



Wisconsin Department of
Children and Families

Wisconsin's Targeted Safety Support Funds

Program and Fiscal Guide for Counties: January 2023-December 2023

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Funding Purpose and Goals

Purpose:

Wisconsin's Targeted Safety Support Funding (TSSF) reduces trauma to children by keeping children safe with their families, providing support and resources to build on family strengths, preventing future maltreatment and supporting reunification planning to prevent re-entry.

TSSF operationalizes Wisconsin's Department of Children and Families (DCF) strategic transformation and vision for our child welfare system by providing funding to local child welfare agencies that can be used to tailor in-home services and supports based on unique family and community needs.

Primary Goal:

The primary goal of the TSSF is decrease child placements by keeping families together by:

- Increasing parental protective capacities
- Helping families develop and access formal and informal supports
- Reducing maltreatment to children
- Supporting reunification planning to prevent re-entry

General Requirements

- Data and information must be entered timely into eWiSACWIS to support eligibility requirements, demonstrate fidelity to practice requirements, and support TSSF payment to the CPS agency.
- Cost reporting must be submitted monthly. See [Cost Reporting](#) section for more information.

Funding Description

The use of TSSF is appropriate when CPS determines that a child is unsafe but Danger Threats can be controlled in the home with a Protective Plan or a Safety Plan. Families may be served with Targeted Safety Support Funds if these conditions exist at any time in the case process.

TSSF is guided and administered in accordance with:

- [Wisconsin Children's Code \(Chapter 48\)](#)
- [Wisconsin's Child Protective Services Safety Intervention Standards](#)
- [Wisconsin's Child Protective Services Access and Initial Assessment Standards](#)
- [Wisconsin's Ongoing Services Standards](#)
- [Federal Temporary Assistance for Needy Families \(TANF\) Laws and Regulations](#)
- [DCF's Allowable Cost Policy Manual](#)

Targeted Safety Support Funding is available to local child welfare agencies to serve families when children are assessed unsafe and at-risk of removal from their home or are being returned home from placement under a Safety or Protective Plan. When safety or protective planning, agencies provide intensive services to keep children safe while keeping the family together. Targeted Safety Support Funding has been made available to agencies to better ensure access to vital funding, particularly during the critical phases of the child protective services casework process. During these key times, such as in the course of conducting an Initial Assessment or shortly before and after a child’s reunification with their family, TSSF is available for agencies to be reimbursed the cost of select services and supports that may be used on a Safety or Protective Plan.

While agencies can determine the appropriate enrollment period in TSSF based on the family’s identified needs, these needs, and the corresponding agency response to these needs, must be included and documented as part of the Safety or Protective Plan. While total enrollment length is individualized at the agency’s discretion for each child enrolled, certain service provisions will be constricted to a six-month time limit. These time-limited services are concrete services generally used for short-term stabilization and can be accessed outside of the child welfare system. If the agency determines that the services are still needed to mitigate a safety threat past the six-month reimbursable time-limit, the agency is responsible for those service costs. Further information regarding this is found in the [Allowable Services](#) section of this manual.

Allocation Award Structure

Local child welfare agencies are awarded TSSF by the DCF annually. A portion of these funds will be available throughout the full contracted year while a portion of these funds are made available to agencies for two separate allocation periods (January – April/May – December) to serve all enrolled children and their families.

To accommodate funding cycle variance within the calendar year period associated with the State/County contract, a portion of TSSF is broken into two funding allocations. Within the contract, each agency will be awarded January – April and May – December allocations. These funds are available to cover specific allowable costs for enrolled children within that given allocation period (January – April/May – December). Funds **not spent from the January – April allocation cannot be utilized after April 30th; these expenses must be reported in SPARC by the April reporting deadline of May 28th**. Due to this allocation split, it will be important for agencies to be mindful of their January-April allocation balance to ensure that this portion of TSSF funds are utilized.

