



Wisconsin Department of Children and Families

Wisconsin's Targeted Safety Support Funds

Program and Fiscal Guide for Tribes: October 2024-September

2025

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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 provides funding to 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 tracked to support eligibility requirements, demonstrate fidelity to practice requirements, and support Targeted Safety Support payment to the agency.
- Cost reporting must be submitted monthly. See [Cost Reporting](#) section for more information.

Funding Description

The use of Targeted Safety Support Funds is appropriate when the agency determines that a child is unsafe and is at risk of removal from their primary caregiver's home. Families may be enrolled in 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 \(Chapter 48\)](#) or similar tribal law
- [Wisconsin's Child Protective Services Safety Intervention Standards](#) or similar tribal policies
- [Wisconsin's Child Protective Services Access and Initial Assessment Standards](#) or similar tribal policies
- [Wisconsin's Ongoing Services Standards](#) or similar tribal policies
- [Federal Temporary Assistance for Needy Families \(TANF\) laws and regulations](#)
- [DCF's Allowable Cost Policy Manual](#)

Targeted Safety Support Funds (TSSF) are available to agencies to serve families when children are assessed unsafe and at-risk of removal from their home or are being returned home with the need to control safety through planning and services. Agencies provide intensive services to keep children safe while keeping the family together. Targeted Safety Support Funds have 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 assessment or shortly before and after a child's reunification with their family, Targeted Safety Support Funds are available for agencies to be reimbursed the cost of select services that may be used to control safety through planning and services.

Agencies can determine the appropriate enrollment period in TSSF based on the family's identified needs. Total enrollment length is individualized at the agency's discretion for each child enrolled.

Within enrollment, there are four services that reimbursement is restricted to a six-month time limit. These services are:

1. **Food/clothing**
2. **Housing assistance**
3. **Transportation**
4. **Daycare**

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

Agencies are awarded TSSF by the Department of Children and Families (DCF) annually. Agencies can choose to receive only the Safety Resource side of TSSF or both Safety Resource and Safety Supports. The Safety Resource side of TSSF will be available throughout the full contracted year while the Safety Supports side of TSSF are made available to agencies for two separate allocation periods (October-May/June – September) to serve all enrolled children and their families.

To accommodate the Safety Support funding cycle variance within the federal fiscal year period associated with the Tribal contract and the fiscal year of the funding source, a portion of TSSF is broken into two funding allocations. Within the contract, each tribe that receives Safety Supports will be awarded October – May and June – September allocations. These funds are available to cover specific allowable costs for enrolled children within that given allocation period (October – May/June – September). **Unspent funds from the October – May allocation will not be carried over and expenses related to this period must be reported by June 30th.** Due to this allocation split, it will be important for tribes to be mindful of their October – May allocation balance to ensure that this portion of TSSF funds is utilized.

Service Type	Allocation Availability
Safety Supports	Split into Allocation Periods: October-May, June-September
Safety Resources	Flexible Entire Contract Period

Allocation balances can be checked on the **Contract Balance Report:** <https://dcfspark.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 case characteristics. A child is eligible to be enrolled into TSSF if the requirements outlined below are met.

To qualify for TSSF the following is required:

- The case is open with the tribe’s child welfare agency.
- The child must be at risk of removal from the home.

If an agency determines that it would be appropriate to enroll a child/ren in TSSF, the agency is responsible for internally tracking start and end dates. The agency must track and report on demographics for cases involved in TSSF. Demographics required on the annual report will include:

1. How many enrollees were served?
2. Number of enrollees served per age group: 0-5, 6-12, 13+
3. Total families served?
4. Average number of days enrolled?
5. Number of new allegations while enrolled?
6. Number of new substantiations while enrolled?

A child reunified when the agency continues to plan for their safety is eligible for TSSF (this could include trial reunification).

Services for a child who is enrolled in TSSF that ends up living full time with a parent whose house has been assessed as safe for the child will remain reimbursable for a 30-day transition period. Services needed to support the transition of the child(ren) to the safe parent’s home must fall within the TSSF allowable services guidelines.

Enrollment Process

- The agency identifies children who would benefit from TSSF; child is at risk of removal, but safety can be controlled in their home through planning and services.
- The agency tracks when a child is enrolled in TSSF internally.

