

DEPARTMENT OF CHILDREN AND FAMILIES
DIVISION OF EARLY CARE AND EDUCATION
ADMINISTRATOR'S MEMO SERIES

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X NOTICE DECE 10-02

ISSUE DATE: 09/13/2010

DISPOSAL DATE: 12/31/2011

To: County Human Service Directors
Tribal Directors

From: Randall Keys /s/
Deputy Division Administrator

RE: CY2011/FFY11 Child Care Administration Contract
Administration/Operations, Certification, Supplemental Fraud Allocations

PURPOSE

This memo provides notice of the 1) Child Care Administration/Operations, Certification, Eligibility and Supplemental Fraud allocations for tribes from October 1, 2010 through September 30, 2011 and counties from January 1, 2011 through December 31, 2011.

BACKGROUND

Statutory changes to s. 49.155 and s.48.651 Stats. in June 2009 changed the following aspects of Child Care Administration, Certification and Eligibility determination:

- Adding redetermination of eligibility for the program to the definition of Administration as an administrative function *and* removing certification to a separate category and funding stream. Administration functions that remain the same include:
 - Determining co-payment liability,
 - Determining and authorizing the amount of child care for which an individual may receive,
 - Assisting individuals who are eligible for child care to identify available child care providers and select appropriate child care arrangements, and
 - Annually perform a survey of market child care rates, as directed by the Department, and determine maximum reimbursement rates, if the Department so directs.
- Funding for Child Care Administration is based upon the number of redeterminations for eligibility and the number of authorizations per county or tribal unit (Administrator's Memo 09-03 <http://dcf.wisconsin.gov/childcare/admin/pdf/2010county.pdf>).
- The definition of a "county or agency" was created to mean a county department under s. 46.215, 46.22, or 46.23, a Wisconsin Works agency, a child care resource and referral agency, or other agency outside of Milwaukee County.
- Allows the Department to contract Administration for Wisconsin Shares outside of Milwaukee County to a Wisconsin Works agency, county, tribal, or other agency.

- Allows the Department to contract with a county department or agency to determine the eligibility of individuals residing in a particular geographic region or who are members of a particular Indian tribal unit *and* requires that the Department contract with the same agency for determining eligibility and administration of the Wisconsin Shares program outside of Milwaukee County (Administrator’s Memo 10-01 <http://dcf.wisconsin.gov/childcare/admin/pdf/2010countyadmin.pdf>).
- Allows the Department to contract Certification of child care providers outside of Milwaukee County to a county, a tribal unit, a child care resource and referral agency or other agency *and* to base allocations for certification upon the number of certified providers, applications for certification, previously experienced certification costs, or such other measures as the Department determines.

Tribal FFY11 (October 1, 2010-September 30, 2011) Administration, Certification and Fraud/County CY2011 (January 1- December 31, 2010) Balance-of-State (BOS) Child Care Administration, Eligibility, Certification and Fraud Allocations

Child Care Administration	\$ 6,897,960
Certification	2,229,326
Eligibility	2,947,330
Supplemental Fraud	544,992
TOTAL	\$ 12,619,608

Balance-of-State Methodology

- Allocations increased for Child Care Administration and Certification from FFY10/CY2010 by \$159,275; Fraud funding increased by \$210,972.
- Eligibility allocations to counties increased by \$684,276, representing the allocations that were awarded to private and county consortium Wisconsin Works agencies in CY2010; funding will go directly to the corresponding counties in CY2011 to perform eligibility determination functions (Administrator’s Memo 10-01 <http://dcf.wisconsin.gov/childcare/admin/pdf/2010countyadmin.pdf>)
- Of the total eligibility \$4.4M allocation for counties, \$1,452,670 was transferred to supplement Certification for counties and tribes increasing the funding level from \$776,656 to \$2,229,262.
- County and tribal Administration allocations were distributed based upon the number of eligibility confirmations in CARES and authorizations created in CSAW between 8/1/09 and 7/31/10. Subsequent adjustments to the distributions include:
 - Assurance that allocations were not reduced to less than 95% of the Administration portion of the FFY10/CY2010 allocations (75% of the FFY10/CY2010 Administration allocation represented Administration/25% for Certification);
 - Allocations for Administration in FFY11/CY2011 were no less than \$20,000;
 - County Administration allocations in CY2011 that were less than CY2010 were increased to CY2010 levels (using Eligibility funding), and
 - Tribal contracts were not less than their initial FFY10 initial allocations.
- Certification allocations are based upon the number of certified providers in a county or tribe in 2010.
- Fraud allocations were distributed to match FFY10/CY2010 levels, and then the balance of the allocation was distributed to each entity based upon their number of authorizations entered in CSAW between 8/1/09 and 7/31/10.

