To:  
DCF/DMCPS Administrator  
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

From:  
Fredi-Ellen Bove  
Administrator

Re:  
Application Materials and Process for CY 2017 Youth Aids Emergency Funds

PURPOSE

This memo provides application information and materials for CY 2017 Youth Aids Emergency Funds and explains the eligibility criteria for receiving these funds.

BACKGROUND

Authority for allocation of Youth Aids emergency funds is found in Wis. Stat. s. 48.526(7)(e). By statute, eligibility for emergency funds is limited to counties with a total general population of no more than 45,000 people. Eligible counties are determined by the January 2017 population estimates of the Wisconsin Demographic Services Center. Eligible counties are: Adams, Ashland, Bayfield, Buffalo, Burnett, Clark, Crawford, Door, Douglas, Dunn, Florence, Forest, Green, Green Lake, Iowa, Iron, Jackson, Juneau, Kewaunee, Lafayette, Langlade, Lincoln, Marinette, Marquette, Menominee, Oconto, Oneida, Pepin, Pierce, Polk, Price, Richland, Rusk, Sawyer, Shawano, Taylor, Trempealeau, Vernon, Vilas, Washburn, and Waushara. A total of $250,000 is available to be allocated among eligible counties.

INFORMATION SUMMARY

1. Criteria for Emergency Funds Awards

As in previous years, Youth Aids emergency funds may be used to reimburse eligible counties for the cost of placement of youth placed under Wis. Stat. s. 938.34 (delinquent) and s. 938.345 (JIPS) in residential care centers (RCCs) and juvenile correctional institutions (JCIs). However, not all placement costs are considered emergency costs, as it is expected that most counties will have some placement-related expenses during the year.

In order to determine whether placements are considered emergencies and calculate the portion of available funds that will be paid to each eligible county, DCF compares historic expenses for RCC and JCI placements to expenses for CY 2017. Counties are eligible for reimbursement if CY 2017 placement expenses exceed the county’s annual average RCC and JCI placement expenses over the past three years.
This method has been established because it is expected that counties will generally budget for placement costs based on historical expenses.

2. Allocation Process

The JCI expenditure data comes from the Department of Corrections (DOC), and RCC expenditure data is submitted by the counties through an application process, as explained in this memo.

**RCC expenditure data must be submitted using the attached Application for 2017 Emergency Funds by 5 p.m. on January 26, 2017 to DCFYJ@wisconsin.gov** for those expenditures to be factored in to the Emergency Fund calculations.

Based on the JCI expenditure data from DOC, and the applications received by DCF with RCC expenditure data, the final emergency funds allocations will be calculated. All counties will be notified of the final allocations through an info memo and those counties receiving funds will receive an award letter.

The following process will be used to determine estimated allocations:

- DCF will calculate each county’s average annual RCC and JCI expenditures for the last three calendar years (2014, 2015, and 2016).
- Each county’s average annual RCC and JCI expenditures for the three-year period (2014-2016) will be compared to the county’s total RCC and JCI expenditures for CY 2017.
  - Counties with RCC and JCI expenditures for CY 2017 equal to or lower than the annual average of their last three years will not receive any emergency funds.
- Counties with RCC and JCI expenditures for CY 2017 greater than the annual average of their last three years may receive emergency funds.
  - The amount of emergency funds a county will receive will be based upon the difference between the annual average of its last three years of RCC and JCI expenditures and the expenditures for CY 2017.
  - The differences between the 2014-2016 average expenditures and 2017 expenditures for all the counties receiving emergency funds will be added together.
  - Each county will receive a pro-rated share of the total emergency funding available by multiplying each county’s percentage of the total difference described in the bullet above by $250,000 to determine the amount of emergency funds that the county is eligible to receive.

3. Awards for CY 2017

Those counties receiving awards will have their award amount added to their Youth Aids (CORe code 3413) funding in the CY 2017 State-County Child Welfare contract. The counties receiving awards should be ready to promptly sign an amendment to the state-county contract for the amount of their emergency funds award.

CENTRAL OFFICE CONTACT: Youth Justice Policy Coordinator
Bureau of Youth Services
(608) 422-6897

MEMO WEB SITE: https://dcf.wisconsin.gov/cwportal/policy

Attachments: Application for 2017 Emergency Funds
Department of Children and Families – Bureau of Youth Services

APPLICATION FOR 2017 EMERGENCY FUNDS

County: ______________________________________

Contact Name: ________________________________ Phone Number: ____________________________

As in previous years, Youth Aids emergency funds may be used to reimburse eligible counties for the cost of placement of delinquent and JIPS youth in residential care centers (RCCs) and juvenile correctional institutions (JCIs). However, not all placement costs are considered emergency costs, as it is expected that most counties will have some placement-related expenses during the year.

In order to establish a clear and objective process for allocating emergency funds, costs for RCC and JCI placements in a given award year are eligible for reimbursement if they exceed the county’s average costs for RCC and JCI placements over the past three years. This method has been established because it is expected that counties will generally budget for placement costs based on historical expenses.

Summary of RCC Expenditures

INSTRUCTIONS: Fill out your actual costs for eligible youth (youth placed under a Ch. 938.34 or 938.345 order) placed in RCCs for CYs 2014, 2015, 2016, and 2017.

• NOTE: If you applied for emergency funds last year, we will use the numbers you submitted for 2014-2016, and you only need to fill in the expenditures for 2017.

ONLY include expenditures for care in RCCs for youth placed under Wis. Stat. 938.34 (delinquent) or 938.345 (JIPS).

Include expenditures for both direct county placements and those through state aftercare. Refer to your data system for final amounts. Include Type 2 RCC if applicable.

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Application materials must be received by DCF by 5 p.m. on Friday, January 26, 2017. Please email all application materials to: DCFYJ@wisconsin.gov. You may call with any questions at (608) 422-6897.
APPLICATION FOR 2017 EMERGENCY FUNDS

Youth-Specific Placement Information

- Copy this page as necessary for each RCC placement.
- Your typed responses are appreciated.
- Please provide the Child ID number from eWiSACWIS.

County: __________________________ Facility name: __________________________

Child ID Number from eWiSACWIS: __________________________

Placement begin date: ________________ Placement end date: ________________

Monthly cost of the placement: ________________

Cost of the placement for CY 2017 ONLY: __________________________

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You may call with any questions at (608) 422-6897.