciliation Report must be submitted via email to the following address by September 10, 2004:

APD-MAC.Process@hhsdc.ca.gov

No hard copies will be accepted for either document.

Sincerely,


for
GLORIA MERK
Deputy Director
Administration Division

BRUCE WAGSTAFF
Deputy Director
Children and Family Services Division

c: Cal Rogers, CDSS
Chris Dunham, HHSDC
SAWS County Approvals