DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

COUNTY FISCAL LETTER NO. 05/06-47

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 (CWS) ELECTRONIC DATA PROCESSING (EDP) COUNTY ANNUAL PLANNING ESTIMATES (CAPE)

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

The purpose of this County Fiscal Letter (CFL) is to inform the 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. 05/06-15 CWS EDP CAPE issued on August 8, 2005. 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 Annual Advance Planning Document Update. The California Department of Social Services (CDSS) must submit this annually to the federal Administration for Children and Families (ACF) to maintain Statewide Automated Child Welfare Information System (SACWIS) status and funding for CWS/CMS. In order to develop a statewide CWS EDP estimate, all counties are required to complete the CAPE.

The CAPE is intended to capture all county level estimated expenditures to support CWS/CMS maintenance and operations activities for State Fiscal Years (SFY) 2006/07 and 2007/08. The estimated expenditures will be submitted electronically using web-based CAPE application on the CWS/CMS website.

Federal regulations require the State to monitor and account for all county EDP expenditures and procurements as a condition of eligibility for federal funds. In connection with 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

In addition to the CAPE Desk Guide available at the CWS/CMS website, the CAPE Microsoft PowerPoint presentation that was distributed as the CAPE training material a year ago for the August 10, 2005 Oversight Committee meeting has been updated to

reflect changes required in this letter. A CAPE Questions and Answers (Q and A) page is also available for additional reference and will be updated as counties use the CAPE application and submit questions. The updated training material and Q and A pages can be found at the CWS/CMS website at http://www.hwcws.cahwnet.gov/forms/. Notify your county's CWS/CMS System Support Consultant if you require or would like to request assistance with using the CAPE application.

CAPE training sessions were conducted in Sacramento on April 20, 2006 and in Redding on April 25, 2006. Counties were encouraged to send representation from their fiscal, information technology and program areas that are involved in the budgeting and planning for automation to support CWS.

Annual CWS EDP Estimated Cost Survey vs. CAPE

The CFL No. 04/05-07, issued on August 6, 2004 included a CWS/CMS Related Expenditures Estimate Survey on which counties were to estimate all CWS EDP expenditures for the two coming fiscal years. The CFL No. 05/06-15, dated August 8, 2005 modified that process to acquire the project estimates of twenty-one co-existent and six dedicated counties who completed the CAPE for SFYs 2005/06 and 2006/07. The CAPE required by this CFL will provide updated estimated expenditures for two SFYs (updated 2006/07 estimates and new estimates for SFY 2007/08). For those counties that participated in last year's CAPE, modifications to SFY 2006/07 may be necessary since we are now requiring all planned CWS-related EDP estimated expenditures, regardless of the cost.

The following changes from last year's CAPE requirements have been made (Reference CFL No. 05/06–15, dated August 8, 2005).

- This CFL now requires all CWS-related EDP estimated expenditures for SFYs 2006/07 and 2007/08, regardless of the cost.

- The CAPE Desk Guide has been modified to ensure counties capture all CWS related EDP estimated expenditures in the CAPE application.

- All counties are required to complete the CAPE.

- Counties are now able to inform the State if they do not plan on having any CWS related EDP expenditures. The default page of the CAPE module displays "No CAPE Projects FY 06/07" and "No CAPE Projects FY 07/08." If a county does not expect to have CWS related EDP expenditures for that SFY, the county will select the "Submit CAPE" button on the default page.

- Counties are required to include estimates for System Support Staff (county and contracted staff) and county staff providing other CWS related EDP tasks as part of their estimated EDP expenditures.

- Counties are required to provide CWS related EDP estimated expenditures for all SACWIS and non-SACWIS costs.

CAPE Instructions

A web-based application has been created for counties to build and submit their CAPE information on the CWS/CMS website at: http://www.hwcws.cahwnet.gov/. The CAPE log-on instructions are located in the CAPE Desk Guide. The CAPE Desk Guide, including instructions for the CAPE application can be accessed at http://www.hwcws.cahwnet.gov/countyspecific/deskguides/cape_desk_guide.doc. The CAPE application will be available to counties between April 17, 2006 and May 31, 2006. Modifications to data entered or entry of new data in the CAPE application cannot be made after June 1, 2006.

Entry validation on the website will be completed automatically in the CAPE application. 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 CAPE should be a guide to the counties for building their Advance Planning Documents.

Questions regarding this CAPE may be directed to the CWS/CMS Project Office at (916) 263-1119. 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 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. Information on the approval process can be found on the CWS/CMS website.

Sincerely,

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