Service Type	Allocation Availability
Safety Supports	Split into Allocation Periods
Safety Resources	Flexible Entire Contract Period

Allocation balances can be checked on the **Contract Balance Report:** <https://dcfparc.wisconsin.gov/reports/contract-balance>. If you have any questions regarding

viewing your agency's contract allocation balances, please contact DCF Finance:
DCFFinanceGrants@wisconsin.gov.

Eligibility and Enrollment Requirements

Eligibility is related to specific characteristics of the child(ren) and the family receiving CPS services and timely data entry associated with the child(ren) and family in eWiSACWIS. A child is eligible to be enrolled into TSSF if the requirements outlined below are met and correctly documented in eWiSACWIS.

To qualify for TSSF the following is required:

- The child(ren) and family are being served as part of a Child Protective Services intervention (**identified as a CPS case in eWiSACWIS**) OR the child is an infant who is being served under the [Drug Affected Infants policy](#)*.
- There is an active, approved Protective Plan or Safety Plan in place due to the identification of danger threats that affect child safety and the plan is documented in eWiSACWIS.

If a local child welfare agency determines that it would be appropriate to enroll a child(ren) in TSSF, the agency is responsible for entering beginning and ending dates in eWiSACWIS on the Program Assignment screen. An enrollment must be entered for each child that the agency will be requesting reimbursement for under TSSF.

A child reunified on a trial-reunification is eligible for TSSF if there is an active, approved Protective Plan or Safety Plan in place (danger threats that affect child safety are identified) and it is documented in eWiSACWIS.

Services for a child enrolled in TSSF that is reunified with a non-custodial parent with a safe finding will remain reimbursable for a 30-day transition period. Services needed to support the transition of the child(ren) to the non-custodial parent's home must fall within the TSSF allowable services guidelines.

*Note: if the child is being served under the Drug Affected Infants policy and an agency chooses to enroll them in TSSF, an email must be sent to the DCF TSSF inbox with the case ID and date of enrollment. These cases will not show up as eligible on the eWiSACWIS eligibility reports.

Enrollment Process

- Local child welfare agency identifies children who would benefit from TSSF.
- Local child welfare agency runs the *TSSF County Pre Enrollment Report (SM06A130)* or *TSSF Pre Enrollment By Case-Child Report (SM06A131)* to confirm that the child is eligible. These reports identify children who meet eligibility requirements within the reporting period.
- The local child welfare agency enters a program assignment for eligible child in eWiSACWIS. If there is a question regarding TSSF eligibility, the local child welfare agency should reach out to the Program Coordinator prior to enrolling the child.

- Enrollment status and service outcomes can be monitored using the TSSF Enrollment and Outcomes Report (SM06A132)

Enrollment Closure

If it is determined a child is no longer in need of TSSF or the child no longer eligible, the local child welfare agency is responsible for closing out the program enrollment in eWiSACWIS using an end date that reflects the timing of this determination. Children are not automatically disenrolled after a set time period.

The following reasons may result in a closure:

- The child is determined to be safe in-home and a Protective or Safety Plan no longer being needed.
- Safety can no longer be assured through in-home planning and an out of home placement is necessary.
- The local child welfare agency is closing the family's CPS case.
- Funding for service provision using TSSF is no longer determined to be needed to support safety.

Allowable Services Overview

Program expenditures must be *reasonable, necessary*, and provide a *direct benefit* to the children and families enrolled in the program. Unallowable costs include those not directly related to program needs, as well as certain costs that are explicitly unallowable per Chapter IV of the Department's [Allowable Cost Policy Manual](#). Please note that many of the explicitly unallowable costs in DCF's Allowable Cost Manual refer to *agency* costs, and do not necessarily apply to *client* costs. Cost categories such as "goods and services for personal use" and "personal housing and living expenses" are allowable if they can be justified as helping the family manage child(ren) safety.

Considerations for approving expenditures:

- Is this expenditure meaningfully related to maintaining safety of the child and/or children in the home?
- Is there a plan to make the service or assistance sustainable for the family beyond the unsafe and at-risk of removal from home period?
- Do the supervisor and financial manager approve of the use of TSSF in this way?

