



Wisconsin Department of Children and Families

Wisconsin's Targeted Safety Support Funds

Program and Fiscal Guide for Tribes:

October 2025-September 2026

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Funding Purpose and Goals

Purpose:

Wisconsin statute provides for Wisconsin's Department of Children and Families (DCF) to allocate funding for the purpose of "services provided to ensure the safety of children who the department of a county determines may remain at home if appropriate services are provided." See s. 49.175(1)(t). Pursuant to this statute, Wisconsin's Targeted Safety Support Funding (TSSF) helps reduce 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 to keep families together by:

- Helping families develop formal and informal supports
- Keeping children safe at home
- Providing support and resources to build family strengths
- 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 TSSF payment to the agency.
- Cost reporting must be submitted monthly. See [Cost Reporting](#) section for more information.

Funding and Allocation Description

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 at the time of reunification. This flexible funding is available to agencies to better ensure access to vital funding, particularly during the critical phases of the child protective services (CPS) 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 to keep children in their homes.

Local child welfare agencies are awarded TSSF funding by DCF annually. To accommodate funding cycle variance within the calendar year period associated with the State/Tribal contract and the fiscal year of the funding source, the TSSF is broken into two funding allocations. Within the contract, each agency will be awarded October – May and June – December allocations. **Funds not spent from the October-May allocation cannot be utilized after May 31st and these expenses must be reported in SPARC by the final cost reporting deadline of June 30th.** Due to this allocation split, it will be important for agencies to be mindful of their October-May allocation balance to ensure that this portion of TSSF funds are utilized.

Allocation	Reporting Closeout
October-May	June 30
June-September	November 30

Allocation balances can be checked on the [Contract Balance Report](#): If you have any questions regarding viewing your agency's contract allocation balances, please contact DCF Finance: DCFFinanceGrants@wisconsin.gov.

More details can be found in the [Cost Reporting Section](#) of this guide.

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 Guide Manual](#)

Eligibility and Enrollment Requirements

Eligibility

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, but the child can remain in the home with planning and services. Families may be enrolled in Targeted Safety Support Funds if these conditions exist at any time in the case process.

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.

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 services are not provided to the family.

A child who is reunified and the agency continues to provide services to the family to prevent another removal is eligible for TSSF (this could include trial reunification).

Enrollment Process

If an agency determines that it would be appropriate to enroll the child(ren) in TSSF, the agency is responsible for internally tracking start and end dates. The agency must report annually on demographics for cases involved in TSSF.

Demographics required on the annual report will include:

1. Number enrollees 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

Documenting the end of TSSF Enrollment

- 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.
- Children are not automatically disenrolled after a set time.

Allowable Services Overview

Program expenditures must provide a *direct benefit* to the children and families enrolled in TSSF and be necessary to keep the child safely in the home. Certain costs are explicitly unallowable per Chapter IV of DCF's [Allowable Cost Guide Manual](#). Please note that many of the explicitly unallowable costs in DCF's Allowable Cost Guide 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 the 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?

Allowable Services: TSSF Service Categories

A Note on the Use of Separation

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 impact parent's legal right to due process?

TSSF Service Categories

Only costs from these allowable service categories listed below can be reimbursed with Targeted Safety Support Funds. If the service is Medicaid billable, Medicaid should continue to be billed first. 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 of the child to prevent the child's removal from the home. Services that are reimbursed by TSSF must be documented to be services to ensure the child's safety in the home or to prevent the child's removal from the home.

Time-Limited Resources (Four Months)

Costs within this list include concrete resources provided to families to address safety concerns and keep children in their homes. These services are **only able to be reimbursed by TSSF for four months**, although this does not prohibit an agency from continuing to provide these resources at their own expense.

TSSF can be used to reimburse the cost of services provided by either formal or informal supports identified by the family and the child welfare professional.

The examples provided after each category are not intended to be an exhaustive list.

- a. **Food/Clothing Services:** Services to connect a family with food and/or clothing that are necessary to control for and maintain safety.
- b. **Housing Assistance:** Emergency assistance to help families access safe housing when it is necessary to control for and maintain safety. This includes providing rent or a stay in a hotel.
- c. **Household Support:** Assistance from the agency in obtaining services or household items needed to control for and 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.
- d. **Transportation:** This may include bus passes, gas vouchers, taxis, professional drivers, and providing rides to family members to access services.
- e. **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 and maintain safety. This includes payment to both established childcare centers and informal supports.
- f. **Recreational Activities:** Any activities a child or parent participates in during times of separation to control for and maintain safety. This could include having a mentor take a child or parent out of the home for periods of time.
- g. **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.

