



Division of Safety and Permanence

DSP Informational Memo Series 2023-04i

March 13, 2023

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: **Community Intervention Program Allocation and Reporting Requirements**

PURPOSE

This memo provides notification of the availability of state fiscal year (SFY) 2024 funds for the Community Intervention Program (CIP) and explains the criteria for receiving these funds.

The Department of Children and Families (DCF) will distribute CIP funds in SFY 2024 to counties on the basis of a statutory formula. The anticipated CIP funding amount for SFY 2024 is \$3,712,500. By law, CIP 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 2024 allocation (July 1, 2023, through June 30, 2024), based on the statutory formula, is listed on an attachment to this memo. The SFY 2024 allocations are based on juvenile arrest data from calendar years 2020 and 2021 and secured juvenile correctional facility placement data from calendar years 2021 and 2022.

INFORMATION SUMMARY

- 1. SFY 2024 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. on April 14, 2023.** Once your application materials are received, you will receive a confirmation email from DCF Youth Justice (YJ) by April 21, 2023, at 5:00 p.m. Please contact us if you do not receive a confirmation email.

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 program 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

DCF YJ will review all completed plans and budgets received for the SFY 2024 CIP 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.
- Due to the challenges that counties are currently facing with providing services to first time offenders as well as chronic offenders, we are allowing counties to include a broader budget language that will allow counties to account for how their delivery services may change over time.

c. Awards for SFY 2024

Following review and approval of plans and budgets, DCF will notify counties of their SFY 2024 Community Intervention Program awards. Contracts will then be sent for signature.



2. SFY 2023 Reporting Requirements

In fall 2023 the Department will provide each county that received funds in SFY23 with instructions and forms for completing the evaluation of those programs. The evaluation should cover services delivered and clients participating between July 1, 2022, and June 30, 2023.

REGIONAL OFFICE CONTACT: DCF Area Administrator

CENTRAL OFFICE CONTACT: Youth Justice Policy Coordinator
Bureau of Youth Services
Division of Safety and Permanence
DCFYJ@wisconsin.gov

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>

Attachments

1. [Explanation of Allocation Formula Factors](#)
2. [CIP allocation amount listed by county](#)
3. [SFY24 CIP Plan Template](#)
4. [SFY24 CIP Budget Template](#)