

To: DCF/DMCPS Administrator  
DCF Area Administrators  
County Board Chairpersons  
County Departments of Community Programs Directors  
County Departments of Developmental Disabilities Services Directors  
County Departments of Human Services Directors  
County Departments of Social Tribal Social Service/Indian Child Welfare Directors

From: Fredi-Ellen Bove   
Administrator

Re: Advisory Notification of Calendar Year 2017 Child Welfare Allocations

## PURPOSE

The purpose of this memo is to provide preliminary notification of calendar year (CY) 2017 allocations to county departments of human or social services for the Children and Families Allocation, Youth Aids Basic Allocation and AODA allocation, and other child welfare funds. The individual program allocations are listed in the attached spreadsheet showing amounts by county. County agencies can use these amounts for their CY 2017 budget planning.

The CY 2017 allocations are contingent on the availability of state and federal funding. Allocations are subject to change depending on state budget actions and the amount of federal funds received by DCF.

## CHILD WELFARE ALLOCATIONS

The CY 2017 allocations by child welfare program are listed in the attached spreadsheet. For programs with match requirements, the county match amount is identified. Attached is a table showing the six-month splits for the Children and Families Allocation and Community Youth and Family Aids.

The allocation spreadsheet includes the following allocations that go to all counties:

- Children and Families Allocation, with Match Requirement
- Youth Aids
- AODA
- Kinship Care Benefits
- Kinship Care Assessments
- eWiSACWIS User Fee (deducted from the Children and Families Allocation)
- Training Partnership Fee (deducted from the Children and Families Allocation)

The spreadsheet shows the following allocations that go to selected counties:

- Independent Living and Education and Training Vouchers (ETV), with Match Requirement
- Promoting Safe and Stable Families
- Early Childhood Initiative
- Domestic Abuse Services
- Education and Training Scholarship

No preliminary allocation amounts are included in the spreadsheet for the following programs which require submission of application materials to DCF or are one-time commitments.

- IV-E Pass-Through Programs:
  - Legal Services Reimbursement
  - Foster Parent Training

- Local e-WiSACWIS Costs
- Tribal High Cost Fund
- Foster Care Continuation

### **Community Youth and Family Aids Allocations**

The CY 2017 allocations by program are listed in the attached spreadsheet. Attached is a spreadsheet showing the six-month splits for Youth Aids, and AODA. Allocations for Youth Aids do not include Corrective Sanctions Program allocations, Emergency allocation, or Basic Allocation carryover.

### **CY 2017 Child Welfare Contract**

The child welfare contract for CY 2017 includes a base section containing general requirements applicable to all county contracts and a child welfare scope of services section with the specific requirements for the child welfare program and the Children and Families Allocation. The child welfare contract also includes multiple appendices for the other program allocations included in the contract.

The CY 2017 contract and subsequent amendments will be issued electronically using the DocuSign distribution process. County agencies will receive an email notice to the person designated to sign the contract and other persons identified by the county will be copied on the notice. The contract will be signed and submitted back to DCF via email. The agency may print a copy or save a PDF copy of the contract. No software is needed on the agency's end to receive and sign the contract and the process does not require an encrypted signature.

More information regarding the DocuSign electronic signature process may be found at:  
<http://dcf.wisconsin.gov/doingbusinesswith>

Agencies should confirm the designated signor of the CY 2017 contract with their DCF Area Administrator. Agencies can identify other persons, such as agency directors, fiscal managers and attorneys, to be copied on DocuSign emails sending out the contract.

CY 2017 funds will not be released until the signed contract has been returned to DCF via DocuSign. Once the CY 2017 contracts have been issued, the final CY 2017 allocations will be available at:  
<http://dcf.wisconsin.gov/doingbusinesswith>

### **Fiscal Reporting and Pre-Payments**

No advance or pre-payments will be allowed for CY 2017 allocations.

Expenses for the CY 2017 Child Welfare allocations will be reported to DCF using the SPARC fiscal reporting system.

Expenditure reports for expenses will be due on the 28th of the month following the month for which reimbursement is claimed and payable on the 5th day of the month following submission. Payments for cost reimbursement are limited by the contract amount at the time of the payment.

Questions regarding SPARC fiscal reporting can be directed to:

DCF Bureau of Finance  
Accountant  
(608) 422-6397

## **Public Participation Requirements**

County human and social service departments must meet the requirements in s. 48.526(2m) to obtain public input on the use of DCF juvenile justice funds for CY 2017. Counties may use their human service boards or other citizen advisory committees to obtain public input. Information on the public participation process used by counties should be submitted to the DCF Area Administrator.

## **CY 2017 ALLOCATIONS**

The following descriptions provide additional information for each of the allocations included in the attached spreadsheet.

### **Youth Aids**

Youth Aids is the primary source of state funding for community-based juvenile justice services. Youth Aids includes several funding sources, including state GPR, federal Title IV-E foster care revenue, and federal Title IV-B Subpart 1.

The Youth Aids funds are allocated in two increments. Approximately 50% of the funds are available to counties for the period of January through June as part of the initial CY 2017 contract. The remaining 50% of the funds will be added to the contract in July 2017 for unreimbursed expenses through June and the period of July through December.

Counties may carry over up to 5% of the Youth Aids Basic Allocation from one year to the next. After the CY 2017 contracts have closed, DCF will notify counties if they have funds eligible to be carried over into CY 2018.

### **AODA**

AODA funding is to provide AODA services to the Youth Aids Target Population.

### **Action Summary**

Counties can use these allocations to prepare their CY 2017 budgets.

REGIONAL OFFICE CONTACTS:	DCF Area Administrator
CENTRAL OFFICE CONTACTS	Grants & Contracts Section Chief (608) 422-6381
	DCF Bureau of Finance Accountant (608) 422-6397

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

Attachments: 2017 Allocation Spreadsheet  
<https://dcf.wisconsin.gov/cwfunding>