


STATE OF WISCONSIN

Department of Children and Families
Division of Enterprise Solutions

MEMO SERIES DES 2010-01/ACTION
September 21, 2010

Re: ADVISORY NOTIFICATION OF
CALENDAR YEAR 2011 ALLOCATIONS

To: Area Administrators / Human Services Area Coordinators
Bureau Directors
County Board Chairpersons
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
Program Office Directors/Section Chiefs

From: Ronald F. Hunt 
Administrator
Department of Children and Families
Division of Enterprise Solutions

The purpose of this memo is to provide preliminary notification of calendar year (CY) 2011 Allocations to County Department of Human Services and Social Services for the Children and Families Allocation and other child welfare funds from the Department of Children and Families. The individual program allocations are listed in the attached spreadsheet showing amount by county. County agencies may use these amounts for their CY 2011 budget planning. A separate DCF memo will be issued to provide notice of Child Care Administration allocations for CY 2011.

The CY 2011 allocations are contingent on the availability of state and federal funding. The amount of state funding for CY 2011 will not be finalized until the 2011-13 state budget has been approved in 2011, so the CY 2011 allocations are subject to change depending on the appropriations made in the state budget.

DCF will be implementing new contract and fiscal reporting procedures for CY 2011. Among the new procedures are options for counties to choose advance payments or pre-payments.

DCF Allocations

The attached spreadsheet includes the following allocations:

- Children and Families Allocation and Match Requirement
- Kinship Care Benefits and Assessments
- Independent Living and Education and Training Vouchers (ETV) and Match Requirements
- Promoting Safe and Stable Families
- Brighter Futures
- Meth Grant Collaborative
- Adam Walsh Fingerprinting
- IV-E Pass-Through Programs

Allocation Spreadsheet

The 2011 allocations are available in an on-line spreadsheet showing the Children and Families Allocation and the other child welfare allocations. The spreadsheet is available at http://dcf.wisconsin.gov/memos/des/2010/2010_01spreadsheet.xls

Document Summary

This memo provides preliminary notification of DCF child welfare allocations for CY 2011. Counties can use this information to prepare their 2011 budgets and to submit their requests for pre-payments.

It is possible to print two views of the 2011 DCF Allocation spreadsheet with just a few clicks of the mouse. You may print the entire spreadsheet or just the allocations for your county agency on one or two sheets of paper. Once you print your county/agency only, this view will be saved as a new sheet in the same workbook for reuse, planning, or reprinting. This feature requires Office 97 or newer.

CY 2011 DCF Contract

Beginning in CY 2011, a DCF contract will be issued to counties for the Children and Families Allocation and other child welfare funds. The DCF contract will be modeled after the State/County contract used by the Department of Health Services and the DCF Child Care Administration contract. Draft contract language will be shared by DCF for county review.

The final DCF contract will be issued in November 2010 and should be signed and returned by counties in December 2010. CY 2011 funds will not be released by DCF until the signed contract has been returned to DCF. The final contract will be available at:

http://dcf.wisconsin.gov/contractsgrants/social_human_services_contracts/default.htm.

Also beginning in CY 2011, DCF will use the CORE fiscal system for reporting expenditures for the Children and Families Allocation and other child welfare funds. Reporting requirements will be modeled after the CY 2010 reporting requirements in the CARS fiscal system used by the Department of Health Services. DCF staff will be attending county financial manager meetings starting in October to explain the fiscal reporting procedures for CY 2011.

Planning and Budgeting Requirements

Counties must meet the requirements in s. 49.325(3) for obtaining public input on the use of DCF funds. Counties may use their human service boards or other citizen advisory committees to obtain public input.

Pre-payments

Counties have traditionally received pre-payments of the Children and Families Allocation and other child welfare funds equal to 3/12 of the total allocation for the year. The pre-payments are intended to ensure that counties have funds to pay expenses at the beginning of the calendar year. Use of pre-payments, however, creates complexity for reporting expenses as the pre-payments have to be effectively "taken back" over the course of the contract period. The CORE fiscal system will allow faster reimbursement of costs, so DCF will offer counties options regarding pre-payments for CY 2011.

Counties have the following options for pre-payments of CY 2011 funds:

- No pre-payment
- One pre-payment of 15% of the contract, payable at beginning of the contract
- Two pre-payments, each equal to 1/12 of the contract, with the first 1/12 prepayment payable at the beginning the first month of the contract, and the second 1/12 prepayment amount payable at the beginning of the second month of the contract.

Expenditure reports will be due on the 20th of the month following the month for which reimbursement is claimed and payable on the last day of the month following submission. Payments including pre-payments and cost reimbursements continue to be limited by the contract amount at the time of the payment.

The attached form will be included with the final CY 2011 contract for counties to indicate their choice for pre-payments. Questions regarding the pre-payment options can be directed to:

Sue Losen, DCF Bureau of Finance
201 E. Washington Ave. C200
PO Box 8916
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DCF ALLOCATION INFORMATION FOR HUMAN AND SOCIAL SERVICES DEPARTMENTS

Children and Families Allocation

The Children and Families Allocation (CFA) is the primary source of funding for child welfare services. The CFA includes several funding sources, including state GPR, federal Title IV-E foster care, federal Title IV-B Subpart 1, and federal Social Services Block Grant (SSBG). The CFA is also known as the DCF portion of Community Aids, having been part of the Community Aids Basic County Allocation prior to CY 2009. State fiscal policies applicable to the Basic County Allocation continue to apply to the CFA.