- If an agency has a question on eligibility, please reach out to the DCF TSSF Program Coordinator prior to enrolling the child.

Enrollment Closure

- If an agency determines a child is no longer in need of TSSF or is no longer eligible, the agency is responsible for tracking the closing of the program enrollment on the outcome and cost reporting sheet (see Cost Reporting/Outcome Tracking for below). Children are not automatically disenrolled after a set time.
 - The following reasons may result in a closure:
 - The child is determined to be safe in-home with no continued services necessary to ensure safety.
 - Safety can no longer be assured through in-home planning and an out of home placement is necessary.
 - The agency is closing the family’s child welfare case.
 - Funding resources for service provision are 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 maintaining safety in the home as outlined in this guide, 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 Policy 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?
- Does the supervisor and financial manager approve the use of state funding in this way?

Families enrolled in TSSF may also be participating in Children’s Long-Term Support (CLTS) or benefit from other Medicaid (MA) 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 to keep the child safely in the home. 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 connected to planning for safety. Only costs from these allowable

service categories can be reimbursed with TSSF. 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 include the following:

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

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

In practice, when an agency is planning for safety and a child is enrolled in TSSF, that family may receive multiple services.

For example, under the plan, a family could be receiving:

- **Housing assistance** (Safety Resource)
- **Transportation** (Safety Resource)
- **Supervision and observation** (Safety Supports)
- **AODA assessment** (Safety Resource)

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 with a time limit 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. For more information, please see [FAQs 6, 7, 8 and 9](#).

As with other state and federal funding sources and allocations, agencies are responsible for tracking and maintaining internal documentation to support service costs submitted in SPARC. If an agency is using TSSF to support positions, it must be done so in accordance with this manual and the DCF Allowable Cost Policy 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

There are times when short term separation is used as a control in planning for safety for a child. If separation is intended to be used 24/7 long term, it's important to consider if a placement via Temporary Physical Custody (TPC) or Voluntary Placement Agreement (VPA) is necessary. This may require consideration in how your agency understands and describes the difference between 24/7 separation and an out of home care placement.

When deciding to use separation, it's important to take the following considerations into account:

- How does separation control the safety threat?

- When is it needed? (ex: consider daytime hours, after school, weekend etc.)
- How long is separation needed? When will it be able to be decreased?
- How does the family understand separation and what they can or cannot do?
- How does using 24/7 separation for a lengthy period of time impact parent's legal rights to due process?

Services can be provided by either formal or informal supports.

Examples of 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 DCF TSSF Program Coordinator for reimbursement, as allowable under state and federal law. The services listed below tie directly back to the planning for safety for the child.

1. Safety Resources

Categories within this list include concrete resources provided to families to address safety concerns. Specific concrete resources within this list (identified with an asterisk (*)) are limited to time frames outlined previously.

- Food/Clothing Services**: Services to connect a family with food and/or clothing that are necessary to control for safety.
- 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.
- Transportation**: This may include bus passes, gas vouchers, taxis, professional drivers, and providing rides to family members to access services identified in planning to keep the child safely in the home.
- 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 payment to both established centers and informal supports.
- 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.
- Crisis Services*: Crisis stabilization or diversion services specifically focused on safety intervention. This could be related to Alcohol or Drug Abuse (AODA), emergency mental health care or other family stressors. If services are eligible for MA funding, MA should be billed first.
- 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.
- 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.
- 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.

- j. *Mental Health and AODA Services (Change service)*: Counseling or therapeutic services that focus on increasing parental protective 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 reimburse for these services if using TSSF funds would allow for the service to begin sooner or if it would not otherwise be funded through MA or private insurance.
- k. *Case Management Services (Case Management-Contracted Agency OR Case Management-Local Child Welfare Agency-Change service)*: Working with families, youth, children, providers and others for provision of tasks and activities to support, develop, implement, monitor, and manage keeping the child safely in the home.

2. Safety Supports

Costs associated with these resources do not have time restrictions and can be submitted for reimbursement 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.

- f. *Parenting Education (Change service)*: 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.
- g. *Peer Support (Change Service)*: This service is provided to parents during planning for safety of a child to provide support and mentorship.

Cost Reporting

Agencies 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.

Spending will be captured across the four cost-reporting categories.

