

TO: ALL STATE SYSTEMS OFFICIALS

DC-05-01

Re: New Procedures for Submitting State IT Project Approval Requests

Dear Colleague:

It has become necessary to reorganize staff responsibilities and to streamline the approval process for State Information Technology (IT) projects that are subject to the requirements of the Advance Planning Document (APD) process as outlined in 45 CFR Part 95. We hope that these new procedures, described in the enclosure to this letter, will simplify the approval process and reduce our response time for each request.

Effective as of July 1, 2005, submissions of requests for approvals of state systems IT projects will be submitted directly to my office (e.g., letters that have been submitted to Joel Anthony in the past) only if that project involves approval from *more than one* of the Department of Health and Human Services' (HHS) program offices (Title IV-D, Title IV-E, or Title XIX). My office will respond to requests and be responsible for approval only of Federal financial participation for multi-*program* projects.

Those state systems projects for which the State is requesting approval from a single HHS program office should be directed to the official responsible for approval of state systems for that specific program office. Enclosed with this letter is a fact sheet more clearly outlining this new procedure and listing each responsible approving official.

The only possible exception to this process involves the Temporary Assistance for Needy Families (TANF) program. Since TANF is a block grant, HHS has no approval authority over project costs involving that program office. Therefore, if a project involves both TANF and Medicaid, the request should be directed to the Centers for Medicare and Medicaid Services (CMS) as sole approval authority resides with CMS.

Should you have any questions regarding this new procedure, please feel free to contact the individual listed below who is responsible for your particular program:

James Blackie, Multi-HHS Agency (OPDIV) Requests, 202-690-7458
Robin Rushton, Title IV-D - Child Support Enforcement, 202-690-1244
Terry Watt, Title IV-E - Children's Bureau/SACWIS, 202-690-8177
Rick Friedman, Title XIX - Centers for Medicare and Medicaid, 410-786-4451

Sincerely,

Curtis L. Coy
Deputy Assistant Secretary
for Administration