Families enrolled in TSSF may also be participating in Children's Long-Term Support (CLTS) or benefit from other Medicaid funded services or programs. This is allowable so long as expenditures reported in SPARC reflect **child welfare** case management and paid service costs that directly support meeting the needs and achieving the goals of the family as articulated in the Protective or Safety Plan. In addition, Cost Reporting must reflect the **net cost** incurred by the agency for the provision of these services.

Allowable Services Background Information

Service categories are directly tied to the Protective or Safety Plan. Only costs from these allowable service categories can be paid for with Targeted Safety Support Funds. If the service is Medicaid billable, Medicaid should continue to be billed first.

There is a subset of allowable service costs in TSSF that will be time-limited for purposes of TSSF reimbursement from DCF. These service areas are:

- Food and Clothing Services
- Housing Assistance
- Transportation
- Daycare

Reimbursement for the concrete resources listed above is limited to six consecutive months, though this does not prohibit an agency from continuing to provide these resources at their own expense.

In practice, when an agency creates a Protective or Safety Plan and a child is enrolled in TSSF, that family may receive multiple services. For example, a family could be receiving **housing assistance** (Safety Resource), **transportation** (Safety Resource), **supervision and observation** (Safety Supports) and a service such as an **AODA assessment** (Safety Supports) under the plan. There is no time limit on the period that a child can be enrolled in TSSF if the child meets all other enrollment requirements. A child can be enrolled for over six-months, but the agency may only submit for reimbursement of costs for the identified concrete resources for a six-month window. If in the above example, transportation and housing assistance continue to be necessary services beyond six-months, the agency would be responsible for the cost of those services.

As with other state and federal funding sources and allocations, local child welfare agencies are responsible for tracking and maintaining internal documentation to support service costs submitted in SPARC. For TSSF purposes will continue to enroll children in eWiSACWIS when served by a county child welfare agency. If an agency is using TSSF to support positions, it must be done so in accordance with this manual and the DCF Allowable Cost Manual. DCF recognizes the complexity that accompanies the above funding requirements and will continue its evaluation of the resulting business and programmatic implications through ongoing feedback from agencies and in coordination with our DCF finance and budget staff.

Allowable Services: TSSF Service Categories

The following service categories can be funded by TSSF when included on a Protective Plan or Safety Plan. Services can be provided by either formal or informal supports.

Services that may be included in a plan that are eligible for reimbursement, including those that are subject to a six-month limitation, can be found below. Services that are not included below

will need to be approved by the Program Coordinator for reimbursement, as allowable under state and federal law. The services listed below tie directly back to Service/Activity as identified on the family's Safety or Protective Plan.

1. Safety Resources

Categories within this list include concrete resources provided to families to address safety threats on a Safety or Protective Plan. Specific concrete resources within this list are limited to time frames outlined previously*.

- a. *Food/Clothing Services**: Services to connect a family with food and/or clothing that are necessary to control for safety.
- b. *Housing Assistance**: Emergency assistance to help families access safe housing when it is necessary to control for safety. This includes providing rent or a stay in a hotel.
- c. *Transportation**: This may include bus passes, gas vouchers, taxis, professional drivers, and providing rides to family members to access services identified on a protective plan or safety plan.
- d. *Daycare**: The paid care of a child by a person other than the child's legal guardians or custodians to create separation between the children and their caregivers and control for safety. This includes both payment to established centers and informal supports.
- e. *In-Home Health Support*: Providers that assist the family in services that support the health of the family members to control for safety issues. This includes modeling for the family how to provide care for the child. If services are eligible for Medicaid (MA) funding, MA should be billed first.
- f. *Crisis Services*: Crisis stabilization or diversion services specifically focused on safety intervention. This could be related to AODA, emergency mental health care or other family stressors. If services are eligible for MA funding, MA should be billed first.
- g. *Household Support*: Assistance from the agency in obtaining services or household items needed to maintain safety. This includes but is not limited to utility assistance and household items including car seats, safety gates, door alarms, and safety monitors, etc. as well as repairs to the home so that it is safe.
- h. *Recreational Activities*: Any activities a child or parent participates in during times of separation to control for safety. This could include having a mentor take a child or parent out of the home for periods of time.
- i. *Respite*: Respite services include services such as temporary care for children to relieve a primary caregiver who may be experiencing severe distress or who may be in a state of crisis. This may be used in circumstances where the accumulation of caregiving responsibilities results in threats to safety.

