

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

\_\_\_\_\_ ACTION  
\_\_\_\_\_ NOTICE DECE 11-02

ISSUE DATE: 09/08/2011

DISPOSAL DATE: NONE

September 8, 2011

To: County and Tribal  
Child Care Program Directors

From: Elaine Richmond *ERM*  
for Division of Early Care and Education  
Division Administrator

RE: FFY12/CY2012 Child Care Administration Contract  
Administration, Certification, and Supplemental Fraud Allocations

**PURPOSE**

This memo provides notice of the Child Care Administration, Certification and Supplemental Fraud allocations for tribes from October 1, 2011 through September 30, 2012 and counties from January 1, 2012 through December 31, 2012.

**BACKGROUND**

Wisconsin Statutes 49.155 (1m) and (3) require that the Department of Children and Families contract both child care subsidy *eligibility* determination and *administration* to one agency for Balance-of-State (BOS) agencies. Per s. 49.155 (3) stats. agencies receiving these funds have a contractual obligation to determine eligibility and administer the subsidy program within their geographic region or tribal unit. The Department of Children and Families allocates eligibility, administration, operations and eligibility redetermination under one *Administration* allocation to tribes and counties to perform some or all of the following services:

- Determine eligibility for child care subsidy.
- Determine an individual's liability for copayments.
- Determine and authorize the amount of child care for which an individual may receive a subsidy.
- Annually perform a survey of market child care rates, as directed by the department, and determine maximum reimbursement rates, if the department so directs.
- Assist individuals who are eligible for child care subsidies under this section to identify available child care providers and select appropriate child care arrangements.
- Review and redetermine the financial and nonfinancial eligibility of individuals receiving child care subsidies as required by the department.
- Monitor child care expenditures and authorization utilization.
- Prevent, investigate and intervene in client and provider fraud.

**ALLOCATIONS: Tribal and Balance-of-State Methodology**

In FFY11/CY2011, the Administration, Eligibility and Certification allocations were established without the availability of consistently reported CORE expenditures or Comprehensive Summary data. Agencies have been allowed to request a transfer of funds between Administration and Certification on a quarterly basis.

In FFY12/CY2012 the Administration and Certification allocations were adjusted proportionally to the expenditure data for CY2010, the first full year of consistent child care contract CORE expenditure reporting.

**Administration Allocations (CORE Contract Code 0852)**

The Administration allocation is for administration, operations, eligibility/redetermination costs.

Agencies' FFY12/CY2012 allocations consist of the following:

Total Available	<b>\$10,667,231</b>
95% of each administrative agency's FFY11/CY2011 Administration + Eligibility allocation.	\$9,353,035
The remaining balance of the \$10,667,231 was distributed to each agency in proportion to the number of their authorizations and eligibility/redeterminations in a twelve month period before the start of the FFY12/CY2012 contract period. Agencies were given a minimum allocation of \$20,000.	1,314,196

**Certification Allocations (CORE Contract Code 0831)**

Certification funds were distributed based on the number of certified providers in their geographic areas. The total Certification allocation for FFY12/CY2012 is **\$1,407,400**.

**Fraud Allocations (CORE Contract Code 0840)**

Fraud allocations were distributed to match FFY11/CY2011 levels, for those local agencies that received more than \$1,000. For those agencies that received less than \$1,000, the allocation has been increased to \$1,000. The total fraud allocation for FFY12/CY2012 has increased by \$10,334 to a total amount of **\$555,328**.

**Child Care Administration, Certification and Supplemental Fraud Contract Allocations for Tribal FFY12 (10/1/2011 – 9/30/2012) and Balance-of-State (BOS) County CY2012 (1/1/2012 – 12/30/2012).**

Child Care Administration	\$10,667,231
Certification	1,407,400
Supplemental Fraud	555,328
<b>TOTAL</b>	<b>\$12,629,959</b>

**FFY12 Tribal and Preliminary CY2012 County Child Care Administration Contract Levels**

<b>County CY2012 Tribe FFY12</b>	<b>Administration</b>	<b>Certification</b>	<b>Fraud</b>	<b>Total Allocations</b>
Adams	31,305	3,230	1,684	36,219
Ashland	41,266	24,224	3,164	68,653
Barron	71,182	11,304	4,583	87,069
Bayfield	24,946	4,845	1,000	30,790
Brown	645,828	33,913	30,326	710,067
Buffalo	25,005	8,075	1,000	34,080
Burnett	29,012	8,075	1,720	38,806
Calumet	68,542	4,037	2,757	75,336
Chippewa	118,745	24,224	2,711	145,680
Clark	30,246	8,075	1,830	40,150
Columbia	60,931	3,230	4,206	68,367
Crawford	28,142	9,689	1,954	39,785
Dane	1,643,292	169,566	64,845	1,877,704
Dodge	191,899	11,304	3,680	206,883
Door	56,128	2,422	1,046	59,596
Douglas	89,804	29,068	6,636	125,508
Dunn	45,956	3,230	3,545	52,731
Eau Claire	307,269	48,447	15,913	371,629
Florence	27,347	807	1,000	29,155
Fond du Lac	195,932	10,497	10,779	217,208
Forest	26,496	21,801	1,000	49,298
Grant	68,766	18,572	1,799	89,137
Green	78,315	8,882	1,495	88,692
Green Lake	39,544	807	1,610	41,961
Iowa	27,750	14,534	1,729	44,014
Iron	25,173	7,267	1,000	33,441
Jackson	31,680	12,112	1,882	45,674
Jefferson	117,291	10,497	2,685	130,473
Juneau	27,208	4,037	1,828	33,073
Kenosha	891,900	53,292	68,954	1,014,146
Kewaunee	40,756	807	1,000	42,564
La Crosse	231,108	66,212	15,386	312,706
Lafayette	26,505	8,075	1,000	35,580
Langlade	52,886	8,882	1,000	62,768
Lincoln	50,318	16,957	3,065	70,339
Manitowoc	111,157	6,460	2,375	119,991
Marathon	279,193	96,088	19,258	394,539
Marinette	44,422	4,037	2,685	51,144
Marquette	33,359	1,615	1,171	36,145
Monroe	49,888	18,572	3,765	72,225
Oconto	74,841	4,845	2,798	82,484
Oneida	83,902	3,230	4,266	91,398
Outagamie	364,385	25,839	17,050	407,274
Ozaukee	148,150	2,422	2,266	152,839
Pepin	24,481	4,845	1,000	30,326
Pierce	42,991	8,882	1,000	52,873

