




Division of Safety and Permanence
November 11, 2022

DSP Informational Memo Series 2022-31i

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
Private Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons

From: Wendy Henderson 
Administrator

Re: New WiLearn Cost Reporting Requirements

PURPOSE

The purpose of this memo is to inform county agencies of new reporting requirements due to the implementation of the WiLearn training program.

BACKGROUND

Beginning January 1, 2023, the Department of Children and Families (DCF) will implement a new model of initial training called WiLearn. WiLearn is an intensive training program that is a mix of asynchronous and synchronous training with in-agency fieldwork. To learn more about WiLearn visit:

[family-first/workforce \(wisconsin.gov\)](https://family-first/workforce.wisconsin.gov)

INFORMATION SUMMARY

To comply with federal regulations for title IV-E claiming:

1. County cost reporting will be updated to reflect the separation of costs between workers that are in the process of completing WiLearn and workers that have already completed required trainings under the old training model or the WiLearn program.
2. New workers must still be added to the RMTS Staff Roster at the start of their employment. The RMTS Staff Roster will be updated to reflect new workers enrolled in WiLearn, and these workers will not be sampled while they are participating in WiLearn.
3. Workers who are participating in WiLearn are expected to have up to 50% of a typical caseload that is held by a Primary Worker in eWiSACWIS.





In order to separate costs between workers who are completing WiLearn and workers who are not in the program, new line codes will be created within SPARC to reflect the new claiming process. The Children and Families IV-E Cost Pool will now have the following lines:

1. 3301-Direct costs for employees on the RMTS Staff Roster who are being sampled and their supervisors
2. 3301N-Direct employee and associated costs for child welfare related units and employees that are a part of WiLearn
3. 3683- The share of indirect and Agency Management, Support, and Overhead (AMSO) costs required to support the positions and functions listed on the RMTS Staff Roster for Line 3301 according to each county's indirect cost allocation plan.
4. 3683N- The share of indirect and Agency Management, Support and Overhead (AMSO) costs required to support the new workers and their supervisors that are listed on the RMTS Staff Roster for Line 3301N according to your county's indirect cost allocation plan.
5. 3329-Child Placing Agency Administrative Costs (Not affected by new reporting requirements).

A new report will be placed in eWiSACWIS that will list the workers in your agency that are part of WiLearn. This is being done to ensure that county fiscal staff have access to the correct list of workers in WiLearn so that accurate cost reporting can be done.

Please refer to the DCF Title IV-E Administrative Claiming Guide for more information on the Random Moment Time Study (RMTS) and the Children and Families IV-E Cost Pool.

<https://dcf.wisconsin.gov/files/cwportal/funding/pdf/title4e/4e-claimingguide-2023.pdf>

DCF will work with county financial staff and RMTS Staff Roster liaisons to ensure that child welfare worker and supervisor costs are placed on the correct line codes. Title IV-E program and policy analysts along with financial staff will provide guidance and answer any questions that county staff might have. We appreciate your willingness to adapt to these new cost reporting changes and look forward to continuing to maintain an efficient cost reporting system.

If you have questions, you can contact: DCFFinanceGrants@wisconsin.gov