

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  
Continuum of Care Agency Directors

From: Wendy Henderson  
Administrator

Re: **Application Materials and Process for CY 2020 Youth Aids Emergency Funds**

## **PURPOSE**

This memo provides application information and materials for CY 2020 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 2020 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 Juvenile in need of Protection and Services (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, the Department of Children and Families (DCF) compares historic expenses for RCC and JCI placements to expenses for CY 2020. Counties are eligible for reimbursement if CY 2020 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 2020 Emergency Funds by 5 p.m. on February 26, 2021 to [DCFYJ@wisconsin.gov](mailto: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.

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 (2017, 2018, and 2019).
- Each county's average annual RCC and JCI expenditures for the three-year period (2017-2019) will be compared to the county's total RCC and JCI expenditures for CY 2020.
  - Counties with RCC and JCI expenditures for CY 2020 *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 2020 *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 2020.
  - The differences between the 2017-2019 average expenditures and 2020 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 2020

All counties submitting applications will be notified of their award amount, if any. Those counties receiving awards will have their award amount added to their Youth Aids funding in the CY 2020 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  
[DCFYJ@wisconsin.gov](mailto:DCFYJ@wisconsin.gov)

MEMO WEB SITE: <http://dcf.wisconsin.gov/memos>

ATTACHMENTS: Application for 2020 Emergency Funds

**Department of Children and Families – Bureau of Youth Services**

**APPLICATION FOR 2020 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 2017, 2018, 2019, and 2020.

- *NOTE: If you applied for emergency funds last year, we will use the numbers you submitted for 2017-2019, and you only need to fill in the expenditures for 2020.*

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.

	2017	2018	2019	2020
RCC Expenditures				

**Application materials must be received by DCF by 5 p.m. on Friday, February 26, 2021.** Please email all application materials to: [DCFYJ@wisconsin.gov](mailto:DCFYJ@wisconsin.gov).

Department of Children and Families – Bureau of Youth Services

APPLICATION FOR 2020 EMERGENCY FUNDS

Youth-Specific Placement Information

- Copy this page as necessary for each RCC placement.
- 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 2020** ONLY:

**Application materials must be received by DCF by 5:00 p.m. on Friday, February 26, 2021.**

Please email all application materials to: [DCFYJ@wisconsin.gov](mailto:DCFYJ@wisconsin.gov).