

September 23, 2022

DSP Informational Memo Series 2022-23i

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  
Administrator



**RE: 2023 Federal Fiscal Year Relative Caregiver Support Funding Opportunity**

**Purpose:**

The purpose of this memo is to inform county agencies, tribal agencies, and community non-profit agencies of a grant opportunity to assist relative caregivers throughout the state in learning about, finding, and using programs and services to meet their needs and the needs of the children they are raising.

**Background:**

Through annual appropriations bills, Congress set aside \$20 million in discretionary funding appropriated under title IV-B, subpart 2 of the Social Security Act in each FYs 2018-2022. The funds are available to all states to develop, enhance or evaluate kinship navigator programs. The Department of Children and Families (DCF) applied to the Administration of Children and Families (ACF) for this funding in May 2022.

**Information Summary:**

ACF awarded DCF \$238,921 to use between October 1, 2022, through September 30, 2023. Part of this funding will be allocated to support county agencies, tribal agencies, and community non-profit agencies in developing plans to provide activities designed to assist relative caregivers in obtaining benefits and services to meet their needs and improve their caregiving. This may include maintaining existing programs and services for relative caregivers, such as support groups.

This grant allows DCF to reimburse county agencies, tribal agencies, and community nonprofit agencies for qualifying expenses that may include:

- Costs associated with **Concrete Supports** such as bus tokens or passes, gas vouchers or grocery store cards, when they are used as part of the program to help relative caregivers access benefits and services to meet their needs and the needs of the

children they are raising. Grant money can be used to promote family engagement and support their access to cultural activities. This includes, but is not limited to, memberships to zoos or museums and cultural and recreation fees (YMCA, summer programming).

- Costs associated with **Brief Legal Services** to assist relative caregivers in learning about, finding and using programs and services to meet their needs and the needs of the children they are raising, which may include supporting any activities designed to assist relative caregivers in obtaining benefits and services to improve their caregiving. This includes, but is not limited to, helping caregivers obtain legal guardianship, creating reasonable visitation plans, and consulting on wills and power of attorney questions.
- Costs associated with outreach and print materials to engage relative caregivers in the plan's activities.
- Staffing costs associated with preparation and coordination of the plan's activities.
- Costs associated with childcare needs for each activity.
- Costs associated with venue rental fees for each activity.
- Costs associated with food and beverage for each activity; not to exceed allowable costs for state rate meals per individual attending.

Interested agencies may apply independently, develop a consortium identifying a lead agency, or utilize a subcontractor for services. Agencies shall apply for the grant on form DCF-F-5403-E Grant Application Form - Application #437003-G23-0002122 and complete Attachment A: 2023 Federal Fiscal Year Relative Caregiver Support Group Funding. All applications must be completed and submitted to the Kinship Care Specialist via

[DCF DSP Kinship Navigator@wisconsin.gov](mailto:DCF DSP Kinship Navigator@wisconsin.gov) **no later than 5:00 p.m. on November 16, 2022.**

Applications received after the deadline will not be considered.

Please note that the funding can cover eligible expenses starting October 1, 2022. Applications are not due until after the funding start date and contracts will not be awarded before October 1, 2022. Awarded agencies can backdate eligible expenses incurred on or after October 1, 2022.

Priority will be given to proposals that:

- Develop activities based on input from relative caregivers and youth raised by relative caregivers.
- Include innovative uses of concrete supports and brief legal services.
- Have programming focused on caregiver well-being, navigating shared parenting dynamics, parental substance use and recovery, and preparing caregivers for reunification.

Agencies that are awarded this grant will be expected to sign a contract and shall submit a quarterly summary report to DCF that outlines the support group programming activities for that quarter and their effectiveness as measured by the agency. Agencies that are awarded this grant must agree to document expenses in SPARC within 60 days of each expenditure.

Agencies that receive grant money shall use the funding they receive by September 30, 2023.

CENTRAL OFFICE CONTACT:

Kinship Care Specialist  
Bureau of Permanence and Out-of-Home Care  
[DCF DSP Kinship Navigator@wisconsin.gov](mailto:DCF DSP Kinship Navigator@wisconsin.gov).

MEMO WEB SITE:

<https://dcf.wisconsin.gov/cwportal/policy>

ATTACHMENT LINKS:

[Cover Sheet](#)

[Application](#)