

IV-E REIMBURSEMENT FOR COUNTY eWiSACWIS COSTS

GUIDELINES FOR PREPARING THE eWiSACWIS BUDGET FORMS, INCLUDING THE BUDGET SUMMARY, COUNTY STAFFING AND SALARY FORMS, AND EQUIPMENT SUMMARY FORM, AND THE REQUIRED TIME REPORTS

1. eWiSACWIS OPERATIONAL BUDGETS

Completion of the eWiSACWIS budget forms are **required** to determine the budget for the current year, and establish projected budgets for future years. The budget forms are used to generate the calendar year (CY) eWiSACWIS contract addendum for qualifying operational eWiSACWIS costs. The information is used to request federal IV-E budget authority through the eWiSACWIS Advance Planning Document (APD) process and to ensure the State has sufficient IV-E budget authority to cover actual expenditures.

For CY 2012 contracts, counties should use the application forms to complete budgets for the period of January 1, 2012 through December 31, 2012. Counties must submit application forms for the CY 2012 period by June 30, 2012. Any applications received after this date will not be processed for the CY 2012 contract period.

Any amendment to an approved CY contract, period contract must be submitted by updating the related application forms and must be submitted no later than September 30, 2012.

This deadline is necessary to develop the best estimate possible for the federal Annual Planning Document Update that DSP must send to the USDHHS every October and in order to ensure timely Departmental procurement processing for the given contract period.

The budgets also establish the limit on the amount of IV-E reimbursement for eWiSACWIS costs. Actual reimbursement will depend on the amount of allowable costs reported by the county for the CY contract period and the percentage of IV-E match for these costs as determined by the Department. The IV-E reimbursement is treated as a pass-through to the county and is not subject to the limitations of the State/County Contract where the county costs could become part of the County Overmatch.

The annual State/County Contract includes an eWiSACWIS Costs Reimbursement appendix for program reporting information. Once a budget request has been submitted by the county and approved by DSP, a unilateral amendment will be processed to add funding to the payment profile.

The Federal IV-E reimbursement rate for operational WiSACWIS costs is 26.0% for the CY 2012 period. The IV-E reimbursement rate is subject to change, depending on Federal IV-E policy and RMTS results.

2. APPLICATION STAFFING, EQUIPMENT AND BUDGET FORM

The eWiSACWIS **Budget Request Form** is used to show all eWiSACWIS-related costs that can be identified and documented as being directly and specifically related to local support of eWiSACWIS system operation by the county. This includes hardware, software and staff salaries.

The **Budget Request Form** is completed based on staffing type, FTE figures and costs and information derived and supported by the **Hardware and Software Procurement Worksheet**. The **Hardware and Software Procurement Worksheet** which shows hardware and software costs and the percentage of these costs that can be charged as eWiSACWIS related.

Staffing information, now included within the Budget Request Form, must identify the specific staff involved in operational support of eWiSACWIS and the number and percentage of the FTE(s) for which the county will be claiming as a eWiSACWIS cost by staff type and function as specified in the Budget Request Form. Salary and fringe costs can be included for the following staff and activities:

- Child Welfare Program Staff – This includes managers, supervisors and/or social worker/caseworker staff whose activities include participation in eWiSACWIS meetings or design sessions, testing system modifications, system security delegate duties, and serving as eWiSACWIS County Coordinators or Super Users.
- IT Technical Support Staff – This includes county or contracted IT staff. Above activities plus local technical support of eWiSACWIS for county staff, maintenance of local interfaces, and other eWiSACWIS-related local technical support.
- Other Agency Staff- This includes county clerical or fiscal staff who have specific responsibilities associated with supporting staff and local eWiSACWIS operations and business processes.

Federal cost allocation requirements stipulate that all staff included in the eWiSACWIS IV-E reimbursement program must document their time for eWiSACWIS-related activities using 100% time reporting. All staff included by counties in their budgets must do 100% time reporting using a standard time reporting format. More information on staff time reporting is included in Section 4 of these instructions.

To determine the amount of staff salary and fringe costs that can be included in the eWiSACWIS, the specific staff persons must be identified along with the estimated percentage of time devoted to eWiSACWIS functions, and the specific salary and fringe costs for those persons. Projections of salaries and fringes for future periods should be based on recent county experience. Based on the FTE percentages and the projected annual salary/fringe for the staff persons, the county should determine the allowable salary/fringe cost for each FFY period year for which costs will be claimed. The salary costs calculations must be included in the **Budget Request Form** for each category of staff.

Example: Twenty percent of a child welfare worker and ten percent of an IT support person are eWiSACWIS related.

<u>Position</u>	<u># FTE</u>	<u>% FTE</u>	<u>Salary/Fringe</u>	<u>Local Cost</u>
Child welfare worker	1	.20	\$40,000	\$8,000
IT support person	2	.10	\$90,000	\$9,000

3. STAFF TIME REPORTING

Agency staff time using eWiSACWIS as part of their routine work **cannot** be included in the county’s eWiSACWIS budget. Routine work includes casework documentation by child welfare line staff, approvals by supervisors, payment processing by financial staff, and maintaining worker records by personnel staff. IV-E funds are claimed by DSP for routine work through the RMTS and AMSO (agency management support and overhead) costs allocated using RMTS results. Only staff activities to support local operation of the system, including interfaces to county systems, and support staff using the system properly can be included as eWiSACWIS operational costs.

