


To: DCF Area Administrators
Bureau Directors
Child Placing Agency Directors
Child Welfare Agency 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
Group Home Providers
Indian Child Welfare Directors
Private Child Placing Agencies
Residential Care Center Providers
Section Chiefs/Licensing Chiefs
Shelter Care Providers
Tribal Chairpersons/Human Services Facilitators

From: Fredi-Ellen Bove 
Administrator

The memo provides instructions regarding the 2012 Promoting Safe and Stable Families Plan (PSSF). The 2012 Promoting Safe and Stable Families Plan (PSSF) / Report document is posted to the DCF website <http://dcf.wisconsin.gov/children/fiscal/pssf/default.htm> and can be downloaded in Microsoft Word.

Process: Complete the segments required for the annual plan identifying how the PSSF allocation will be spent for the specified calendar year. Sign the document using an electronic signature, save for your records, and send it via E-mail to the State PSSF Program Coordinator. When required to report on actual spending and program activity for the specified calendar year, complete the remaining segments and E-mail the fully completed document to the State PSSF Program Coordinator.

The PSSF program planning segments provide an opportunity for county agencies to describe how they intend to spend their PSSF allocation based on federal guidelines. This includes a description of each program funded with PSSF dollars, goals of the program, measureable outcomes to gauge program success and effectiveness, and the amount of PSSF funds allocated to each program in each of the three PSSF service categories. Administrative costs should not be charged by counties. Based on federal guidelines, a minimum of 25% of the PSSF funds will be spent in each of the following service categories: Family Support, Family Preservation and Family Reunification. The remaining 25% may be divided among the three categories at the county's discretion. **Planning sections pertaining to CY2012 are due to the Department of Children and Families (DCF) PSSF Program Coordinator by December 1, 2011.**

The PSSF program reporting segments include a description of the outcomes met during the funded calendar year, the number of children and families served in each funded program by PSSF service category; and the actual dollars spent. Any underspending must be reported and explained. **Reporting sections for CY2012 are due to the Department of Children and Families (DCF) PSSF Program Coordinator by March 31, 2013.**

Document Summary

This memo provides instructions for agencies in developing their annual Promoting Safe and Stable Families (PSSF) program plans and program reports. The CY2012 PSSF program plans and reports are combined into one document with separate planning and reporting sections to create a more efficient process for county staff.

Please email the completed sections by the specified dates to Carrie Finkbiner, State PSSF Program Coordinator, at the email address listed below. Central office staff will review planning and reporting segments and provide counties with approval within 45 days of the respective due date, assuming timely submission by counties. It is particularly important to provide timely submission of the program reporting information, as it is used in a report to the federal government required for Wisconsin to receive PSSF funds.

ACTION STATEMENT: Please submit planning segments by December 1, 2011 to the central office contact at the address provided below. Save the document for use in reporting on PSSF activity. Counties should use the attached template for their CY 2012 annual plans and reports.

CENTRAL OFFICE CONTACT: Carrie Finkbiner
PSSF Program Coordinator
Email: carrie.finkbiner@wisconsin.gov

2012 PSSF TEMPLATE LINK: <http://dcf.wisconsin.gov/children/fiscal/pssf/doc/2012PlanTemplate.doc>

MEMO WEB SITE: <http://dcf.wisconsin.gov/memos>

#memo/dsp.2011/CY2012 PSSF plan & report.doc