2. Safety Supports

Costs associated with these resources do not have time restrictions and can be submitted for reimbursement if used on a Safety or Protective Plan throughout period of enrollment and meet all other allowable cost requirements.

- a. *Social Supports*: Supportive resources by family, friends, neighbors, coworkers, or others used to control for safety threats. Social connection and emotional support are an appropriate safety response for a parent whose isolation and unmet emotional needs result in threats to child safety. This is only an appropriate safety response if the planned connection and support has an immediate impact on the parent's behavior toward the child.
- b. *Supervision/Observation*: Supervision and observation may involve informal or formal providers whose primary focus is to oversee interactions between parents/caregivers and children and intervene if safety threats arise. Informal providers, such as friends, neighbors or relatives, may be especially effective for providing supervision during critical times of day when safety threats may become active and result in harm to the child. For example, this could include observing/supervising a parent at bedtime if this has been identified as a critical time for the family. Formal providers may include, but are not limited to in-home safety teams, agency paraprofessionals, other contracted workers, and CPS workers. Payment for supervision and observation can be made to both formal and informal supports.
- c. *Basic Home Management*: Controlling for safety by assisting with budgeting, household schedules, and daily tasks or any other activities needed to maintain a household.
- d. *Unique Child Condition Service*: Services used to address safety issues specific to one child in the family that may be related to a special need or circumstance.
- e. *Basic Parenting Assistance*: This involves compensating for the parent's inability to perform basic parenting and other life skills that affect child safety. It could include basic functions such as like feeding, bathing, and supervision or more specialized modeling to learn to care for a child's specific non-medical physical wellbeing and psycho-social needs. The provider is responsible for seeing that these functions are performed.

Control is the primary function in all contacts with the family that are contained in the Protective or Safety Plan. Assuring child safety is always the priority for these services. Change services may be included only if they do not detract from this primary goal. If it is determined that control and child safety can be fully maintained during a visit the following change services may also be provided. Change services are focused on transition to safety and independence or a case plan in Ongoing Services.

3. The following change services can be funded by TSSF when offered in relation to safety management or the provision of safety related services. The below categories cannot be listed on a Protective or Safety Plan but will be reflected in monthly cost reporting.
 - a. *Mental Health and AODA Services (Safety Resources)*: Counseling or therapeutic services that focus on increasing protective parental capacities to eliminate the identified safety threats in the home. This service may only be provided if safety can be fully maintained and may never compromise child safety. TSSF should be used to fund these services if using TSSF funds would allow for the service to begin sooner or would not otherwise be funded through MA or private insurance.
 - b. *Parenting Education (Safety Supports)*: Parenting education is provided to teach parents appropriate parenting techniques and is used to enhance parental

protective capacities. This service may only be provided if safety can be fully maintained and may never compromise child safety. If safety is a concern during parenting education the provider must be willing to provide the needed service to the child. For example, the provider must step in and provide food to the child if the parent is unable or unwilling to do so.

- c. *Case Management Services (Case Management-Contracted Agency OR Case Management-Local Child Welfare Agency):* Working with families, youth, children, providers and others for provision of tasks and activities to support, develop, implement, monitor, and manage Protective and Safety Plans.

Cost Reporting

The local child welfare agency will report actual program costs in SPARC on a monthly basis. Costs for enrolled children to ensure safety in-home can be submitted for reimbursement under TSSF within the confines of the allowable program services described above.

