

Form CB-496 Financial Reporting Instruction Updates - Comprehensive Child Welfare Information System (CCWIS) & Adoption Savings



September, 2016

Agenda

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- CCWIS Financial Reporting Instruction Updates
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 - Form CB-496 Part 4 Method of Submission
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Form CB-496 - What Is and What Isn't Changing

- Title IV-E Programs Quarterly Financial Report (Form CB-496)
 - All Parts (Part 1 - Part 4) of the reporting form remain unchanged
 - Form CB-496 last revised through ACYF-CB-PI-15-09, dated December 2, 2015
- Instructions For Completing Form CB-496
 - Updated effective August 1, 2016 to:
 - Reflect CCWIS Final Rule changes in Parts 1 through 3
 - General Instructions updated to reflect incorporation of Adoption Savings (Part 4) into the On-Line data Collection (OLDC) system
 - All other reporting instructions remain unchanged
 - Updated reporting instructions posted as newly effective Attachment C with ACYF-CB-PI-15-09

Sunrise CCWIS, Sunset S/TACWIS

CCWIS Transition Period Milestones

Transition Period: August 1, 2016 – July 31, 2018

For Costs Paid or Estimated for Periods Beginning –

- On or After August 1, 2016:
 - S/TACWIS regulations no longer apply
 - CCWIS regulations are effective
 - Other than “conforming” changes, the Advance Planning Document (APD) regulations at 45 CFR Part 95, Subpart F remain unchanged
- August 1, 2016 – July 31, 2018:
 - Agencies may continue to enhance S/TACWIS projects and receive title IV-E funding using the current cost allocation
 - Agencies are encouraged to review CCWIS regulations and ask questions to make informed decisions about how to proceed
 - Agencies evaluate options and notify ACF of CCWIS transition decision
 - Agencies may begin work on a new CCWIS
- On or After August 1, 2018:
 - S/TACWIS cost allocation no longer exists
 - All systems will be classified as CCWIS or non-CCWIS



CCWIS Reporting Instruction Updates – Definitions Added

S/TACWIS - In accordance with federal regulations at 45 CFR 1355.51 a statewide automated child welfare information system (SACWIS) or a tribalwide automated child welfare information system (TACWIS) which are collectively referenced as a S/TACWIS means an active automated data processing system or project that as of July 31, 2016 ACF classified as a S/TACWIS and:

- (i) ACF approved a procurement to develop a S/TACWIS; or
- (ii) The applicable state or tribal agency approved a development procurement for a S/TACWIS below the thresholds of 45 CFR 95.611(a).

CCWIS - In accordance with federal regulations at 45 CFR 1355.51 a comprehensive child welfare information system (CCWIS) is an automated data processing system or project meeting all requirements in § 1355.52 and all automated functions meet the requirements in § 1355.53(a). A CCWIS replaces the S/TACWIS regulations as of August 1, 2016. States or tribes may elect to build a new CCWIS on or after August 1, 2016 or transition an existing system to a CCWIS during a two year transition period that runs through July 31, 2018.



CCWIS Reporting Instruction Updates - Line Item Changes 1

- Part 1:
 - Line 8. In-Placement Administrative Costs – Agency Management.
 - Cited examples now include title IV-E Foster Care allocated share of automated data processing activities not associated with a S/TACWIS (transitional period only) or a CCWIS
 - Line 11. S/TACWIS or CCWIS Operational Costs.
 - Transition Period
 - Existing S/TACWIS: S/TACWIS operational costs may continue to be reported in accordance with the approved cost allocation plan (CAP)
 - Election to Operate a Non-CCWIS: Costs may not be claimed as S/TACWIS/CCWIS operational costs
 - Implementation of a CCWIS: Approved CCWIS operational costs in accordance with the approved CAP
 - Post Transition Period
 - Only CCWIS qualifying operational costs may be reported