Unlimited Resources

Costs associated with these resources do not have time restrictions and can be submitted for reimbursement if used to allow the child to remain in the home throughout the period of enrollment and meet all other allowable cost requirements.

TSSF can be used to reimburse the cost of services provided by either formal or informal supports identified by the family and the child welfare professional.

- h. **Social Supports:** Supportive resources by family, friends, neighbors, coworkers, or others used to control for safety threats or maintain safety. 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. Social supports may also include spiritual cultural supports identified to help keep the child safely in the home.
- i. **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 professionals.
- j. **Basic Home Management:** Controlling for or maintaining safety by assisting with budgeting, household schedules, and daily tasks or any other activities needed to maintain a household.
- k. **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.
- l. **Basic Parenting Assistance:** Services that address the parent's inability to perform basic parenting and other life skills that affect child safety. It could include helping with basic functions such as 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.
- m. **In-Home Health Support (non-medical)*:** Providers that assist the family in non-medical services that support the health of the family members to control for or maintain safety. 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.
- n. **Crisis Services (non-medical)*:** Crisis stabilization or diversion services specifically focused on maintaining safety. 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.
- o. **Mental Health and AODA Services (non-medical)*:** Counseling or non-medical therapeutic services that focus on increasing parental protective capacities to eliminate the identified safety threats or maintain safety 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 would allow for the service to begin sooner or if it would not otherwise be funded through MA or private insurance.

- p. **Case Management Services:** 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.
- q. **Parenting Education:** 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 what is needed 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.
- r. **Peer Support:** This service is provided to parents during planning for safety of a child to provide support and mentorship.

** For the purpose of this program, the following definitions apply:*

Medical Services, which cannot be reimbursed under this program, are services provided by a medical professional, such as a doctor or nurse or other medical provider.

Non-Medical Services, which can be reimbursed under this program if they fall within the categories below, are services that are provided by anyone outside of the medical profession, such as a counselor, social worker, psychologist, or home health aide (if the home health aide is not a medical professional, such as doctor or a nurse or other medical provider).

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** (Time-Limited Resource)
- **Transportation** (Time-Limited Resource)
- **Social Supports** (Unlimited Resource)
- **Case Management** (Unlimited Resource)

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 three cost-reporting categories: Time-Limited Resources, Unlimited Resources, Case Management.

For costs submitted for reimbursement 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 and allowable cost parameters. There is no daily or monthly dollar limit and agencies are able to receive reimbursement on allowable costs up to their allocation award limit.

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 is outlined below:

Allocation Period	Reporting Deadline
Allocation 1 (October – May)	June 30
Allocation 2 (June – September)	November 30

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

- Line 5632A– Time-Limited Resources
- Line 5632B – Unlimited Resources
- Line 5632C – Case Management

Line 5632A – Time Limited Resources- Costs within this list include concrete resources provided to families to ensure a child’s safety in the home in order to keep the child in the home. The resources within this list are limited to the four-month time frame outlined previously. Costs that should be reported on this line consist of:

- Food/Clothing Services
- Housing Assistance
- Household Support
- Transportation
- Daycare
- Recreational Activities
- Respite

Line 5632B– Unlimited Resources –Costs within this list do not have time restrictions and can be submitted for reimbursement if used in planning for safety to keep the child in the home 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
- In-Home Health Support (non-medical)
- Crisis Services (non-medical)
- Mental Health and AODA services (non-medical)
- Parenting Education
- Peer Support

Line 5632C –Case Management should include case management services provided either by tribal child welfare staff or by contracted 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 visit <https://dcf.wisconsin.gov/sparc/codes>.

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, DCF requires agencies to annually describe that methodology ([Appendix C](#)). Agencies must keep this methodology on file.

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 **CPS** 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.

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 Guide 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.

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 costs detailed in [Appendix C](#).

Contract Monitoring

During the renewal of funds process, each agency will identify measurable outcomes to track for TSSF for the following year in the Annual Survey.