DCF will reimburse 90.11% of program costs monthly on SPARC, up to the allocated award amount. The other 9.89% of reported costs are considered agency matching funds as required by state statute. Total reimbursement cannot exceed the total allocation amount nor exceed total reported actual program costs; however, subject to available funds, DCF will perform two closeout adjustments to reimburse counties with reported expenses that exceed their original allocations. The TSSF award can be used flexibly by the local child welfare agency on all enrolled children, within the confines of the allocation, allowable cost parameters, and applicable Safety Resources. There are no daily or monthly dollar limit and local child welfare agencies are able to receive reimbursement on allowable costs up to their allocation award limit.

There are four cost reporting lines for TSSF in SPARC. Refer to [Appendix E](#) with Reporting Visual Guide.

- Line 3645A – Safety Resources
- Line 3645D – Safety Supports
- Line 3645B – Case Management – Local Child Welfare Agency
- Line 3645C – Case Management – Contracted Agency

Line 3645A – Costs within this list include concrete resources provided to families to address safety threats on a Safety or Protective Plan. Specific concrete resources within this list are limited to time frames outlined previously*. Costs that should be reported on this line consist of:

- Food/Clothing Services*
- Housing Assistance*
- Transportation*
- Daycare*
- In-Home Health Support

- Crisis Services
- Recreational Activities
- Respite
- Household Support

The following change service can be funded by TSSF when offered in relation to safety management or the provision of safety related services. The below category may not be listed on a Protective or Safety Plan but should be reported on line 3645A.

- Mental Health and AODA Services

Line 3645D - Costs do not have time restrictions and can be submitted for reimbursement if used on a Safety or Protective Plan throughout period of enrollment and meet all other allowable cost requirements. Costs that should be reported on this line consist of:

- Social Supports
- Supervision/Observation
- Basic Home Management
- Unique Child Condition Service
- Basic Parenting Assistance

The following change service can be funded by TSSF when offered in relation to safety management or the provision of safety related services. The below category may not be listed on a Protective or Safety Plan but should be reported on line 3645D.

- Parenting Education

Line 3645B – Local Child Welfare Case Management Services should include only case management services provided by Local Child Welfare staff not enrolled in WiLearn. **Any costs reported on this line should be excluded from the Children and Families Cost Pool SPARC lines 3301, 3301N and 3683, 3683N. The costs should also not be reported on SPARC lines 3561, 3681 and 9681.** For more detailed information on these SPARC lines <https://dcfparc.wisconsin.gov/codes>.

Line 3645C - Case Management – Contracted Agency should include only case management services provided by Contracted staff.

For more detailed description of costs refer to the [Allowable Services](#): TSSF Service Categories section of this guide.

DCF recognizes that each local county and tribal child welfare agency will have its own methodology for calculating an hourly rate for child welfare case management staff, and integrating the extra effort required to support families served using TSSF into its staffing plan. For auditing purposes, the Department requires local child welfare agencies to annually

describe that methodology ([Appendix C](#)). Local child welfare agencies must keep this methodology on file.

Local Agency Match

In accordance with Wis. Stat. 49.175(1)(t), TSSF requires a 9.89% agency match for the receipt of funding. A match of 9.89% will be calculated and allocated to 9645/9645D; agencies will be reimbursed at a 90.11% rate.

Sub- Contracting Requirements

TSSF can be used to purchase services from contracted providers. In the case of contracted providers, the local child welfare agency is responsible for ensuring that there is no delegation of responsibility of safety assessment, documentation, planning, or case closure activities to the contracted provider. Agencies will be asked as part of their regular reporting to DCF to indicate if the agency is contracting out any service provision for TSSF and how the agency monitors the services provided by contractors.

Please note, contracted providers are required to provide to the agency cost reporting information that aligns with service cost centers detailed in [Appendix C](#).

Contract Monitoring

During the renewal of funds process, each agency will identify measurable outcomes to track for TSSF. Agencies will be required to report on this information, as well as population served annually in a required report. A contract schedule is attached to this document as [Appendix D](#).

