

**Department of Health Services**  
Division of Long Term Care  
1 West Wilson Street  
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**STATE OF WISCONSIN**

**Department of Children and Families**  
Division of Safety and Permanence  
201 East Washington Avenue  
P.O. Box 8916  
Madison WI 53708-8916

Telephone: 608-266-8787  
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Date: September 27, 2016

DLTC Numbered Memo 2016 - 03  
DSP Numbered Memo Series 2016 - 27  
Updates Numbered Memo Series DLTC 2015 - 05  
Updates Numbered DSP Memo Series 2015 - 04

To: DMCPS/DCF Administrators  
DCF Area Administrators  
Child Placing Agency Directors  
Child Welfare Agency Directors  
County Departments of Community Programs Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Group Home Providers  
Tribal Social Service/Indian Child Welfare Directors  
Private Child Placing Agencies  
Residential Care Center Providers  
Shelter Care Providers  
Tribal Chairpersons  
DHS Bureau Directors  
DHS Section Chiefs/Licensing Chiefs

From: Curtis Cunningham, Interim Administrator  
Division of Long Term Care  
Department of Health Services

Handwritten signature of Curtis Cunningham in black ink.

Fredi-Ellen Bove, Administrator  
Division of Safety and Permanence  
Department of Children and Families

Handwritten signature of Fredi-Ellen Bove in black ink.

## **Social Services Block Grant – 2017 Eligibility Requirements**

### **PURPOSE**

This memo states the eligibility categories and standards for the 2017 Social Services Block Grant. It supersedes Memo Series DLTC 2015 - 05/Action and DSP Memo Series 2015 - 04.

### **POLICY AND PROCEDURE REQUIREMENTS**

Attachment B provides full information on the Social Services Block Grant. The eligibility categories for the 2017 Social Services Block Grant are:

1. Recipients of Medical Assistance.
2. Individuals with income at 75 percent or below the state's median income. The income eligibility standard for all Social Services Block Grant services has been revised (Attachment A) to reflect the 2017 median income for Wisconsin as published in the Federal Register.
3. Recipients of Wisconsin Shares child care program.
4. Counties shall continue to provide services funded by the Social Service Block Grant to "qualified aliens," as defined by Section 402(b) of the "Personal Responsibility and Work Opportunity Reconciliation Act."

### **eWiSACWIS DOCUMENTATION**

There are no changes to eWiSACWIS documentation associated with this policy or procedure.

### **ACTION SUMMARY**

- (1) County Departments of Social/Human Services must establish the following written policies:
  - a. A list of social services which will be provided by the department;
  - b. Eligibility for services (including assets and targeting, if such eligibility policies are used);
  - c. A schedule of fees to be charged for social services; and
  - d. Procedures to follow if a client wishes to request a fair hearing. These policies must be kept on file and made available to the public.
- (2) Counties will be required to report on services provided and actual expenditures on the Human Services Reporting System (HSRS) through the following reports; F-20942 (total expenses) and the F-22540 Human Services Revenue Report.

REGIONAL OFFICE CONTACT: Area Administrators

CENTRAL OFFICE CONTACT: Pam Rood  
Department of Health Services  
(608) 266-8399

MEMO WEB SITE: <https://www.dhs.wisconsin.gov/dltc/memos/index.htm>

Attachments: Attachment A: Wisconsin State Median Income FFY 2017  
Attachment B: Social Services Block Grant Information

## Attachment A

### Wisconsin State Median Income FFY 2017 (Estimated) 100% Median Income = \$83,893\*

<b>Family Size</b>	<b>Income Limit Yearly (75%)</b>	<b>Monthly (75%)</b>
1	\$32,718	\$2,727
2	\$42,785	\$3,565
3	\$52,853	\$4,404
4	\$62,920	\$5,243
5	\$72,987	\$6,082
6	\$83,054	\$6,921
7	\$84,942	\$7,078
8	\$86,829	\$7,236
9	\$88,717	\$7,393
10	\$90,604	\$7,550

\*Source: U.S. Department of Health and Human Services,  
Low Income Home Energy Assistance Program

Attachment B

**WISCONSIN STATE PLAN  
FOR  
ADMINISTRATION OF THE  
TITLE XX BLOCK GRANT  
TO STATES FOR SOCIAL SERVICES  
FFY2017**

**Wisconsin Department of Health Services  
1 West Wilson Street  
P.O. Box 7850  
Madison, WI 53707-7850**

## **I. State/Federal Fiscal Year for Pre-Expenditure Plan**

Wisconsin's Pre-Expenditure Plan for the Social Services Block Grant (SSBG) covers the federal fiscal year 2016 beginning October 1, 2016 and ending September 30, 2017.

