

IS AN APD NECESSARY CHECKLIST

This checklist, while not comprehensive, addresses most of the major APD requirements and can be used as an aid when preparing a county APD to be submitted to the State to ensure that (1) an APD is required, (2) CDSS/OSI is the proper recipient, (3) the APD is timely, and (4) it excludes prohibited content.

When does the county need to submit an APD to the State?				
Subject	Standard	Yes	No	Page
EDP/ADP expenditure for public assistance programs under Social Security or Immigration & Naturalization Act 45 CFR 95.601 Action Transmittal Number ACF-AT-93-3	Is this an acquisition of EDP/ADP equipment or services undertaken in support of federally funded public assistance and social services programs subject to the provisions of 45 CFR Part 95, Subpart F, i.e., is it incurred under an approved State Plan for Titles I, IV-A, IV-B, IV-D, IV-E, IV-F, X, XVI (AABD), and XIX of the Social Security Act or Title IV Chapter 2 of the Immigration and Naturalization Act? <i>If so, it needs to be sent for prior approval to the State agency that administers the plan or program. Be sure to select the appropriate State agency. For example, the California Department of Health Care Services administers Medi-Cal (Title XIX), and the California Department of Child Support Services administers the State's Title IV-D Plan.</i>			
When does the county need to submit an APD to CDSS?				
CDSS-Administered Plan or Program (Titles IV-A, IV-B, IV-E and Refugee Programs)	Is this an acquisition of EDP/ADP equipment or services incurred under an approved State Plan administered by CDSS or for a program subject to CDSS authority? <i>See attached list of CDSS-administered programs. In general, CDSS administers IV-A, IV-B, IV-E, refugee programs & has approval authority over certain title XIX programs.</i>			
County Only Funds	What if only county funds are being spent? <i>If the expenditure does not involve State or federal funding, an APD is not strictly necessary; however, State prior approval is necessary if the EDP/ADP expenditure relates to a program supported by an existing system (e.g. SAWS, CWS/CMS) since individual county efforts can affect the integrity and federal support of such systems.</i>			
\$10,000 Rule Outdated Div. 28-105	What if my EDP expenditure is for less than \$10,000? <i>Years ago under the PCAB system there was authority for a county to avoid seeking prior approval of EDP acquisitions under \$10,000, but this no longer applies today. Therefore, there is a \$0 threshold applicable to county EDP acquisitions, i.e., a county must get prior approval of ANY such purchase if it seeks state or federal participation.</i>			
EDP/ADP Defined Div. 28-010 45 CFR 95.605	Is this really an acquisition of electronic data processing (EDP) or automated data processing (ADP) equipment, services or software as defined in State and federal regulations? <i>Read the following definitions carefully. If no, you do not need to submit a county APD to the State..</i>			

State Definitions	Federal Definitions
<p><u>EDP Equipment</u> <i>[Div. 28-010(b)]</i></p> <p>(1) Electronic digital computers, regardless of size, capacity, or price, that accept data input, store data, perform calculations and other processing steps, and which prepare information output.</p> <p>(2) All peripheral or auxiliary equipment used in support of electronic computers, whether selected and acquired with the computer or separately.</p> <p>(3) Data transmission or communications equipment that is selected and acquired solely or primarily for use with a configuration of EDP equipment which includes an electronic computer.</p> <p>(4) Data input equipment that is used to enter data directly or indirectly into an electronic digital computer, peripheral or auxiliary equipment, or data transmission or communications equipment.</p> <p>(5) Software, as defined in (i) below, that is leased, rented or purchased from private or public vendors or consultants.</p> <p><u>EDP Services</u> <i>[Div. 28-010(c)]</i></p> <p>(1) Services to operate EDP equipment.</p> <p>(2) Services to perform such tasks as feasibility studies, system studies, system design, development of system specifications, system analysis, programming, and system implementation.</p> <p><u>Software</u> <i>[Div. 28-010(i)]</i></p> <p>A set of stored programs, procedures and associated documentation by which EDP equipment is used and operated.</p> <p>(1) Systems software means the programs required to perform general functions frequently termed "operating systems".</p> <p>(2) Applications software means programs or sets of programs designed to perform specific user-oriented functions including but not limited to the following:</p> <p>(A) Updating of files.</p> <p>(B) Preparation of reports.</p> <p>(C) Performance of payroll processes.</p>	<p><u>ADP Equipment</u> <i>[45 CFR 95.605]</i></p> <p>Automatic equipment that accepts and stores data, performs calculations and other processing steps, and produces information. This includes:</p> <p>(a) Electronic digital computers;</p> <p>(b) Peripheral or auxiliary equipment used in support of electronic computers;</p> <p>(c) Data transmission or communications equipment, and</p> <p>(d) Data input equipment.</p> <p><u>ADP Services</u> <i>[45 CFR 95.605]</i></p> <p>(a) Services to operate ADP equipment, either by agency, or by State or local organizations other than the State agency; and/or</p> <p>(b) Services provided by private sources or by employees of the State agency or by State and local organizations other than the State agency to perform such tasks as feasibility studies, system studies, system design efforts, development of system specifications, system analysis, programming, system conversion and system implementation and include, for example, the following:</p> <p>(1) Systems Training,</p> <p>(2) Systems Development,</p> <p>(3) Site Preparation,</p> <p>(4) Data Entry, and</p> <p>(5) Personal services related to automated systems development and operations that are specifically identified as part of a "Planning APD" or "Implementation APD". As an example, a personal service would be the service of an "expert individual" to provide advice on the use of ADP software or hardware in developing a State automated management information system.</p>

Are there some things that cannot be requested in an APD? Yes.				
Change to or Duplication of Current System	Does the request exclude the purchase of software or services that will do the following: 1. change the presentation layer of a current system 2. change the face or functionality of a current system 3. duplicate functionality of a current system <i>Funding is not available for EDP/ADP expenditures that affect the integrity, security or funding of current systems.</i>			
Software developed for Social Services Ineligible for FFP 45 CFR 95.617	Does the request exclude the purchase of software that was developed especially for social service programs (e.g., child welfare services or foster care) <i>Federal funding is not available for such software; however, if it has already been purchased by another State or county with FFP, it can likely be licensed to your county at no cost. Also, this prohibition does not apply to services</i>			