FFY11 Tribal and Preliminary CY2011 County Child Care Administration Contract Levels

County CY2011/ Tribe FFY11	Administration	Certification	Eligibility	Fraud	Total Allocations
Adams	20,000	8,467	10,112	1,684	40,263
Ashland	32,325	33,945	4,633	3,164	74,067
Barron	58,538	20,144	4,633	4,583	87,897
Bayfield	20,000	14,836	4,633	408	39,877
Brown	382,284	41,376	222,346	30,326	676,331
Buffalo	20,000	15,898	4,633	974	41,505
Burnett	21,019	15,898	4,633	1,720	43,270
Calumet	30,028	8,467	35,100	2,757	76,352
Chippewa	100,470	43,499	4,633	2,711	151,313
Clark	22,249	12,713	4,633	1,830	41,424
Columbia	48,914	7,405	4,633	4,206	65,157
Crawford	20,277	21,206	4,633	1,954	48,069
Dane	885,033	252,631	663,273	64,845	1,865,783
Dodge	112,717	19,083	66,963	3,680	202,443
Door	27,332	4,220	25,589	1,046	58,188
Douglas	74,656	39,253	4,633	6,636	125,177
Dunn	37,571	7,405	4,633	3,545	53,154
Eau Claire	193,218	64,731	90,518	15,913	364,380
Florence	20,000	1,014	7,903	124	29,041
Fond du Lac	134,624	16,959	41,817	10,779	204,179
Forest	20,000	30,760	4,633	507	55,900
Grant	56,258	25,452	4,633	1,799	88,142
Green	41,388	11,651	31,623	1,495	86,158
Green Lake	20,000	3,159	19,044	1,610	43,813
Iowa	20,000	20,144	4,633	1,729	46,506
Iron	20,000	10,590	4,633	961	36,183
Jackson	24,655	14,836	4,633	1,882	46,006
Jefferson	75,904	11,651	31,504	2,685	121,744
Juneau	20,000	5,282	4,633	1,828	31,743
Kenosha	545,358	101,886	279,717	68,954	995,915
Kewaunee	20,000	2,097	19,427	565	42,089
La Crosse	200,182	128,426	4,633	15,386	348,627
Lafayette	20,000	9,528	4,987	468	34,984
Langlade	30,154	9,528	19,955	979	60,617
Lincoln	39,742	28,637	4,633	3,065	76,077
Manitowoc	70,803	8,467	32,864	2,375	114,508
Marathon	235,494	145,411	4,633	19,258	404,796
Marinette	29,214	6,344	11,697	2,685	49,939
Marquette	20,000	2,097	13,171	1,171	36,439
Monroe	39,398	27,575	4,633	3,765	75,371
Oconto	24,872	6,344	49,504	2,798	83,517
Oneida	48,877	9,528	29,352	4,266	92,024
Outagamie	227,064	38,191	112,397	17,050	394,703
Ozaukee	63,603	6,344	77,553	2,266	149,765