## **II. Transmittal Letter – Attached**

## **III. Public Inspection of Pre-Expenditure Report**

The Pre-Expenditure Report for FFY 2017 was posted on the Department of Health Services' external website on August 1, 2016 with a brief explanation of services included in the plan. The notice included information about how to provide comments through three paths – via FAX, regular mail or email. Please refer to the Appendices for a copy of the notice.

In addition, Wisconsin has a county administered human services system. Each of Wisconsin's 72 counties has a County Board which makes decisions about how to allocate federal, state, and local funding for human services, including the Social Services Block Grant. The website also provides information about how to access these local budget documents.

## **IV. Narrative**

### **A. Administrative Operations**

The primary mission of the Department of Health Services is to support economic prosperity and quality of life through various programs and strategies focused on protecting and promoting the health and safety of the people of Wisconsin. Toward that end, the Department has adopted a set of guiding principles and 14 performance measures. The guiding principles and measures focus on supporting individuals in leading fulfilling, self-directed, healthy lives. They also recognize the important role that families, friends and communities play in helping achieve these goals.

The SSBG is administered by county departments of human services. Each county agency works with their county board to allocate these resources to meet identified needs within their communities. In general, county departments manage the following:

- Adoption services
- Counseling services
- Child and adult day care
- Foster care services, adult and child
- Health-related services
- Home-based services
- Information and referral services
- Prevention and intervention
- Child and adult protective services
- Special services for individuals with disabilities
- Transportation

### **B. Fiscal Operations**

1. The SSBG funds are allocated to Wisconsin counties in accordance with a formula developed by the Legislature and the Governor as aids to county governments

through the state budget process. These entities are bound under the State and County Contract for Social Services and Community Programs to meet all federal requirements for the SSBG.

2. At the state level, decisions about the allocation of funds are made by the Joint Committee on Finance, based on recommendations of state agencies and the Governor's Office. Notices of the Committee's meetings and agendas are posted in accordance with state statutes and include an opportunity for public comment on specific topics, including funding for social services. The full Legislature approves or modifies the Committee's decisions as part of the final enactment of the state budget.

In addition, Wisconsin's counties seek input from the public on the use of human services funding, including SSBG funds. County Supervisor Board meetings, where decisions about funding allocations are made, are public meetings. Notices of these meetings and agendas must be posted in accordance with the State's Open meetings law.

3. Wisconsin will follow all federal cost allocation requirements under the Department of Health Services' approved federal cost allocation plan. The State has sufficient fiscal control and funding accountability to adequately safeguard the disbursement and accountability for funds awarded.

### **C. Program Operations**

1. Wisconsin will continue to support all five of the SSBG goals.
  - a. Achieving or maintaining economic self-support to prevent, reduce or eliminate dependency;
  - b. Achieving or maintaining self-sufficiency, including reduction or prevention of dependency;
  - c. Preventing or remedying neglect, abuse or exploitation of children and adults unable to protect their own interest, or preserving, rehabilitating or reuniting families;
  - d. Preventing or reducing inappropriate institutional care by providing for community-based care, home-based care or other forms of less intensive care; and
  - e. Securing referral or admission for institutional care when other forms of care are not appropriate or providing services to individuals in institutions.
2. Eligibility for all services provided under the SSBG include:
  - a. Recipients of Medicaid
  - b. Recipients of Supplemental Security Income
  - c. Individuals who declare their income to be at or below 75 percent of the State's median income (see table below)