The Program Coordinator will review SPARC data, local child welfare agency's eligibility data and other program information periodically. Technical Assistance calls will be scheduled as needed to better understand the population served and current and evolving program needs.

Appendices

[A. Targeted Safety Support Funds FAQ](#)

[B. Contact Information](#)

[C. TSSF Case Management Staffing Plan](#)

[D. TSSF Program Report Schedule](#)

[E. Reporting Decision Tree](#)

Appendix A: Targeted Safety Support Funds FAQ

Q1: Are there time limits to how long a family or child can be served with TSSF?

While total enrollment length is individualized at the agency's discretion for each child enrolled, reimbursement for certain service provisions will be constricted to a six consecutive month time limit. These services are concrete services generally used for short-term stabilization and can be accessed outside of the child welfare system. If the agency determines that the services are still needed to mitigate a safety threat past the six-month reimbursable time-limit, if the service is still required, the agency is responsible for those service costs. Agencies are responsible for determining the best use of their funds and enrolling/disenrolling children. Agencies will be reporting to DCF at periodic intervals regarding their costs, children served and average length of time in the program, amongst others. DCF will be monitoring and evaluating this periodically and will provide technical assistance or follow up calls with local child welfare agencies who may need additional support in maximizing this funding stream.

Q2: Is Match still required?

Yes, however, DCF will reimburse submitted costs at a 90.11% reimbursement rate to remain in accordance with [Wis. Stat. § 49.175\(1\)\(t\) requiring a 9.89% match.](#)

Q4: Do children who have been reunified qualify for TSSF?

Children who have been in out of home care but have returned home, including on a Trial Reunification, qualify for TSSF if they meet the eligibility criteria. To qualify for TSSF, the child must be residing in home with a CPS case type and a Protective Plan or Safety Plan in place (Present or Impending Danger Threats are identified) and the plan is documented in eWISACWIS.

Q5. Can TSSF be used for cases on the Alternative Response Pathway?

Yes, this would be appropriate if a child meets the eligibility requirements. To qualify for TSSF, the child must be residing in home with a CPS case type and a Protective Plan or Safety Plan in place (Present or Impending Danger Threats are identified) and the plan is documented in eWISACWIS. DCF is not expanding or providing technical assistance for Alternative Response; for more information regarding the status of the Alternative Response pilot, please refer [here](#).

Q7. What reporting requirements exist for counties?

Agencies participating in TSSF will submit a programmatic report annually within 90 days of the contract ending. Cost reporting occurs monthly through SPARC. See [Appendix D](#) for details.

Q8. Does TSSF have to start right away when a Safety Plan or Protective Plan begins? Or can agencies wait?

TSSF does not have to start on day 1 of a Safety Plan or Protective Plan, but it can. Services with a limited timeframe do not have to start day 1 of TSSF enrollment.

Q9. If eligibility is staggered for multiple children in the home, does that mean time-limited services can, effectually, be more than six-months (six-months for one child, six-months for another child) Is the time frame for all time-limited services?

No, the six-month limit applies to the entire household, not per child. The six-month time frame starts for all services with a limited-time frame at the first use of the identified concrete resource (outlined [above](#)).

Ex: TSSF enrollment begins February 1st. The agency pays rent for a family on March 1st and is reimbursed through TSSF. Starting March 1st, the agency has six-months to use *any* of the of the four services with a limited timeframe (housing, food, transportation, daycare).

Q10. If a family received services with a limited time frame and then we work with the family again in the future, can they receive services with a limited time frame again?

Services with a time frame can be reimbursed after 12 months from the date of the last payment.

Q11. If services with a limited time frame are done for six-months or less, can the TSSF case be kept open for case management for more than six-months?

There is no limit to the length of enrollment for a child in TSSF as long as they continue to meet eligibility requirements. There is no specified end date.

Q12. What if a family continues to need a service, but it is not allowable to submit for reimbursement as it has been over the six-month timeframe?