CCWIS Reporting Instruction Updates - Line Item Changes 2

- Part 1 (continued)
 - Line 12. S/TACWIS or CCWIS Developmental Costs (Under the Terms of an Approved APD) - Project 1.
 - Transition Period
 - Existing S/TACWIS: S/TACWIS developmental costs associated with Project 1 may continue to be reported in accordance with the approved cost allocation methodology
 - Election to Transition Existing S/TACWIS to a CCWIS: Current S/TACWIS project number will remain the same
 - Election to Build a New CCWIS: New project number will be assigned (could be Project 1 if no prior project)
 - Election to Develop a Non-CCWIS: Costs may not be claimed as S/TACWIS or CCWIS developmental costs
 - Post Transition Period
 - Only CCWIS qualifying Project 1 amounts may be reported

CCWIS Reporting Instruction Updates - Line Item Changes 3

- Part 1 (continued)
 - Line 13. S/TACWIS or CCWIS Developmental Costs (Under the Terms of an Approved APD) - Project 2.
 - Transition Period
 - Existing S/TACWIS: S/TACWIS developmental costs associated with Project 2 may continue to be reported in accordance with the approved cost allocation methodology
 - Election to Transition Existing S/TACWIS to a CCWIS: Current S/TACWIS project number will remain the same
 - Election to Build a New CCWIS: New project number is assigned
 - If there is both a Project 1 & 2 for S/TACWIS a new CCWIS effort will be designated as Project 3
 - Any Project 3 costs should be reported on Line 13 with an attached workpaper breaking out the Project 3 costs
 - Election to Develop a non-CCWIS: Costs may not be title IV-E claimed as Project 1, 2, or 3 S/TACWIS or CCWIS developmental costs
 - Post Transition Period
 - Only CCWIS qualifying Project 2 or 3 amounts may be reported

CCWIS Reporting Instruction Updates - Line Item Changes 4

- Part 1 (continued)
 - Line 14. S/TACWIS or CCWIS Developmental Costs - No APD Required.
 - Transition Period
 - Any approved CCWIS or S/TACWIS (transition period only) developmental costs not requiring an APD
 - If both CCWIS and S/TACWIS costs are reported, attachment of a breakout workpaper is requested
 - Post Transition Period
 - Only CCWIS qualifying non-APD developmental costs may be reported
- Part 2:
 - SACWIS funding category code descriptions updated to reflect "S/TACWIS or CCWIS" as follows: FSO; FS1; FS2 & FSN
- Part 3:
 - All references to SACWIS operational costs updated to reflect "S/TACWIS or CCWIS"

Adoption Savings Reporting Instruction Updates - Method of Submission 1

- Part 4:
 - Form is now to be submitted electronically through the ACF On-Line Data Collection (OLDC) system
 - Each OLDC Part 4 submission requires completion of a certification through an authorized electronic signature
 - The FFY 2015 CB-496 Part 4 report (latest revision only) previously submitted as a PDF attachment should:
 - Now be directly entered, certified and submitted using the OLDC Part 4 screen
 - The PDF attachment submission should not be deleted from OLDC to maintain a record of the actual filing date

Adoption Savings Reporting Instruction Updates - Method of Submission 2

Form Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Program Name:](#)

Step 2: [Grantee Name:](#)

Step 3: [Report Name:](#)

Step 4: [Funding / Grant Period:](#)

Step 5: [Report Period:](#)

	Reporting Period	Type	Report Status
<input checked="" type="radio"/>	10/01/2015 - 09/30/2016	Annual	

Form CB-496 Financial Reporting Instruction Updates - Resources

- Program Instruction on Form CB-496, ACYF-CB-PI-15-09:
<http://www.acf.hhs.gov/cb/resource/pi1509>
- CCWIS Final Rule Federal Register Notice
<http://www.gpo.gov/fdsys/pkg/FR-2016-06-02/pdf/2016-12509.pdf>
- CCWIS Final Rule Webinars - Transitioning Requirements & Cost Allocation
[Handouts Web1 & 2]
- Updated Form CB-496 Reporting Instructions
[Handout 3]
- Contact Bill Meltzer at:
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Questions?