If the county will be claiming salary as an eWiSACWIS cost for any portion of these staff activities, the portion of costs to be claimed as eWiSACWIS expenses **must not** be included on the CORE Line Number (social service cost pool) or the AMSO portion of the county’s cost allocation plan. ***In other words, the county must ensure that there is no double counting of staff time.***

If costs for administrative support or supervisory staff are normally included in the AMSO allocation of county-wide costs to all county departments from central service units, time for these staff cannot be billed as an eWiSACWIS cost. The exception is for staff performing IT support functions. For staff included in AMSO performing IT support for eWiSACWIS, the portion of their time charged to eWiSACWIS must be removed from the AMSO cost pool. If the county has staffs included in the AMSO that are dedicated to eWiSACWIS operational support, the affected staff must be removed from the county AMSO cost allocation plan. A county should determine whether it is to their financial advantage to remove these costs from the cost allocation plan and claim them under eWiSACWIS. To be eligible for IV-E Reimbursement for eWiSACWIS activities, these AMSO-removed staff must document 100% timekeeping. The county should work closely with the firm responsible for the county cost allocation plan to insure that costs are treated consistently and are not claimed improperly.

Once it is determined which county staff engage in eWiSACWIS activities and the appropriate amount of time for eWiSACWIS reimbursement, counties must ensure that all affected staff complete 100% time reporting using a standard format. The **Daily Activity Log** must be used by counties as a template for timekeeping systems to capture these specific eWiSACWIS related activities. The **Daily Activity Log** mandates that staff specify the kind of activity related to eWiSACWIS and the amount of time devoted to each activity. Additional “before” or “after” hours slots can be added to the template as necessary.

DSP will not require that the time logs be sent to state staff for verification; however, audits of time logs may be conducted by state central office or area administration staff on an as-needed basis.

4. **HARDWARE AND SOFTWARE**

Any planned purchase of computer hardware and/or software as part of the eWiSACWIS reimbursement program must provide supporting information that is required by the federal government. The types of equipment that are commonly procured include computers, laptops, printers, and peripheral equipment. Scanners, consistent with eWiSACWIS functionality for imaging, are an allowable expense. Any purchase of equipment that costs more than \$5000 for a single item requires advance approval by the Department. For all hardware and software purchases, the criteria for inclusion of these costs under this program are as follows:

- Will the hardware or software to be purchased from State or County contracts established through a competitive bid process? (e.g. state/county purchasing/bid process or sole source, etc). Information on statewide contracts can be found at http://dcf.wisconsin.gov/wisacwis/knowledge_web/technical/technical-support-home.htm under State Contracts for Desktops, Laptops and Tablets.
- Will the hardware or software be used for Child Welfare IV-E related activities (e.g., eWiSACWIS operations, licensing or case information)? If there are other County-specific applications sharing use of the declared hardware/software items, then the purchase must be pro-rated or cost allocated between applications. Note: Standard office automation software including e-mail can be disregarded for this requirement.
- Which employees will be using the equipment and are their job functions directly related to eWiSACWIS use?

Any hardware and software purchases anticipated under this program, and that are consistent with the above criteria, must be included on the **Hardware and Software Procurement Worksheet**. The calculations to show the allowable amount for eWiSACWIS must be shown on the form. The eWiSACWIS amounts are then included on the **Budget Request Form**.

NOTE: The federal government must pre-approve county expenditures over \$100,000. Additional information may be needed from counties that exceed the \$100,000 threshold and the federal review and approval could delay the issuance of the eWiSACWIS contract addendum. However, when the addendum is issued, it will cover the full budget period.

5. **CORe REPORTING**

Expenses for the eWiSACWIS IV-E reimbursement form are reported on CORe. The line dollar amount is the upper limit on the amount of IV-E reimbursement the county may receive. The actual reimbursement will depend on the amount of

expenses reported. Only actual expenditures can be reported as the budget amount is used only to establish the reimbursement limit. If a county determines they will exceed the reimbursement limit, a contract modification is necessary to increase the reimbursement limit.

The DCF CORE system is used to collect detail on the type of costs reported for eWiSACWIS reimbursement under this program. The CORE reporting categories to be used for cost reporting include the following lines:

- WISACWIS Related Program Staff
- WISACWIS Related IT Staff
- WISACWIS Related Equipment

6. SUBMITTING FORMS

The application forms identified above as well as these instructions are on the eWiSACWIS Knowledge Web site at http://dcf.wisconsin.gov/wisacwis/knowledge_web/administration/budget.htm . Subject to new guidance that may be received by federal regulators, the instructions will be revised as necessary. If that occurs, affected counties will be notified by DSP.

All completed forms must be submitted via e-mail to:

Beth Wydeven

Email: Beth.Wydeven@wisconsin.gov

Forms required:

- eWiSACWIS IV-E Pass Thru BUDGET REQUEST FORM
- eWiSACWIS On-going Hardware and Software Procurement Worksheet
- Daily Activity Log and Summary

7. APPROVAL PROCESS

eWiSACWIS pass thru application forms will be reviewed by Beth Wydeven for completeness and reasonableness if submitted by the required deadline as identified in Section 1 of this document. Once the application and budget forms have been reviewed and authorized by the DCF BITS representative, DSP will approve the application and, once approved, the contract appendix will be established for the given CY contract period.