

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 30, 2007

COUNTY FISCAL LETTER NO. 06/07-21

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

SUBJECT: CHILD WELFARE SERVICES ELECTRONIC DATA PROCESSING
COUNTY ANNUAL PLANNING ESTIMATES

REFERENCES: CFL No. 04/05-07, Dated August 6, 2004
CFL No. 05/06-15, Dated August 8, 2005
CFL No. 05/06-47, Dated May 4, 2006

The purpose of this County Fiscal Letter (CFL) is to inform counties of their responsibilities relative to the Child Welfare Services (CWS) Electronic Data Processing (EDP) County Annual Planning Estimates (CAPE) document. The processes described herein replace those of CFL No. 05/06-47 CWS EDP CAPE on County planned expenditures issued on May 4, 2006. The CWS EDP CAPE is required as it is the only source of information available to the Office of Systems Integration, Child Welfare Services/Case Management System (CWS/CMS) Project Office to complete the State's Annual Advance Planning Document Update. The California Department of Social Services (CDSS) must submit this document annually to the federal Administration for Children and Families to maintain Statewide Automated Child Welfare Information System (SACWIS) status and funding for CWS/CMS. In order to develop an accurate statewide CWS EDP estimate, all counties are required to complete the 2007 CAPE.

The 2007 CAPE is intended to capture all county level estimated expenditures necessary to support CWS/CMS maintenance and operations activities for State Fiscal Years (SFY) 2007/08 and 2008/09. The estimated expenditures must be submitted electronically using the web-based CAPE application on the CWS/CMS website.

Federal regulations require the State to monitor and account for all State and county EDP expenditures and procurements as a condition of eligibility for federal funds. As a result of this responsibility, the State now requires all counties to annually report two fiscal years of all county CWS-related EDP planned activities and estimated expenditures in the CAPE application.

CAPE Training

An updated 2007 CAPE Desk Guide will be available at the CWS/CMS website on March 1, 2007. The 2007 CAPE training session will be conducted in Sacramento on March 7, 2007 at 744 P Street, in the CDSS auditorium. Counties are encouraged to send representation from their fiscal, information technology and program staff who are involved in the budgeting and planning of automation to support CWS.

CAPE Requirements

All 58 counties must complete the 2007 CAPE required by this CFL. The CAPE will provide updated estimated expenditures for two SFYs (updated 2007/08 estimates and new estimates for SFY 2008/09). County estimates reported in the 2006 CAPE for SFY 2007/08 will appear in the 2007 CAPE, but must be modified to reflect planned expenditures as they have become more evident.

Counties are required to report the following in their 2007 CAPE:

- All CWS-related EDP estimated expenditures for SFYs 2007/08 and 2008/09;
- Estimated SACWIS and non-SACWIS costs for all expenditures;
- System Support Staff (county and contracted staff) and county staff providing other CWS related EDP tasks; and
- Central Service Costs (allocated or billed) for services provided to CWS by a governmental unit on a centralized basis to its departments and agencies.

CAPE Instructions

An updated web-based application will be available to counties to build and submit their 2007 CAPE information on March 9, 2007. The application can be accessed on the CWS/CMS website at: <http://www.hwcws.cahwnet.gov/>. The CAPE application will be available to counties through May 25, 2007. Modifications to data entered or entry of new data in the 2007 CAPE application cannot be made after this date.

Counties should make every effort to estimate project costs as close to anticipated expenditures as possible. The development of this information must be coordinated among the county's CWS program, fiscal, procurement, and information technology staff. The 2007 CAPE should be a guide to the counties for building their Advance Planning Documents (APDs).

Questions regarding the 2007 CAPE application may be directed to Debra Mack of the CWS/CMS Project Office at (916) 263-1114. Questions regarding claiming or cost allocation may be directed to the CDSS Fiscal Systems Bureau at Fiscal.Systems@dss.ca.gov.

The acceptance of the 2007 CAPE information by CDSS does not constitute a 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.

Sincerely,

Original Signed by Eric Fujii

ERIC FUJII
Deputy Director
Administration Division

Original Signed by Mary L. Ault

MARY L. AULT
Deputy Director
Children and Family Services Division

c: CWDA