

<b>ACF</b>  <b>Administration for Children and Families</b>	<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b>	
	<b>1. Log No:</b> ACYF-CB-IM-16-03	<b>2. Issuance Date:</b> August 8, 2016
	<b>3. Originating Office:</b> Children's Bureau	
	<b>4. Key Words:</b> Comprehensive Child Welfare Information Systems (CCWIS); Executive's Guide	

**INFORMATION MEMORANDUM**

**TO:** State, Tribal and Territorial Agencies Administering or Supervising the Administration of Titles IV-B and IV-E of the Social Security Act, State, Tribal and Territorial Information Technology (IT) Leadership, and Other Interested Parties

**SUBJECT:** Executive's Guide to CCWIS

**RELATED REFERENCES:** Title IV-E of the Social Security Act; 45 CFR 1355.50 through 1355.59; 45 CFR 95.611

**PURPOSE:** The purpose of this Information Memorandum is to transmit the Executive's Guide to CCWIS.

**BACKGROUND:** The Executive's Guide to CCWIS was developed by the Administration for Children and Families to provide state and tribal agency leadership with a high level summary of changes brought about by the CCWIS Final Rule published on June 2, 2016 (81 FR 35450). The document additionally outlines the decisions that title IV-E agencies' child welfare program and technology staff must address during the two-year CCWIS transition period.

**INQUIRIES:** Director, Division of State Systems, CB/ACYF/ACF/DHHS

/s/  
 Rafael López  
 Commissioner  
 Administration on Children, Youth and Families

**Attachment:** Executive's Guide to CCWIS