

IV-E REIMBURSEMENT FOR COUNTY eWiSACWIS COSTS¹

GUIDELINES FOR PREPARING THE eWiSACWIS BUDGET FORMS, INCLUDING THE BUDGET SUMMARY, COUNTY STAFFING AND SALARY FORMS, AND EQUIPMENT SUMMARY FORM, AND THE REQUIRED TIME REPORTS

1. eWiSACWIS OPERATIONAL BUDGETS

Completion of the eWiSACWIS budget forms are **required** to determine the budget for the current year, and establish projected budgets for future years. The budget forms are used to generate the calendar year (CY) eWiSACWIS contract addendum for qualifying operational eWiSACWIS costs. The information is used to request federal IV-E budget authority through the eWiSACWIS Advance Planning Document (APD) process to ensure the State has sufficient IV-E budget authority to cover actual expenditures. The projected expenses are shown on a quarterly basis because the eWiSACWIS budget must be reported for federal purposes on a Federal Fiscal Year (FFY) basis.

For CY 2008 contracts, counties should use the budget forms to complete budgets for the period of FFY 2007 through FFY 2009. This includes the last quarter of CY 2006 through the third quarter of CY 2009.

Counties may submit budgets at any time during the calendar year. However, October 31st is the deadline for the current year. Any budgets received after October 31st will be processed for the following year. This deadline is necessary to develop the best estimate possible for the federal Annual Planning Document Update that DCFS must send to the USDHHS every October.

A county that previously claimed IV-E reimbursement for local costs, but will not be requesting further reimbursement should notify the Division of Children and family Services (DCFS) by email to that effect. Notification should be sent to the eWiSACWIS Business Manager.

The budgets also establish the limit on the amount of IV-E reimbursement for eWiSACWIS costs. Actual reimbursement will depend on the amount of allowable costs reported by the county for the CY contract period. The IV-E reimbursement is treated as a pass-through to the county and is not subject to the limitations of the State/County Contract where the county costs could become part of the County Overmatch.

Currently, separate contracts are done with counties. For a more efficient process, starting with CY 2008, DCFS is using an appendix in the State/County Contract with a profile contract level of zero. Once a budget request has been submitted by the county and approved by DCFS, a unilateral amendment will be processed to add funding to the payment profile.

¹ These instructions were issued as Appendix A to the October 2007 DCFS Numbered Memo on eWiSACWIS Fiscal Issues.

The Federal IV-E reimbursement rate for operational WiSACWIS costs is 32% for CY 2007 and subsequent years. The rate is based on Random Moment Time Study (RMTS) results as described in DCFS Numbered Memo 2006-03. The IV-E reimbursement rate is subject to change, depending on Federal IV-E policy and RMTS results.

2. BUDGET FORMS

The eWiSACWIS Budget Request Form is used to show all eWiSACWIS-related costs that can be identified and documented as being related to local support of eWiSACWIS system operation by the county. This includes hardware, software and staff salaries.

The Budget Request Form is completed using information from the Staffing Request Form and Hardware and Software Procurement Worksheet. The Staffing Request Form shows the staff identified as performing eWiSACWIS functions, the percent of FTE that is eWiSACWIS related, and the salary and fringe costs for the staff. The Hardware and Software Procurement Worksheet shows hardware and software costs and the percentage that can be charged as eWiSACWIS related.

3. STAFF COSTS

The County Staffing Request Form should be used to identify the specific staff involved in operational support of eWiSACWIS and the percentage of the FTE(s) for which the county will be claiming as a eWiSACWIS cost. All staff included as eWiSACWIS costs must be listed on the form along with their job function. Projected new staff may be included.

Salary and fringe costs can be included for the following staff and activities:

- Child Welfare Program Staff – Activities include participation in eWiSACWIS meetings or design sessions, testing system modifications, system security delegate duties, and serving as eWiSACWIS County Coordinators or Super Users.
- IT Technical Support Staff – This includes county or contracted IT staff. Above activities plus local technical support of eWiSACWIS for county staff, maintenance of local interfaces, and other eWiSACWIS-related local technical support.

Federal cost allocation requirements stipulate that all staff included in the eWiSACWIS IV-E reimbursement program must document their time for eWiSACWIS-related activities using 100% time reporting. All staff included by counties in their budgets must do 100% time reporting using a standard time reporting format. More information on staff time reporting is included in Section 4 of these instructions.

To determine the amount of staff salary and fringe costs that can be included in the eWiSACWIS, the specific staff persons must be identified along with the estimated percentage of time devoted to eWiSACWIS functions, and the specific salary and fringe costs for those persons. Projections of salaries and fringes for future periods should be based on recent county experience. Based on the FTE percentages and the projected annual salary/fringe for the staff persons, the county should determine the allowable salary/fringe cost for each FFY period year for which costs will be claimed. The salary costs calculations should be done on the Staffing Request Form. Add up all the FTEs, the time charged to eWiSACWIS, and the salary/fringe costs for each category of staff.

Example: Twenty percent of a child welfare worker and ten percent of an IT support person are eWiSACWIS related.

<u>Position</u>	<u>FTE</u>	<u>Salary/Fringe</u>	<u>eWiSACWIS Cost</u>
Child welfare worker	.20	\$40,000	\$8,000
IT support person	.10	\$45,000	\$4,500

4. STAFF TIME REPORTING

Agency staff time using eWiSACWIS as part of their routine work **cannot** be included in the county's eWiSACWIS budget. Routine work includes casework by child welfare line staff, approvals by supervisors, payment processing by financial staff, and maintaining worker records by personnel staff. IV-E funds are claimed by DCFS for routine work through the RMTS and AMSO (agency management support and overhead) costs allocated using RMTS results. Only staff activities to support local operation of the system, including interfaces to county systems, and support staff using the system properly can be included as eWiSACWIS operational costs.

