



Division of Safety and Permanence

DSP Informational Memo Series 2024-07i

April 29, 2024

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: John Elliott  
Administrator

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

**PURPOSE**

This memo provides notification of the availability of state fiscal year (SFY) 2025 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 2025 to counties on the basis of a statutory formula. The anticipated CIP funding amount for SFY 2025 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 2025 allocation (July 1, 2024, through June 30, 2025), based on the statutory formula, is listed on an attachment to this memo. The SFY 2025 allocations are based on juvenile arrest data from calendar years 2021 and 2022 and secured juvenile correctional facility placement data from calendar years 2022 and 2023.





## INFORMATION SUMMARY

### 1. SFY 2025 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 May 31, 2024.** Once your application materials are received, you will receive a confirmation email from DCF Youth Justice (YJ) by June 3, 2024, 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 2025 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 2025

Following review and approval of plans and budgets, DCF will notify counties of their SFY 2025 CIP awards. Contracts will then be sent for signature.



## 2. SFY 2024 Reporting Requirements

In fall 2024 DCF will provide each county that received funds in SFY24 with instructions and forms for completing the evaluation of those programs. The evaluation should cover services delivered and clients participating between July 1, 2023, and June 30, 2024.

REGIONAL OFFICE CONTACT: DCF Area Administrator

CENTRAL OFFICE CONTACT: Sarina Wiesner, Youth Justice Policy Coordinator  
Bureau of Youth Services  
Division of Safety and Permanence  
[DCFYJ@wisconsin.gov](mailto: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. [SFY25 CIP Plan Template](#)
4. [SFY25 CIP Budget Template](#)