Pepin	20,000	6,344	4,633	480	31,456
Pierce	32,814	13,775	4,633	974	52,195
Polk	37,716	29,698	4,633	3,044	75,091
Portage	125,253	18,021	24,340	8,902	176,516
Price	20,000	22,267	4,633	1,567	48,467
Racine	491,467	173,012	196,513	63,684	924,677
Richland	20,042	27,575	4,633	1,856	54,106
Rock	275,509	42,437	205,729	22,826	546,501
Rusk	21,182	23,329	4,633	1,783	50,926
St. Croix Co.	67,275	12,713	4,633	5,888	90,508
Sauk	61,504	13,775	30,538	5,529	111,346
Sawyer	45,657	25,452	10,130	3,804	85,044
Shawano	57,796	19,083	4,633	4,153	85,664
Sheboygan	111,704	39,253	16,571	8,643	176,170
Taylor	21,598	13,775	4,969	831	41,173
Trempealeau	34,894	36,068	4,633	3,029	78,624
Vernon	20,000	20,144	4,633	657	45,434
Vilas	21,833	4,220	13,861	705	40,619
Walworth	84,008	10,590	4,633	2,873	102,103
Washburn	20,000	16,959	4,633	1,564	43,156
Washburn	129,704	12,713	112,786	10,658	265,861
Waukesha	290,035	44,561	96,330	24,615	455,541
Waupaca	44,554	6,344	21,687	3,664	76,249
Waushara	21,109	6,344	10,453	1,841	39,747
Winnebago	280,538	22,267	144,861	20,784	468,451
Wood	148,626	113,563	4,633	12,394	279,215
Menominee Co.	20,000	9,528	4,633	264	34,425
Bad River	20,000	27,574	0	1,341	48,915
Lac Courte Oreilles	20,000	35,006	0	324	55,330
Lac du Flambeau	20,000	20,144	0	328	40,472
Oneida Nation	37,524	3,159	0	2,440	43,122
Forest Co. Potawatomi	20,378	9,528	0	102	30,008
Red Cliff	20,273	13,775	0	444	34,491
Sokaogon	20,547	8,467	0	384	29,398
Stockbridge Munsee	20,200	13,775	0	187	34,161
St Croix Tribe	20,000	1,014	0	0	21,014
Total	\$ 6,897,960	\$ 2,229,326	\$2,947,330	\$544,992	\$12,619,608

Expenditure Rules for Tribal FFY11 and County CY2011 Child Care Administration, Certification, Eligibility and Fraud Contracts:

Tribal FFY11 contracts are subject to the same rules as county CY2010 contracts:

- Expenditure reporting shall follow the new CORE code definitions as published for tribes on the CORE website. http://dwd.wisconsin.gov/core/program_descriptions/child_care.htm
- Administration and Certification allocations are interchangeable for FFY11; Fraud is funded from a separate appropriation and may not be used for Administration or Certifications costs. However, fraud costs may be charged to Administration after the Fraud allocation is fully spent.

County CY2011 contracts are subject to the following rules:

- Expenditure reporting shall continue to follow the CORE code definitions that were published for CY2010 except that the eligibility and redetermination of eligibility codes will be combined into one code.
- Administration/Eligibility, Certification and Fraud allocations are not interchangeable.
- Fraud allocations must be totally spent before fraud expenditures may be charged to the Administration allocation.
- De-ob/re-ob expenditures will take place at the end of the calendar year based upon expenditures submitted by January 31, 2012.
- County CY2011 contracts will require agencies to submit Fraud plans and Comprehensive Summaries complete with subcontracting information by February 28, 2011.
- CY2012 allocations will take into consideration expenditures reported as of July 30, 2011 for the first six months of the contract period, per CORE Contract Codes.

AFSCME/Child Care Providers Together (WCCPT)

AFSCME contract provisions outlined in Administrator Memo DECE 09-03 continue to apply to Child Care Administration agencies.

<http://dcf.wisconsin.gov/childcare/admin/pdf/2010county.pdf>

Action Summary Statement

Tribal contracts for FFY11 will be issued subsequent to the release of this Administrator's Memo; county contracts will be issued in December 2010 with a corresponding Administrator's Memo confirming final allocation levels and expenditure rules for Child Care Administration, Certification, Eligibility and Fraud.

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