After that six-month period, local child welfare agencies are responsible for ensuring safety management for a family, regardless of the timeframe, and regardless of how costs of needed services are covered. If a family continues to need a service as part of a Safety or Protective Plan to mitigate a Danger Threat, the agency would be responsible for the cost of that service.

Q13. Does case management include supervision observation or is it separate? Is it different for a case manager vs. case aid?

If it is the case manager doing supervision and observation as a part of their role managing the case, this can be counted as case management time. If it is any other person who is not providing case management as defined in the Random Moment Time Study. Agencies may encounter times where someone other than the primary case manager is conducting case management functions. Agencies will need to make the decision locally on how that additional person's time is coded; if it would otherwise be claimed as IV-e reimbursable case management costs, it can be claimed as such with TSSF.

Q14. How is a supervisors time captured with TSSF?

An important aspect of supervision is reviewing and supporting the case planning and assessment activities, including reviewing and supporting a Safety Plan or Protective Plan. Time

spent on these tasks for families enrolled in TSSF can be claimed under the case management line. Unless a supervisor is hired to only support TSSF cases, additional funding will be needed to supplement that position equivalent to other responsibilities.

Q15. Is there is a need for separating basic case management hourly rate vs. on-call rate?

Local agencies will need to determine what rate is used for case management on TSSF cases. Agencies need to complete the Appendix C in the Program and Fiscal Guide to ensure continuity in the way case management is claimed.

Q16. Can agencies use the CLTS CM rate calculator?

Several agencies use this and use the social worker salary and benefits

Appendix B: Contact Information

For questions related to TSSF, please contact Coordinator:

DCFTSSF@wisconsin.gov

<https://dcf.wisconsin.gov/cwportal/safety/tssf>

Appendix C: TSSF Case Management Staffing Cost Plan

County/Tribe: _____

Calendar Year: _____ 2023

The Department recognizes that each county and tribe will have its own methodology for calculating an hourly rate for child welfare case management staff, and integrating the extra effort required to support TSSF cases into its staffing plan. Line 3645B – Local Child Welfare Case Management Services should include only case management services provided by Local Child Welfare staff. **Any costs reported on this line should be excluded from the Children and Families Cost Pool SPARC lines 3301 and 3683. The costs should also not be reported on SPARC lines 3561, 3681 and 9681.** For more detailed information on these SPARC lines <https://dcfsparc.wisconsin.gov/codes>.

Line 3645C - Case Management – Contracted Agency should include only case management services provided by Contracted staff.

For auditing purposes, the Department requires participating TSSF counties and tribes to annually describe that methodology by responding to the following questions. Please retain documentation to support these calculations and make available as needed.

1. Indicate who will be providing case management services:

Local CW Agency Staff Contracted Staff Both

2. Please provide the hourly rate (or range of rates) for:
A. Local Child Welfare Case Management Services that will be used as the basis for reporting case management staffing costs on line 3645B

\$____/hour; (or) Between \$____ and \$____/hour.

- B. Contracted Agency that will be used as the basis for reporting case management staffing costs on line 3645C

\$____/hour; (or) Between \$____ and \$____/hour.

3. Briefly describe the methodology used to develop this case management rate. Is it based on the CLTS methodology using child welfare staff as the basis for rate calculation, or some other case management rate methodology?
4. Are Agency Management, Support, and Overhead (AMSO) costs included in the case management hourly rate? _____
 - If so, what percentage of the hourly rate is AMSO? _____

If you are allocating AMSO based on FTE, what is the estimated AMSO cost per FTE?

How frequently are AMSO costs determined/re-calculated? _____

5. Will your county or tribe be reporting retroactive adjustments to the rate(s) listed in question #1 or the AMSO costs in question 3? If so, when and on what basis?

**Please retain a copy of this plan for your local child welfare agency's financial records.*

Appendix D: Programmatic Report Schedule

Programmatic Annual Report		Cost Reporting
Due Date	Report Period	
End of March following contract end	January 1-December 31	Monthly in SPARC

Appendix E: Reporting Decision Tree

