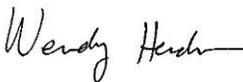To: DCF/DMCPS Administrator
             DCF Area Administrators
             Child Placing Agency Directors
             Child Welfare Agency Directors
             County Departments of Community Programs Directors
             County Departments of Human Services Directors
             County Departments 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 4:00p.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 4:00p.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

Attachments: Found on page at 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