

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 2018 Youth Aids Emergency Funds**

PURPOSE

This memo provides application information and materials for CY 2018 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 2018 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 2018. Counties are eligible for reimbursement if CY 2018 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 2018 Emergency Funds by 5 p.m. on February 22, 2019 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 (2015, 2016, and 2017).
- Each county's average annual RCC and JCI expenditures for the three-year period (2015-2017) will be compared to the county's total RCC and JCI expenditures for CY 2018.
 - 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 2018 *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 2018.
 - The differences between the 2015-2017 average expenditures and 2018 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 2018

Those counties receiving awards will have their award amount added to their Youth Aids funding in the CY 2018 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>

Attachment: Application for 2018 Emergency Funds

Department of Children and Families – Bureau of Youth Services

APPLICATION FOR 2018 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 (JCI). 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 2015, 2016, 2017 and 2018.

- *NOTE: If you applied for emergency funds last year, we will use the numbers you submitted for 2015-2017, and you only need to fill in the expenditures for 2018.*

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.

| | 2015 | 2016 | 2017 | 2018 |
|------------------|------|------|------|------|
| RCC Expenditures | \$ | \$ | \$ | \$ |

Application materials must be received by DCF by 5 p.m. on Friday, February 22, 2019. Please email all application materials to: DCFYJ@wisconsin.gov. You may call with any questions at (608) 422-6897.

Department of Children and Families – Bureau of Youth Services

APPLICATION FOR 2018 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 2018 ONLY**: _____

Application materials must be received by DCF by 5:00 p.m. on Friday, February 8, 2019.

Please email all application materials to: DCFYJ@wisconsin.gov.

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