If the county will be claiming salary as a eWiSACWIS cost for any portion of these staff activities, the portion of costs to be claimed as eWiSACWIS expenses **must not** be included on the CARS profile 301 (social service cost pool) or the AMSO portion of the county's cost allocation plan. ***In other words, the county must ensure that there is no double counting of staff time.***

If costs for administrative support or supervisory staff are normally included in the AMSO allocation of county-wide costs to all county departments from central service units, time for these staff cannot be billed as an eWiSACWIS cost. The exception is for staff performing IT support functions. For staff included in AMSO performing IT support for eWiSACWIS, the portion of their time charged to eWiSACWIS must be removed from the AMSO cost pool. If the county has staff included in the AMSO that are dedicated to eWiSACWIS operational support, the affected staff must be removed from the county AMSO cost allocation plan. A county should determine whether it is to their financial advantage to remove these costs from the cost allocation plan and claim them under eWiSACWIS. To be eligible for IV-E Reimbursement for eWiSACWIS activities, these AMSO-removed staff must document 100% timekeeping. The county should work closely with the firm responsible for the county cost allocation plan to insure that costs are treated consistently and are not claimed improperly.

Once it is determined which county staff engage in eWiSACWIS activities and the appropriate amount of time for eWiSACWIS reimbursement, counties must ensure that all affected staff complete 100% time reporting using a standard format. The Daily Activity Log must be used by counties as a template for timekeeping systems to capture these specific eWiSACWIS related activities. The Daily Activity Log mandates that staff specify the kind of activity related to eWiSACWIS and the amount of time devoted to each activity. Additional “before” or “after” hours slots can be added to the template as necessary.

DCFS will not require that the time logs be sent to state staff for verification; however, audits of time logs may be conducted by state central office or area administration staff on an as-needed basis.

5. CARS REPORTING

Expenses for the eWiSACWIS IV-E reimbursement form are reported on CARS. The profile dollar amount is the upper limit on the amount of IV-E reimbursement the county may receive. The actual reimbursement will depend on the amount of expenses reported. Only actual expenditures can be reported as the budget amount is used only to establish the reimbursement limit. If a county determines they will exceed the reimbursement limit, a contract modification is necessary to increase the reimbursement limit.

For CY 2007, the CARS profile is only a payment line. Counties report all staff and equipment expenses on the single profile. To provide the detail needed for the eWiSACWIS APD, counties must submit the eWiSACWIS County Quarterly Report to show the detail costs by category of staff, hardware and software.

Starting in CY 2008, additional CARS reporting profiles will be used to collect detail on the type of costs reported for eWiSACWIS reimbursement. Therefore, the County Quarterly Reports are no longer needed after CY 2007. The new CARS profiles will include the following lines:

- WISACWIS Related Program Staff
- WISACWIS Related IT Staff
- WISACWIS Related Equipment

6. HARDWARE AND SOFTWARE

Any planned purchase of computer hardware and/or software as part of the eWiSACWIS reimbursement program must provide supporting information that is required by the federal government. The types of equipment that are commonly procured include computers, laptops, printers, and peripheral equipment. Scanners, consistent with new eWiSACWIS functionality for imaging, are an allowable expense. Any purchase of equipment that costs more than \$5000 for a single item requires advance approval by the department. For all hardware and software purchases, the questions that need to be addressed are:

- Will the hardware or software to be purchased from State or County contracts established through a competitive bid process? (E.g. state/county purchasing/bid process or sole source, etc). Information on statewide contracts can be found at <http://dhfsweb/IT/HowDol/ITAcq/index.htm> .
- Will the hardware or software be used solely for eWiSACWIS operational use? If there are other County-specific applications sharing use of the declared hardware/software items, then the purchase must be pro-rated or cost allocated between applications. Note: Standard office automation software including e-mail can be disregarded for this requirement.
- Which employees will be using the equipment and are their job functions directly related to eWiSACWIS use?

The hardware and software purchases must be included on the Hardware and Software Procurement Worksheet. The calculations to show the allowable amount for eWiSACWIS must be shown on the form. The eWiSACWIS amounts are then included on the Budget Request Form.

NOTE: The federal government must pre-approve county expenditures over \$100,000. Additional information may be needed from counties that exceed the \$100,000 threshold and the federal review and approval could delay the issuance of the eWiSACWIS contract addendum. However, when the addendum is issued, it will cover the full budget period.

6. SUBMITTING FORMS

The forms identified above as well as these instructions are on the eWiSACWIS Knowledge Web site. Subject to new guidance that may be received by federal regulators, the instructions will be revised as necessary. If that occurs, affected counties will be notified by DCFS.

For CY 2007 contracts, the October 2006 budget instructions apply and will remain posted on the Knowledge Web until 2008. For all requests commencing CY 2008, counties should follow these revised instructions. If county staff need any assistance in completing the forms, please contact the eWiSACWIS Business Manager in DCFS.

All completed forms must be submitted to:

Shawn Smith, eWiSACWIS Business Manager
 Division of Children and Family Services
 1 West Wilson, Room 550
 P O Box 8916, Madison, WI 53708-8916.
 Email is smithSM@dhfs.state.wi.us.
 Phone is 608-267-9730.

ATTACHMENTS:

- Budget Request Form (Summary Form)
- WISACWIS County Staffing Request Form
- WISACWIS On-going Hardware and Software Procurement Worksheet
- Daily Activity Log and Summary