

## **APPLICATION INSTRUCTIONS TITLE IV-E LEGAL SERVICES APPLICATIONS FOR CALENDAR YEAR 2012**

The purpose of Title IV-E reimbursement is to provide funding to counties to support the expansion of legal services for child welfare programs. The legal services must be related to protecting the safety of children and achieving permanence for children in out-of-home care. Under the legal services reimbursement program, federal IV-E funds are provided on a pass-through basis to counties to support attorneys, paralegals, clerical, and other legal staff whose positions are, in whole or in part, dedicated to child welfare legal actions under Chapter 48. The attached program description provides information on the legal services reimbursement program and instructions for counties to apply to participate in the program and for previously-approved counties to continue receiving funds.

### **New Applications**

To be approved by this Division, proposals from counties must include the following materials:

- An **agreement** between the county human/social services department and the office (Corporation Counsel or District Attorney) with primary responsibility for child welfare legal services specifying how child welfare legal services are provided if services provided by the DA/CC are used for either match and/or reimbursement claiming. This agreement forms the basis for the reimbursement proposal and is necessary even if the IV-E funds will not be used for staff in that legal office. If services are delivered by a private provider and match is not based on services provided by the DA/CC, then the contract with the private provider will meet the need for an agreement, providing it fulfills the requirements for the IV-E agreement. There are several alternatives for how services can be provided and funded and, consequently, different contract requirements.
- A proposed **program budget** showing the total planned expenditures for the current calendar year and the legal services that will be provided under the IV-E reimbursement program. The budget must be consistent with the enclosed legal services reimbursement program instructions regarding allowable costs and be outlined on the enclosed fiscal worksheet format. The budget will be used to set the IV-E reimbursement limit for the contract.
- A **legal services program proposal** describing how the IV-E reimbursement will be used to expand legal services. The proposal must use the enclosed program plan format and include a signed assurance sheet.
- If applicable, information indicating that there is **authorization under s. 48.09, Stats.**, for any changes in the scope of District Attorney or Corporation Counsel responsibilities for child welfare cases.

The State/County contract includes an appendix with programmatic and reporting instruction for the legal services program. Once an application has been approved, the Department will process an amendment with the award for that year. For new applications, the amendment will be effective January 1st of each year, but reimbursable costs may only be incurred beginning with the effective date of the agreement between the child welfare services agency and the primary legal services provider (the date the agreement is signed).

### **Ongoing Funding**

Once participating in the program, counties will continue to receive contracts for subsequent years. Counties must submit the following materials by the last business day of the October prior to the subsequent contract period to be included in the initial state/county funding contract for the next calendar year:

- A proposed program budget showing the total planned expenditures for the next calendar year and the legal services that will be provided under the IV-E reimbursement program.

- If changes have been made to how the legal services program is operated, updated agreements and program proposal descriptions must be submitted.

The legal services reimbursement program instructions have been revised to clarify the following issues:

- Legal services staff used as match or funded with IV-E funds must report the use of their time to support the amount of costs claimed on the IV-E contract.
- Criminal prosecution of persons charged with child abuse and neglect does not qualify for the IV-E reimbursement program. Attorneys who handle both criminal prosecutions and Children in Need of Protection or Services (CHIPS) petitions may only charge time associated with the CHIPS activity to the contract.
- The attorney shall represent the child welfare agency regarding children in out-of-home care in pursuing permanence for those children in accordance with established permanence goals, including the diligent pursuit of termination of parental rights, adoption, and guardianship, as requested by the agency and in accordance with professional legal judgment.

The net rate of IV-E reimbursement for legal services contracts varies depending on the type of activity. For the CY 2012 period, expenses will be reimbursed for legal services related to the following:

- Children in Need of Protection or Services (CHIPS) orders, placement of children in out-of-home care, and court hearings on permanency plans at a net rate of twenty-three percent (23%);
- Termination of Parental Rights (TPR) and adoption related orders and court hearings at a net rate of thirty-eight percent (38%), and;
- Legal services staff used as match or funded with IV-E funds must report the use of their time to support the amount of costs claimed on the IV-E contract.

The net reimbursement rate could change in future years, depending on trends in the statewide IV-E penetration rate and change in federal IV-E fiscal policy. Separate CORE reporting lines have been established for the CHIPS and TPR.

Applications and questions about the legal services reimbursement program are to be submitted to the Division of Safety and Permanence (DSP) contract person listed below. A copy of the application must also be submitted to the Area Administrator.

REGIONAL OFFICE CONTACT: Area Administrator

CENTRAL OFFICE CONTACT Michelle Rawlings  
Division of Safety and Permanence  
201 E. Washington Ave., E200  
PO Box 8916  
Madison, WI 53708-8916  
  
Phone: 608-264-9846  
Email: [Michelle.Rawlings@wisconsin.gov](mailto:Michelle.Rawlings@wisconsin.gov)