Agencies will be required to report on this information, as well as population served annual in a required Annual Report. A contract schedule is attached to this document as [Appendix D](#). As part of this annual reporting, each agency participating in TSSF will be required to provide information on how the funds were used during the contract cycle. In addition to identifying the successes and barriers agencies had with regard to their identified goals, the following demographic information will be required to be provided on the annual report.

Demographic information required on the [annual report](#) will include:

1. Number of enrollees 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

The DCF TSSF 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. TSSF FAQ](#)

[B. TSSF Contact Information](#)

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

[D. TSSF Programmatic Report Schedule](#)

[E. TSSF Reporting Decision Tree](#)

[F. TSSF Dually Involved Youth/Families](#)

[G. TSSF Staff Time Flow Chart](#)

Appendix A: TSSF FAQ

Q1: Are there time limits for how long a child(ren) can be served with TSSF?

There is no limit to the length of enrollment for a child in TSSF as long as they continue to meet eligibility requirements. While total enrollment length is individualized at the agency's discretion for each child enrolled, certain services are only reimbursable for four months. If the agency determines that the services are still needed to mitigate a safety threat or to prevent the child from being removed from the home past the four-month reimbursable time-limit, the agency is responsible for those service costs. Agencies are responsible for determining the best use of their funds.

Q2: 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](#).

Q3: What reporting requirements exist for agencies?

An [Annual Report](#) is due November 30th each year that provides information on how the agency spent their funds as well as demographic information about who was served with the funds.

Cost reporting occurs monthly through SPARC. See [Appendix D](#) for details.

Q4: What documentation requirements exist for agencies?

Agencies are required to follow the [Enrollment Requirements](#) for each enrolled child as described above. Additionally, agencies will submit an [Annual Survey](#) in the fall which sets the agency's goals for their use of TSSF and provides updated contact information.

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. Time-Limited Services do not need to start day 1 of TSSF enrollment, but once one or more Time-Limited Services are used, the four-month "clock" starts. Unlimited Services can be provided before and/or after Time-Limited Services (they do not need to start or end at the same time).

Q6: If eligibility is staggered for multiple children in the home, does that mean time-limited services can, effectually, be more than four months (four months for one child, four months for another child)?

No, the four-month limit applies to the entire household, not per child.

Q7: Is the four-month time frame for all time-limited services?

The four-month time frame starts for all services within the [Time-Limited services category](#) at the first use of any one of the identified Time-Limited services (outlined above).

Ex: TSSF enrollment begins February 1st. The agency pays rent for a family on March 1st and this is reimbursed through TSSF. The agency has four months, from March 1st to June 30th to use any of the services in the Time-Limited Services list.

Q8: If a family received Time-Limited services and then we work with the family again in the future, can they receive one of the Time-Limited services again?

[Time-Limited](#) services can be reimbursed again after 12 months from the date of the last payment.

Q9: If the family received Time-Limited services for four months but there are still needs identified in the plan, can we continue to work with a family after the four months are up?

Yes. The time limits are only for how long TSSF can be used to reimburse the specific services identified in the [Time-Limited](#) services section. If the family continues to need services on the Time-Limited services list after the four months, the local child welfare agency is responsible for the cost of those services. The agency is responsible for ensuring safety management for a family, regardless of timeframe, and regardless of how costs of needed services are covered.

Q10: Does case management include the service 'supervision/observation' or is it separate? Is it different for a case manager vs. case aide or Social Work Aide?

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. Agencies may encounter times where someone other than the primary case manager is conducting case management functions (i.e. case aide or Social Work Aide). In those situations, agencies will need to make the decision locally on how that person's time is coded based on the functions being performed.

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

No. For information about which line to report costs associated with case management, see [Appendix E](#). 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.

Q13: Can we use both formal and informal providers to provide services that are reimbursed by TSSF?

A: Yes. Services can be provided by either formal or informal providers when appropriate or necessary. The use of informal providers, when possible, may help create natural supports for the family to utilize after CPS intervention ends. Payments can be made to either formal or informal providers. Rates and modality of payments for providers of all services are determined by the local

agency.

Q14: Can TSSF reimburse for the time the CPS professional spends with a family to develop or monitor the plan to keep the child in the home?