- For costs submitted for reimbursement on the Safety Supports line, 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.
- For costs submitted for reimbursement on the Safety Resources line, DCF will reimburse 100% of the program costs monthly on SPARC, up to the allocated award amount.

Subject to available funds, DCF will perform a closeout adjustment for all SPARC lines to reimburse agencies with reported expenses that exceed their original allocations at the end of the contract period. Reimbursement in excess of original contract allocation is not guaranteed.

The TSSF award can be used flexibly by the 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 agencies are able to receive reimbursement on allowable costs up to their allocation award limit.

Safety Supports funding will be awarded October – May (Allocation 1) and June – September (Allocation 2). Eligible costs shall be reported in SPARC by the 23rd of the month following the expense date. It is important to report eligible costs within the given allocation reporting period because funding from Allocation 1 does not carry over to Allocation 2. Each allocation period reporting deadline(s) are outlined below:

Service Type	Reporting Deadline
Safety Resources (October – September)	November 30
Safety Supports (October – May)	June 30

Safety Supports (June – September)	November 30
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Subject to available funding, any closeout adjustment will be made after the November 30 reporting deadline. Timely reporting prior to the November 30 deadline is crucial to the reimbursement process; therefore, any late reporting after November 30 will not be accepted.

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

- Line 5645A – Safety Resources
- Line 3645D – Safety Supports
- Line 5645B – Safety Resources: Case Management – Local Child Welfare Agency
- Line 5645C – Safety Resources: Case Management – Contracted Agency

Line 5645A – Safety Resources - Costs within this list include concrete resources provided to families to address safety. Specific concrete resources within this list are limited to time frames outlined previously and indicated with an asterisk (*). 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
- Mental Health and AODA Services

Line 3645D – Safety Supports – No cost in this list has time restrictions and can be submitted for reimbursement if used in planning for safety 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
- Parenting Education
- Peer Support

Line 5645B – Case Management – Local Child Welfare Agency - should include only case management services provided by tribal child welfare staff. **Any costs reported on this line**

should be excluded from the Tribal IV-E Cost Pool SPARC lines 3301T and 3683T. For more detailed information on these SPARC lines <https://dcfsparc.wisconsin.gov/codes>.

Line 5645C - Case Management – Contracted Agency - 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 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 agencies to annually describe that methodology ([Appendix C](#)). Agencies must keep this methodology on file.

Tribal Agency Match

Prior to the start of the contract, agencies determine if they receive both Safety Supports and Safety Resources, or only Safety Resources.

For agencies that submit expenses for reimbursement to the Safety Supports SPARC line 3645D, in accordance with Wis. Stat. 49.175(1)(t), TSSF requires a 9.89% agency match for the receipt of funding for costs reported on Line 3645D. A match of 9.89% will be automatically calculated on expenses reported to 3645D and allocated to 9645D. Agencies will be reimbursed at a 90.11% rate for expenses reported to 3645D.

For agencies submitting expenses for reimbursement to the Safety Resource SPARC lines 5645A, 5645B and 5645C, there is no match and agencies will be reimbursed at a 100% rate.

Sub- Contracting Requirements

TSSF can be used to purchase services from contracted providers. In the case of contracted providers, the 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 annual in a required report. A contract schedule is attached to this document as [Appendix D](#).

The Program Coordinator will review SPARC data, 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](#)

F. TSSF Dually Involved Youth/Families

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-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, 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 tribal child welfare agencies who may need additional support in maximizing this funding stream.

Q2: Is Match still required?

For service reimbursement under the Safety Support category, 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. For services reimbursed under the Safety Resources category, match is not required for tribal child welfare agencies.](#)

Q3: 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 or similar placement status, qualify for TSSF if they meet the eligibility criteria.

Q4. What reporting requirements exist for agencies?

Agencies participating in TSSF will submit a programmatic report annually within 60 days of the contract ending. Cost reporting occurs monthly through SPARC. See [Appendix D](#) for details.

Q5. Does TSSF have to start right away when planning for safety begins? Or can agencies wait?

TSSF does not have to start on day 1 of an agency's planning to keep the child safely in the home, but it can. Services with a limited timeframe do not have to start day 1 of TSSF enrollment, but they can.

Q6. 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).

Q7. 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.

Q8. If services with a limited time frame are provided 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.

Q9. What if a family continues to need a service with a six-month time restriction, but it is not allowable to submit for reimbursement as it has been over the six-month timeframe?

