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: Wendy Henderson  
   Administrator

Re: Community Intervention Program Allocation and Reporting Requirements

PURPOSE

This memo provides notification of the availability of state fiscal year 2020 funds for the Community Intervention Program and explains the criteria for receiving these funds.

The Department of Children and Families will distribute Community Intervention Program funds in SFY20 to counties on the basis of a statutory formula. The anticipated Community Intervention Program funding amount for SFY 2020 is $3,712,500. By law, Community Intervention Program funds are to be used for early intervention services for first time offenders and for intensive community-based intervention services for seriously chronic offenders (s. 48.528).

BACKGROUND

Each county’s initial SFY 20 allocation (July 1, 2019 through June 30, 2020), based on the statutory formula, is listed on an attachment to this memo. The SFY 20 allocations are based on juvenile arrest data from calendar years 2016 and 2017 and secured correctional facility placement data from calendar years 2017 and 2018.

INFORMATION SUMMARY

1. SFY20 Award Requirements and Process

   a. Plan and Budget for Submission
      To be awarded funding, counties must complete a plan and budget. Plan and budget forms are linked to this memo, along with instructions for their completion. The deadline for submission of the plan and budget is 4:00 p.m. June 3, 2019.

      Although many counties continue to use their allocated funds to support the same high quality programs as in previous years, for program integrity purposes, counties must annually review their programs descriptions, objectives and outcomes to ensure optimal success. Plans that state “same budget as previous year” with no actual plan detailed with program components and a completed budget will not be accepted.
b. Plan and Budget Review

The DCF Bureau of Youth Services will review all plans and budgets received (in complete form) for the SFY20 Community Intervention Program by **4:00 p.m. Monday, June 3, 2019**, to ensure:

- The proposed program components address the needs of first time offenders and/or intensive community-based intervention services for seriously chronic offenders.
- The plan concisely describes the objectives and outcomes for how program success will be measured.
- The plan shows evidence of coordination and collaboration with other involved agencies and/or stakeholders (i.e., schools, courts, law enforcement, service providers), including information about contracts and working agreements, when applicable.
- The county’s proposed budget is adequate to support the proposed activities.

c. Awards for SFY19

Following review and approval of plans and budgets, DCF will send award letters allocating SFY20 Community Intervention Program. Award letters will go out no later than June 17, 2019.

2. SFY19 Reporting Requirements

In Fall 2019 the Department will provide each county that received funds in SFY19 with instructions and forms for completing the evaluation of those programs. The evaluation should cover services delivered and clients participating between July 1, 2018 and June 30, 2019.

**CENTRAL OFFICE CONTACT:**

Youth Justice Policy Coordinator  
Bureau of Youth Services  
Division of Safety and Permanence  
**DCFYJ@wisconsin.gov**  
608-422-6993

**MEMO WEB SITE:**  
[https://dcf.wisconsin.gov/cwportal/policy](https://dcf.wisconsin.gov/cwportal/policy)

**Attachments:**

Found on page at [https://dcf.wisconsin.gov/yj](https://dcf.wisconsin.gov/yj) (Community Intervention Program)

1 - Explanation of Allocation Formula Factors  
2 - CIP allocation amount listed by county  
3 – SFY20 CIP Plan Template  
4 – SFY20 CIP Budget Template