


STATE OF WISCONSIN
Department of Children and Families
Division of Prevention & Service Integration

DSP Memo Series 2009 -01 /ACTION
February 11, 2009

Re: TITLE IV-E INCENTIVE AND
PSSF PROGRAM
ANNUAL REPORTS
FOR CALENDAR YEAR 2008

Supersedes DCFS Memo 2008-05

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: Lisa Patrick 
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 2008. Calendar year 2008 annual reports are due to the Department of Children and Families (DCF) by March 27, 2009. 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 DCF Web site (<http://dcf.wisconsin.gov/children/pssf/polmemos/nummemo.htm>) as an attachment to this memo and can be downloaded in Microsoft Word. Please note that this year more specific budget information is requested in each program activity report, including budgeted vs. actual expenditures, and a list of all funding sources that support that particular program.

The Title IV-E Incentive program report format includes questions regarding compliance with two statutory requirements: 1) 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 2) 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, however carryover may occur and should be documented in the report.

The PSSF program report format includes questions regarding actual expenditures in each of the required spending categories, as compared to the original planned amount for calendar year 2008. In addition, information regarding the total number of children and families served and the "PSSF 2008

Document Summary

This memo includes the annual report requirements for calendar year 2008 services, expenditures and outcomes under the Title IV-E Incentive and Promoting Safe and Stable Families programs. Calendar year 2008 reports must be submitted to the Department by March 27, 2009.

Program Information” form must be submitted for each program funded with PSSF dollars. Please complete this portion with accuracy as this information is relayed to the federal government.

ACTION STATEMENT: Please submit your report by March 27, 2009 to both the regional office and the central office at addresses listed below. Reports may be submitted either in paper form or electronically.

If you submit paper copies, please send one copy to the Division of Prevention and Service Integration, Office of Prevention Initiatives, and one to your regional Area Administrator. If reports are submitted electronically, please submit any attachments electronically, as well.

Send DCF copies to:

Office of Prevention Initiatives
Attn: Anne Medeiros
201 E. Washington Ave., Rm. G200
P. O. Box 8916
Madison, WI 53708-8916
Email: anne.medeiros@wisconsin.gov

Send the DES-AA copy to the Area Administrator in your region.

REGIONAL CONTACT: Area Administrator

CENTRAL OFFICE CONTACT: Anne Medeiros
Office of Prevention Initiatives
Phone: 608-267-7181
Fax: 608-266-8620
Email: anne.medeiros@wisconsin.gov

Attachment:

[CY 2008 annual report](#) (PDF)

[CY 2008 annual report](#) (Word)

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