Polk	47,757	17,764	3,044	68,565
Portage	165,338	12,919	8,902	187,159
Price	26,662	16,957	1,567	45,185
Racine	756,777	92,858	63,684	913,319
Richland	26,723	20,994	1,856	49,573
Rock	512,376	24,224	22,826	559,426
Rusk	28,496	16,957	1,783	47,235
St. Croix	81,716	7,267	5,888	94,871
Sauk	99,848	9,689	5,529	115,066
Sawyer	62,376	12,919	3,804	79,099
Shawano	70,745	16,149	4,153	91,047
Sheboygan	144,343	23,416	8,643	176,402
Taylor	29,865	11,304	1,000	42,170
Trempealeau	43,503	22,609	3,029	69,141
Vernon	26,503	11,304	1,000	38,807
Vilas	38,028	807	1,000	39,835
Walworth	101,718	4,845	2,873	109,435
Washburn	26,659	10,497	1,564	38,719
Washington	256,126	8,882	10,658	275,666
Waukesha	424,106	26,646	24,615	475,367
Waupaca	71,855	2,422	3,664	77,941
Waushara	34,152	4,845	1,841	40,838
Winnebago	460,602	12,112	20,784	493,498
Wood	175,787	71,864	12,394	260,045
Menominee	25,426	4,845	1,000	31,271
Bad River	21,892	19,379	1,341	42,612
Lac Courte Oreilles	20,000	23,416	1,000	44,416
Lac du Flambeau	20,560	9,689	1,000	31,249
Oneida Tribe	40,983	807	2,440	44,230
Forest Co. Potawatomi	20,000	12,919	1,000	33,919
Red Cliff	20,638	8,882	1,000	30,520
Sokaogon	20,415	6,460	1,000	27,875
Stockbridge Munsee	20,017	12,112	1,000	33,129
St. Croix Tribe	20,000	807	1,000	21,807
Total	10,667,231	1,407,400	555,328	12,629,959

**Expenditure Rules for Tribal FFY12 and County CY2012 Child Care Administration, Certification, and Fraud Contracts:**

Tribal FFY12 contracts are subject to the same rules as county CY2011 contracts. Expenditure reporting shall follow the new CORE code definitions as published for tribes on the CORE website at:

[http://dwd.wisconsin.gov/core/program\\_descriptions/child\\_care2011.htm](http://dwd.wisconsin.gov/core/program_descriptions/child_care2011.htm)

New this contract for tribal agencies, is the required use of CORE contract code 0831 for Certification.

County CY2012 contract expenditure reporting and CORE code definitions, will remain the same as CY2011.

The Administration allocation (0852) is not interchangeable with the Certification allocation (0831).

Tribes and counties may submit written requests to transfer funds between Administration (0852) and Certification (0831) on a quarterly basis. Fund transfer approvals will be contingent upon need as shown through CORE contract expenditures. Requests to transfer must be made to the Department of Children and Families, Bureau of Regional Operations (BRO), Child Care Coordinators. BRO information is located at: [http://dcf.wisconsin.gov/regional\\_operations/default.htm](http://dcf.wisconsin.gov/regional_operations/default.htm)

The Fraud allocation (0840) is a separate appropriation and is not interchangeable with Administration (0852). However, once the Fraud allocation (0840) is fully expended, any additional Fraud expenses may be charged to the CORE Fraud line codes in the Administration allocation (0852).

A deobligation/reobligation (deob/reob) of unspent contract funds for all tribal and county Administration and Certification allocations will take place at the year end closeout following the submission of all final expenditure reports. Final expense reports must be submitted within 90 days of the end of the contract period and the reob/deob will not take place until after all reports are submitted to the Department of Children and Families. Unspent funds may be deobligated and redistributed for FFY12/CY2012 unreimbursed allowable Administration and Certification expenditures.

#### **Comprehensive Summaries/Fraud Plan Requirements**

Tribal FFY12 and County CY2012 contracts will continue to require that agencies submit Comprehensive Summaries and Fraud Plans to the Department of Children and Families. Comprehensive Summaries and Fraud Plans are due to Regional Operations Child Care Coordinator by November 30, 2011 for tribes and February 28, 2012 for counties.

Comprehensive Summary report forms are located at the following web address: <http://dcf.wisconsin.gov/childcare/wishares/default.htm>

#### **Action Summary Statement**

Tribal contracts for FFY12 will be issued subsequent to the release of this Administrator's Memo; county contracts will be issued in December 2011.

#### **CONTACTS:**

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