


STATE OF WISCONSIN
Department of Health and Family Services
Division of Children and Family Services

DCFS Memo Series 2007 - 05 /ACTION
February 28, 2007
Re: TITLE IV-E INCENTIVE AND
PSSF PROGRAM
ANNUAL REPORTS
FOR CALENDAR YEAR 2006

Supersedes DCFS Memo 2006-06

To: Area Administrators/Assistant Area Administrators
Bureau Directors
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
Licensing Chiefs/Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: William R. Fiss 
Interim Administrator

This memo provides instructions for agencies to develop their annual reports for Title IV-E Incentive and Promoting Safe and Stable Families (PSSF) program activity in calendar year 2006. Calendar year 2006 annual reports are due to the Department of Health and Family Services (DHFS) by April 2, 2007. Agencies may submit separate Title IV-E Incentive and PSSF annual reports, or a combined annual report for both programs.

The attached annual report format consists of questions specific to both the Title IV-E Incentive and PSSF Programs. The report format is posted to the DHFS Web site (http://dhfs.wisconsin.gov/dcfs_info) as an attachment to this memo and can be downloaded in Microsoft Word format for use with the calendar year 2006 annual report.

The Title IV-E Incentive program report format includes questions regarding compliance with the statutory requirements that at least 50% of the Title IV-E Incentive funds must be used to prevent the need for child abuse and neglect intervention services (Ref. s. 46.52(2)(a), Stats.), and that Title IV-E Incentive funds should not be used to supplant other federal, state, or local funds for program activities (Ref. s. 46.52(2)(b), Stats). Counties are expected to spend their Title IV-E Incentive Program funds in the year provided.

PSSF program report format includes questions regarding actual expenditures in each of the required PSSF program spending categories, as compared to the original planned amount for calendar year 2006. In addition, information about the total number of children and families served and a "PSSF 2005 Program Information" form needs to be submitted for each program funded with PSSF dollars.

Document Summary

This memo includes the annual report requirements for calendar year 2006 services, expenditures and outcomes under the Title IV-E Incentive and Promoting Safe and Stable Families programs. Calendar year 2006 reports must be submitted to the Department by April 2, 2007.

ACTION STATEMENT: Please submit your report by April 2, 2007 to both the regional office and the central office at the below listed addresses. Reports may be submitted either in paper form or electronically.

If you submit paper copies, please send two (2) copies to the Division of Children and Family Services, Bureau of Programs and Policies, and one to your Office of Strategic Finance Area Administrator. If reports are submitted electronically, any attachments should be submitted electronically, as well.

Send DCFS copies to:

Bureau of Programs and Policies
Attn: Kathy Thomas
1 West Wilson Street, Room 537
P. O. Box 8916
Madison, WI 53708
Email: thomaka@dhfs.state.wi.us

Send the OSF copy to the Area Administrator in your region.

REGIONAL CONTACT: Area Administrator

CENTRAL OFFICE CONTACT: Kathy Thomas
Bureau of Programs and Policies
Phone: 608-267-7181
Fax: 608-264-6750
Email: thomaka@dhfs.state.wi.us

MEMO WEB SITE http://dhfs.wisconsin.gov/partners/dcfs_info

Attachment:

CY 2006 annual report format [WORD](#) (67 kb) [PDF](#) (20 kb)

#memo/dcfs/OPEP_ive-annual report06update.doc