The CFA amounts for CY 2011 reflect the following elements:

- The base funding amount is reduced 2.6% compared to CY 2010 base allocations due to continued decline in federal Title IV-E foster care revenue.
- In addition to base funding, the allocations include \$603,800 to fund the 5% increase in the foster care basic maintenance rate increase beginning January 1, 2011. The funds are allocated on proportional basis.
- In addition to base funding, funds are transferred from the Kinship Care benefits allocation to the CFA to reflect the licensing of court-ordered Kinship Care providers as foster parents as a part of the Levels of Care Initiative. This is accomplished by increasing the amount of Temporary Assistance for Needy Families (TANF) funds transferred to the SSBG and included in the CFA. The Kinship Care benefit allocations are reduced by the same amount. These increases were calculated on an estimate of each county's court-ordered kinship care population. In total this transfer adds \$1,768,100 to the CFA.
- The net effect of these changes is to increase the CFA 0.21% compared to CY 2010.

Per the requirement established in 2009 Wis. Act 28, the CFA funds are allocated in two increments. Approximately 25% of the CFA funds are available to counties for the period of January through June as part of the initial CY 2011 contract. The remaining 75% of the funds will be added to the contract in July 2011 for unreimbursed expenses through June and the period of July through December.

The CFA requires a 9.89% county match, which is identified in the spreadsheet. The county match requirement is implemented by allowing counties to draw the first 90% of the CFA funds and the remaining 10% must be earned by reporting county match on a dollar for dollar basis. The spreadsheet identifies the total amount subject to match. Counties are encouraged to report all applicable overmatch expenses.

Counties may carryover up to 3% of the CFA from one year to the next.

Adam Walsh Fingerprinting

The federal Adam Walsh Child Protective and Safety Act requires state agencies and their local government agencies to fingerprint prospective foster and prospective adoptive parents as part of the criminal record check during the licensing process, prior to licensing. All fingerprints that are collected under this Act must be submitted to the Wisconsin Department of Justice to run against the National Criminal Information Database and the state criminal information database. The Adam Walsh Fingerprint funds are available to cover the costs of this portion of the background check requirement.

Independent Living

Independent Living (IL) allocations are based on the data provided to DCF by counties regarding the number of IL eligible youth and the number of eligible youth receiving IL foster care independence services in the proceeding calendar year. The county match requirement for each county is also identified.

The following allocations apply to counties that are part of IL consortiums:

COUNTIES IN CONSORTIA	2011 ANNUAL ALLOCATION	2011 ANNUAL MATCH	CONSORTIUM FISCAL AGENT
Ashland	\$16,506	\$4,127	
Bayfield	\$14,366	\$3,591	
Iron	\$12,000	\$3,000	
Total Consortium	\$42,872	\$10,718	Bayfield
Buffalo	\$12,000	\$3,000	
Pepin	\$12,000	\$3,000	Pepin

Education and Training Vouchers

Education and Training Voucher allocations are based on the data provided to DCF by counties regarding the number of IL eligible youth and the number of eligible youth receiving IL services in the proceeding calendar year.

Kinship Care Assessments and Benefits

The Kinship Care benefit allocation is computed using the most recent 12 month case data from each county, then averaged to determine annual need. This formula determines the annual grants to counties based on the most recent data. The benefit allocations may be adjusted in September based on caseload trends to increase or decrease the allocations. This would result in revisions to the contract amounts.

For CY 2011, the Kinship Care benefit allocations are reduced by the amount of TANF funds transferred to the SSBG and included in the CFA for the Levels of Care Foster Care Licensing. The amount of Kinship Care funds for voluntary cases remains the same, as adjusted for caseload trends.

The Kinship Care Assessment allocation is proportional to the projected Kinship Care caseload.

Promoting Safe and Stable Families (PSSF)

The PSSF program provides funds to counties for family support, family preservation and reunification services. Counties may use PSSF funds in accordance with their approved program plans. The 2011 allocations are the same as the prior year.

Brighter Futures Initiative

Allocations are made to specific counties previously chosen to receive funds. Counties may use Brighter Futures funds in accordance with their approved program plans. The 2011 allocations are the same as the prior year.

Meth Grant Collaborative

Allocations are made to specific counties participating in the Western Wisconsin Collaborative for Children's Well Being and Permanency Grant, a federal grant project to provide substance abuse services to families involved in the child welfare program. The 2011 allocations will be the same as the prior year, contingent on the federal grant award.

Foster Care Continuation

Foster Care Continuation allocations are not available at this time. DCF will determine the county-specific allocations for 2011 based on the needs of the individual participants in the program.

Participants with current awards will continue to be funded as long as they meet the requirements of the program or until they enroll into Family Care. Counties with current allocations will be contacted for updated information on their participants. The 2011 allocations will be established through contract amendments.

Title IV-E Pass-Through Programs

The DCF provides Title IV-E foster care funds to counties on a pass-through basis for three programs - Legal Services, Foster Parent Training and eWiSACWIS Costs. Allocations are not available at this time as counties must submit a budget for approval before funds are contracted. For applications received by October 15, 2010, the CY 2011 allocation will be included with the State/County contract. Applications received after that point will be processed as contract amendments

Counties should use the instructions on the Division of Safety and Permanence Fiscal and Contracting website to prepare their IV-E pass-through applications for 2011. <http://dcf.wi.gov/children/fiscal/default.htm>

Other Programs

The schedule also contains 2011 allocations for programs only available in certain counties. The requirements for these programs are similar to 2010 requirements.

Citizen Review Panel

Citizen Review Panel funding is available to four predetermined counties. Beginning with 2011, a purchase order process will be used as the payment system.

ACTION SUMMARY STATEMENT: Counties can use this allocation information to prepare their 2011 budgets.

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MEMO WEB SITE: <http://dcf.wisconsin.gov/memos/default.htm>

Attachments: [2011 Allocation Spreadsheet](#)
[Pre-payment Option Form](#)

cc Tribal Chairpersons/Human Services Facilitators