After that six-month period, if an agency determines a service with a time restriction is still needed for planning for safety, the agency is responsible for the cost of that service.

Q10. Does case management include the service 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 Social Services Administrative Tribal Time Study, then it can be supervision/observation. 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 Title IV-E reimbursable case management costs, it can be claimed as such with TSSF.

Q11. How is a supervisor's time captured with TSSF?

An important aspect of supervision is reviewing and supporting the case planning and assessment activities, including reviewing and supporting plans for keeping a child safely in their home. 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.

Q12. Is there is a need for separating basic case management hourly rate vs. on-call rate?

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.

Q13. Can agencies use TSSF to reimburse the cost of staff training?

No. All TSSF staff should be included in the Social Services Administrative Tribal Time Study (SSATTS) and their associated costs should be reported on lines 3301T/3363T.

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: _____

Federal Fiscal Year: 2025

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 5645B – Case Management – Local Child Welfare Agency - should include only case management services provided by tribal child welfare staff. **Any costs reported on this line should be excluded from the Tribal IV-E Cost Pool SPARC lines 3301T and 3683T.** For more detailed information on these SPARC lines <https://dcfsparc.wisconsin.gov/codes>.

Line 5645C - Case Management – Contracted Agency should include only case management services provided by contracted staff.

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

a. Indicate who will be providing case management services:

Tribal CW Agency Staff Contracted Staff Both

b. Please provide the hourly rate (or range of rates) for:

i. Tribal 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.

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

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

c. 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?

d. 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? _____

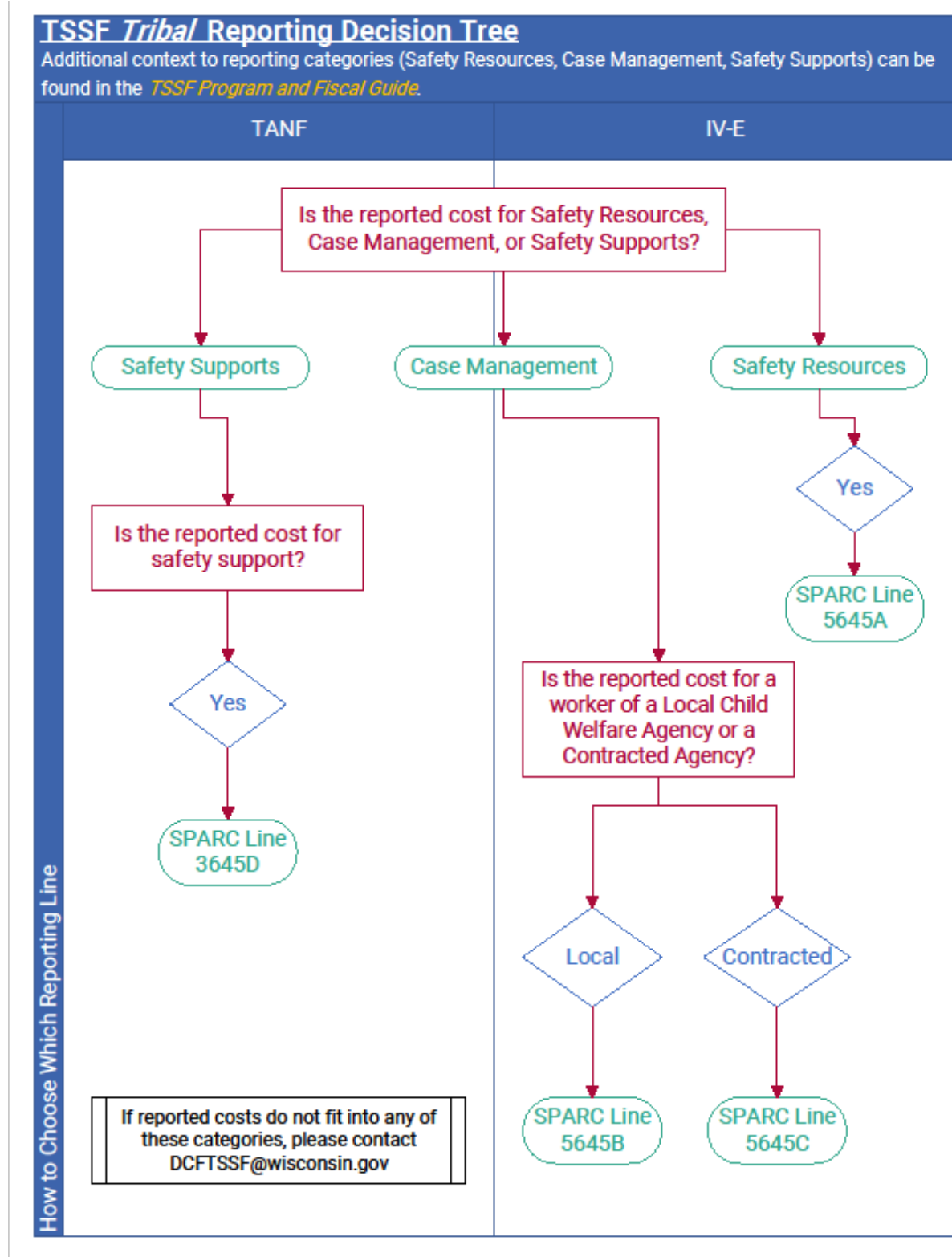
- e. Will the tribe be reporting retroactive adjustments to the rate(s) listed in question #1 or the AMSO costs in question 3? If so, when and on what basis?