**Estimated Wisconsin State Median Income FFY 2017**  
**100% Median Income for a family of 4 = \$83,893\***

<b>Family Size</b>	<b>Income Limit Yearly (75%)</b>	<b>Monthly (75%)</b>
1	\$32,718	\$2,727
2	\$42,785	\$3,565
3	\$52,853	\$4,404
4	\$62,920	\$5,243
5	\$72,987	\$6,082
6	\$83,054	\$6,921
7	\$84,942	\$7,078
8	\$86,829	\$7,236
9	\$88,717	\$7,393
10	\$90,604	\$7,550

\*Source: U.S. Department of Health and Human Services,  
 Low Income Home Energy Assistance Program

Counties may choose to provide services to individuals and families whose income exceeds the state maximums noted above. There is no income test for persons receiving social services which are court-ordered or protective in nature or for any of the following: crisis intervention, outreach, and information and referral. In addition, counties have waived the income test for specific services, including, but not limited to, crisis and respite child care.

**Definitions:**

Wis. Statutes s. 48.02(1d) – “Adult” means a person who is 18 years of age or older, except that for purposes of investigating or prosecuting a person who is alleged to have violated any state or federal criminal law or any civil law or municipal ordinance, “adult” means a person who has attained 17 years of age.

Wis. Statutes s. 48.02(2) – “Child” means a person who is less than 18 years of age, except that for purposes of investigating or prosecuting a person who is alleged to have violated a state or federal criminal law or any civil law or municipal ordinance; “child” does not include a person who has attained 17 years of age.

“Family” means one or more parents and children related by blood, marriage or adoption, and residing in the same household; or a parent substitute, such as a related caregiver or legal guardian, who has responsibility for the 24-hour care and supervision of a child.

3. The following services are provided by all county departments of human services. The method of service delivery varies across the state (e.g. public, private or a combination of both) depending on decisions of the County Board.

- Adoption services
- Counseling services
- Child and adult day care
- Foster care services, adult and child
- Health-related services

- Home-based services
- Information and referral services
- Prevention and intervention
- Child and adult protective services
- Special services for individuals with disabilities
- Transportation

**V. Pre-Expenditure Reporting Form**

**Official Authorized to commit Wisconsin to this agreement:**



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**Thomas J. Engels**  
**Interim Secretary**  
**WI Department of Health Services**

8/16/2016  
**Date**

## Appendix A – Public Hearing / Public Notice

### Wisconsin's Social Services Block Grant

The Wisconsin Department of Health Services receives federal funding each year to support a wide array of local services for families and individuals with low incomes. This funding is managed by local departments of human services. Local services supported by the Social Services Block Grant (Title XX Block Grant) include the following:

Adoption Assistance	Counseling
Child & Adult Day Care	Health Services
Child & Adult Foster Care Services	Home-Based Services
Information & Referral Services	Prevention & Intervention
Child & Adult Protective Services	Services for the Disabled
Transportation	

For the complete list, please click on the following link *pre-expenditure report*.

Federal law requires DHS to provide the public with an opportunity to review and provide comments on these proposed expenditures for 2016-2017. Comments may be sent by fax, regular mail or by email before 5:00 p.m. on August 30, 2016.

FAX: 608-267-0358  
Mail: SSBG  
Office of Policy, Initiatives and Budget  
P.O. Box 7850  
Madison, WI 53707-7850  
Email: [DHSGrantReview@dhs.wisconsin.gov](mailto:DHSGrantReview@dhs.wisconsin.gov)

In addition, each of Wisconsin's 72 counties has a County Board which makes decisions about how these federal funds are spent. These local budget documents are available to county department of human services upon request. Comments on these documents should also be sent to the above. For a list of local agencies, go to <http://www.dhs.wisconsin.gov/forwardhealth/imagency/index.htm>

## Appendix B – Certifications – Attached

### Appendix C – Proof of Audit

Each year, the Legislative Audit Bureau completes a financial and compliance audit of the State of Wisconsin. This single audit satisfies state agencies' audit requirements under the federal Single Audit Act of 1984, as amended, and federal Office of Management and Budget Circular A-133. The latest audit covers the period for state fiscal year 2014-15. Highlights from the audit are available at <http://legis.wisconsin.gov/lab/reports/16-5highlights.pdf>.

The full audit can be found at <http://legis.wisconsin.gov/lab/reports/16-5full.pdf>.