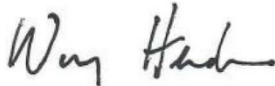


To: DCF/DMCPS Administrator  
DCF Area Administrators  
Child Placing Agency Directors  
Child Welfare Agency Directors  
County Departments of Community Programs Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Group Home Providers  
Tribal Social Service/Indian Child Welfare Directors  
Private Child Placing Agencies  
Residential Care Center Providers  
Shelter Care Providers  
Tribal Chairpersons

From: Wendy Henderson  
Division Administrator



**Re: Community Intervention Program Allocation and Reporting Requirements**

## **PURPOSE**

This memo provides notification of the availability of state fiscal year (SFY) 2023 funds for the Community Intervention Program (CIP) and explains the criteria for receiving these funds.

The Department of Children and Families (DCF) will distribute CIP funds in SFY 2023 to counties on the basis of a statutory formula. The anticipated CIP funding amount for SFY 2023 is \$3,712,500. By law, CIP funds are to be used for early intervention services for first time offenders and for intensive community-based intervention services for seriously chronic offenders {s. 48.528}.

## **BACKGROUND**

Each county's initial SFY 2023 allocation (July 1, 2022 through June 30, 2023), based on the statutory formula, is listed on an attachment to this memo. The SFY 2023 allocations are based on juvenile arrest data from calendar years 2019 and 2020 and secured correctional facility placement data from calendar years 2019 and 2020.

## **INFORMATION SUMMARY**

### **1. SFY 2023 Award Requirements and Process**

#### **a. Plan and Budget for Submission**

To be awarded funding, counties must complete a plan and budget. Plan and budget forms are linked to this memo, along with instructions for their completion. **The deadline for submission of the plan and budget is 4:00 p.m. on May 27, 2022.** Once your application materials are received, you will receive a confirmation email from DCF Youth Justice (YJ) by June 7, 2022 at 5:00 p.m. Please contact us if you do not receive a confirmation email.

Although many counties continue to use their allocated funds to support the same high-quality programs as in previous years, for program integrity purposes, counties must annually review their program descriptions, objectives, and outcomes to ensure optimal success. Plans that state “same budget as previous year” with no actual plan detailed with program components and a completed budget will not be accepted.

**b. Plan and Budget Review**

DCF Bureau of Youth Services (BYS) will review all completed plans and budgets received for the SFY 2023 CIP **by 4:00p.m. May 27, 2022** to ensure:

- The proposed program components address the needs of first-time offenders and/or intensive community-based intervention services for seriously chronic offenders.
- The plan concisely describes the objectives and outcomes for how program success will be measured.
- The plan shows evidence of coordination and collaboration with other involved agencies and/or stakeholders (i.e., schools, courts, law enforcement, service providers), including information about contracts and working agreements, when applicable.
- The county’s proposed budget is adequate to support the proposed activities.
- Due to the challenges that counties are currently facing with providing services to first time offenders as well as chronic offenders, we are allowing counties to include a broader budget language that will allow counties to account for how their delivery services may change over time.

**c. Awards for SFY23**

Following review and approval of plans and budgets, DCF will send award letters allocating SFY23 Community Intervention Program. Award letters will go out no later than June 23, 2022.

**2. SFY22 Reporting Requirements**

In Fall 2022 the Department will provide each county that received funds in SFY22 with instructions and forms for completing the evaluation of those programs. The evaluation should cover services delivered and clients participating between July 1, 2021 and June 30, 2022.

CENTRAL OFFICE CONTACT: Youth Justice Policy Coordinator  
Bureau of Youth Services  
Division of Safety and Permanence  
[DCFYJ@wisconsin.gov](mailto:DCFYJ@wisconsin.gov)  
608-422-6993

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>

ATTACHMENTS: Found on page at <https://dcf.wisconsin.gov/yj>  
(Community Intervention Program)

1. Explanation of Allocation Formula Factors
2. CIP allocation amount listed by county
3. SFY23 CIP Plan Template
4. SFY23 CIP Budget Template