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

Appendix D: Programmatic Report Schedule

Programmatic Annual Report		Cost Reporting
Due Date	Report Period	
End of November following contract end	October 1-September 30	Monthly in SPARC

Appendix E: Reporting Decision Tree



How to Choose Which Reporting Line

Appendix F: TSSF Dually Involved Youth/Families

Purpose:

County and tribal human service agencies cannot control through which “door” families enter the child welfare system. Dually involved youth are those who have concurrent involvement with both the child protective services (CPS) and youth justice (YJ) system. It is critical for all child welfare professionals (CPS and YJ) to conduct a holistic needs assessment for youth with dual involvement to understand the interpersonal dynamics of the family system. This type of analysis could work to further enhance caregiver’s protective capacities which could increase overall family stability and limit possible re-entry into the system.

General:

Two of these requirements must be met for dually involved youth to be enrolled in TSSF:

1. Youth is involved with both the CPS and YJ system (DPA, Delinquency order, or JIPS order) concurrently at the time of and throughout enrollment.
2. The second piece for considering eligibility is dependent on which agency is working with the family:
 - For Counties: There is an active, approved Protective Plan or Safety Plan in place due to the identification of safety threats (as part of a CPS case) that affect child(ren) or youth safety. The plan is documented in eWiSACWIS.
 - For Tribes: The child or youth must be at risk of removal from the home.

Agency Collaboration:

A critical component for dually involved youth is for CPS and YJ professionals to communicate, collaborate and match services to a safety need. Through agency collaboration, CW professionals can work with families to create long lasting dynamic change needed within the family unit regardless of which system is involved with the family. Agencies often find it beneficial to staff cases to ensure families receive the appropriate services to meet their needs. The following questions may be beneficial for agencies to consider during these types of staff meetings.

Questions to consider when staffing a case:

- What does the family report they need?
- What type of community services are/have been put in place?
- What are the top underlying issues for the family?
- After discussing the needs of the family, the agency would determine whether to use TSSF to reimburse for services on the Protective Plan or Safety Plan.
- At the end of each meeting, ask team members “What worked?” and “What did not?” to improve future collaboration.

There are a wide variety of ways that services used to support a family when there is dual involvement can be reimbursed by TSSF. For example, TSSF could reimburse for services put in place to avoid an RCC placement or support a youth on a JIPS order when returning from an RCC when there are parental factors that may impact that transition. Another example for accessing these funds appropriately may be contracting services to help families access therapy sooner in familial sexual abuse cases. CW professionals could also further assess children subject to JIPS referrals due to a delinquent act before the age of 10. It is recommended to assess which system (CPS and/or YJ) could appropriately serve and meet the service needs of children at this young age.

Note:

Agencies are recommended to thoroughly assess families with a holistic lens and they should continue to consider the potential consequence of bringing families deeper into the CPS and/or YJ system. In order to access TSSF services the identification of a safety threat is required, and a threat should not be selected solely to be able to access TSSF services. Services are allowable for dually involved youth/families if they are characterized as helping caregivers manage safety of the youth in the home.