

Re: MATCH REPORTING  
FOR IV-E TRAINING

To: Area Administrators/Assistant Area Administrators  
Bureau Directors  
County Departments of Community Programs Directors  
County Departments of Developmental Disabilities  
Services Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Licensing Chiefs/Section Chiefs  
Tribal Chairpersons/Human Services Facilitators

From: Susan N. Dreyfus  
Administrator

This memo issues instructions for county and tribes that provide match for federal Title IV-E training by the University of Wisconsin training partnerships. The training partnerships use cash and in-kind contributions from county and tribal human service agencies as match to draw Title IV-E funds for training child welfare staff. This memo describes how match must be certified to the UW training partnerships by counties and tribes and how expenses used by the training partnerships as IV-E training match must be reported to DCFS in the CARS fiscal system. The new reporting requirements apply to 2001 county and tribal (fiscal year 2001) contracts.

#### **Certification that Match is from Non-Federal Sources**

Counties and tribes pay annual membership fees to the training partnerships and registration fees for staff to attend training sessions. In addition, the training partnerships use expenses for mileage and the salary and fringe benefit cost of staff time to attend partnership meetings and training sessions as match.

For the partnerships to use the membership and registration fees as match, each county and tribe must certify to their partnership that fees are paid from non-federal sources. For the partnerships to use mileage and staff costs as in-kind match, each county and tribe must certify to their partnerships that these staff-related expenses are paid from non-federal sources. If the fees or staff-related expenses are paid with a mix of funding sources, the county and tribe must determine the portion of the overall funding from non-federal sources so that only the non-federal share is used by the training partnerships as match. The certification must be provided to the training partnerships on an annual basis using the format provided to counties and tribes by their partnership.

Counties and tribes receive various types of funds from the state and other funding sources and child welfare agencies also receive funds from local revenue sources. Local tax levy funds and equivalent local tribal sources are acceptable sources of IV-E match. Community Aids funds received from the Department of Health and Family Services (DHFS) contain state general purpose revenue (GPR) and other sources which can be used as match and agencies should refer to previous guidance from DHFS on the use of Community Aids funds to match federal sources.

Of funds distributed for child welfare services by the DCFS, IV-E Incentive funds can be used as match. These funds have been previously earned by the state and are equivalent to GPR once distributed to local agencies. Safe and Stable Families (formerly Family Preservation and Support) and Independent Living program funds are federal and cannot be used as IV-E match.

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#### *Document Summary*

This memo indicates how match must be certified by county and tribal agencies for use by the child welfare training partnerships to claim IV-E training funds and how match expenditures must be reported by county and tribal agencies in the CARS fiscal reporting system for 2001 contracts.

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For other funding sources, agencies should refer to guidance from those funding sources regarding the use of those other sources as possible IV-E match. Tribes may receive federal funds that can be used to match other federal sources and tribes should refer to federal guidance for those funds regarding use of those funds as possible IV-E match.

For the training partnerships to use county and tribal staff salary and fringe benefit costs as match, counties and tribes must supply salary and fringe benefit information to their partnership. The information should reflect the actual salary and fringe benefit costs for the staff who participate in meetings and training sessions as much as possible. This information must be provided to the training partnerships at a minimum on an annual basis.

### **County and Tribal Fiscal Reporting to DHFS**

The training partnerships must provide statements to each county and tribe participating in the partnership on the amount of membership fees, training fees, mileage and staff time used as IV-E match by the partnership. The county and tribe must then use these statements to report expenses used by the training partnerships as match on the CARS lines indicated below for their state contracts so that DHFS does not claim IV-E administrative funds at the state level for the same expenses used to claim IV-E training funds. The training partnerships must provide these statements to counties and tribes at a minimum on an annual basis, with the final statement provided within 30 days of the end of the county or tribal contract period.

Counties and tribes should not report any expenses used by the partnerships as match on CARS lines 301, 682 or 683. These lines are for reporting purposes only and do not affect the amount of reimbursement from DHFS. The lines are used along with the Random Moment Time Study (RMTS) to determine the amount of administrative expenses eligible for federal IV-E reimbursement.

Expenses used by the partnerships as match should be included by counties and tribes on CARS line 561. Counties and tribes do not need to include these costs on CARS match reporting lines. The partnerships will report the costs as match for their IV-E training contracts. This procedure to use CARS line 561 will prevent match expenses for training from being included by DHFS in the pool of local agency costs that the RMTS is applied to.

Counties and tribes should retain their own documentation of costs used by the training partnerships as match in the event the partnerships need additional information for audit purposes relating to their IV-E training contracts.

### **IV-E Training Guidelines**

Attached to the memo are IV-E Training Guidelines that provide additional information on the allowable training activities and match requirements to claim federal IV-E funds for training. These guidelines, which summarize federal IV-E law, regulations and cost allocation decisions, form the basis for reporting requirements in this memo. The IV-E Training Guidelines will be used by the UW Training Partnerships in managing their IV-E training programs.

For questions; please contact:

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