Date: December 16, 2021

To: Recipients of Federal financial assistance through DHS and DCF

From: Department of Health Services (DHS)

Department of Children and Families (DCF)

Subject: Letters of Assurance and Civil Rights Plan requirements for the January 1, 2022 – December 31, 2025 Civil Rights Compliance Period

We are pleased to announce the release of the 2022–2025 Civil Rights Compliance (CRC) Requirements. The CRC Requirements describe what agencies receiving Federal funds from DHS and DCF must do to ensure nondiscrimination in service delivery, including providing access to individuals with limited English proficiency (LEP) and individuals with disabilities.

These CRC Requirements are intended to meet the civil rights requirements of the United States Department of Health and Human Services (HHS) and the United States Department of Agriculture, Food and Nutrition Services (USDA-FNS) by getting assurances from these agencies’ recipients that they will comply with applicable Federal civil rights provisions. Thus, the following requirements are a condition of receiving Federal financial assistance from DHS and DCF:

* All recipients must submit a new CRC Letter of Assurance (LOA) regardless of the number of employees the entity has or the amount of funding received from the State Agencies. The CRC LOA must be submitted **within 15 working days** of the effective date of the contract, grant or other agreement. For recipients receiving Federal funds on an ongoing basis, the CRC LOA is due 15 working days after the effective date of the CRC Requirements, which is **January 31, 2022.**
* Recipients who have 50 or more employees *and* receive $50,000 or more in funding from the State Agencies must complete a CRC Plan in addition to submitting the CRC LOA. The CRC Plan should not be submitted to the State Agencies. The CRC Plan should be kept on file and made available to State Agency staff upon request during a site visit or discrimination complaint investigation.
* CRC Plans must be completed **90 calendar days after the effective date** of the contract, grant, or other agreement. For recipients receiving Federal funds on an ongoing basis, the CRC Plan must be completed **90 calendar days** after the effective date of the CRC Requirements, which is **March 31, 2022**.
* Recipients must ensure their subrecipients also comply with the CRC Requirements.

For this compliance period, the following is a summary of major changes from the last compliance period’s CRC Requirements:

* The deadlines for CRC Plans have been extended so that they now must be completed 90 calendar days after the effective date of the contract.
* The LOA has been modified and shortened to better convey assurance of compliance with applicable Federal civil rights laws.
* The Customer Service Population Analysis and LEP Customer Service Data Analysis charts have been reformatted to simplify the data analysis that recipients must do for CRC Plans.

In summary, these CRC Requirements are intended to meet Federal civil rights laws for service delivery as a condition of receiving Federal financial assistance through DHS and DCF.

The instructions for the CRC LOA and CRC Plan are listed on the DHS and DCF websites:

DHS: <https://www.dhs.wisconsin.gov/civil-rights/requirements.htm>

DCF: <https://dcf.wisconsin.gov/civilrights>

If entities have questions concerning the CRC Requirements, please contact:

DHS: Civil Rights Compliance, 608-266-1258 (Voice), [DHSCRC@dhs.wisconsin.gov](mailto:DHSCRC@dhs.wisconsin.gov) (Email)

DCF: Civil Rights Unit, 608-422-6889 (Voice), [DCFCivilRights@wisconsin.gov](mailto:DCFCivilRights@wisconsin.gov) (Email)

cc: Division Administrators, DHS and DCF