A: Yes. Case management time is an [Unlimited Resource](#) and can be reimbursed by TSSF. [Appendix C](#) contains the Case Management Staffing Plan agencies should complete and keep on file in their agency to document how their case management costs are calculated.

Q15: Do we have to get approval from DCF to spend over a certain dollar amount?

A: No. DCF does not have a threshold that needs prior approval for spending, as long as costs are in line with what is detailed in this Program and Fiscal Guide as well as the [Allowable Cost Guide Manual](#). However, if there are certain spending limits or approval requirements within your agency, you will still need to follow those requirements.

Q16: When will we know how much our TSSF Allocation will be for next year?

A: DCF will provide an Information Memo with preliminary contract numbers in the summer so agencies have that information for the following year's planning and budgeting purposes. The final allocation amount will be included with the agency's State/Tribal contract which is sent to agencies in the fall in advance of their contract which begins October 1st each year.

Q17: Can we use TSSF for Unborn Child Abuse cases?

A: No. Once the child is born, the agency should reassess safety to determine whether agency intervention is needed and determine eligibility based on that. If the agency works with the newborn and the parent(s) under the [Drug Affected Infant Policy](#), TSSF can be used. The agency will need to provide the Case ID, Child ID, and enrollment dates to the [DCF TSSF Coordinator](#).

Q18: Are we required to track case management time minute-by-minute?

A: TSSF does not require minute-by-minute tracking in order for agencies to submit case management costs to TSSF. Your agency needs to track case management as outlined in your time and effort payroll systems and follow the requirements outlined in your State/Tribal contract – there is no different or additional requirement specific to TSSF.

Q19: Can we use TSSF to buy gift cards?

A: TSSF can be used to reimburse the cost of gift cards that are used for or by a family enrolled in TSSF. TSSF cannot be used to buy gift cards in advance or in bulk to have on hand for a family. If your agency has a policy that restricts or prevents the use of gift cards, you must follow your agency's policy.

Q20: Can we use TSSF for a family prior to reunification?

A: If there is a specific item or items that are preventing reunification or providing those items would speed up reunification, the [DCF TSSF Coordinator](#) may grant an exception. This might include things like paying for the cost of a security deposit for a parent to secure housing or purchasing a bed so the child has a place to sleep in the parent's home. Exceptions will be considered based on the identified needs and how it connects to how soon the reunification will occur.

Q21: We are working with a parent with an in-home TPC Order or an In-Home CHIPS Order. Can we still use TSSF?

A: Yes. TSSF does not require the presence or absence of any specific type of court order for the child to be eligible. As long as the child is still living in their home, TSSF can be used regardless of whether there is a court order or the type of court order.

Q22: I am using a VPA with a child and their family. Can the child be enrolled in TSSF since this is voluntary and the parents agreed to it?

A: Even though voluntary, the child is placed out-of-home under an order which makes them ineligible for TSSF.

A VPA is considered an out-of-home placement as defined in [Safety Intervention Standards](#): Out-of-Home Placement refers to when a child is placed outside of their home via a Petition for Protection or Services (CHIPS) order or through a Voluntary Placement Agreement (VPA). Out-of-home care and placement are used interchangeably throughout these Standards.

The use of the VPA triggers out-of-home care requirements (including a permanency plan pursuant to s. 48.63) in ongoing standards.

Appendix B: TSSF Contact Information

For questions related to TSSF, please contact the DCF TSSF Coordinator:

DCFTSSF@wisconsin.gov

TSSF Program Website:

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

Appendix C: TSSF Case Management Staffing Cost Plan

County/Tribe: _____

Federal Fiscal Year: 2026

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 5632C–Case Management Services should include 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 visit <https://dcfparc.wisconsin.gov/codes>.

For auditing purposes, the Department requires participating TSSF agencies to annually describe their 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:

Tribal CW Agency Staff Contracted Staff Both

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

a. 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.

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? _____

a. If so, what percentage of the hourly rate is AMSO? _____

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

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

5. 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: TSSF 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: TSSF Reporting Decision Tree

TSSF Tribal Reporting Decision Tree

Additional context to reporting categories (Time-Limited Resources, Unlimited Resources, and Case Management) can be found in the *TSSF Program and Fiscal Guide*.

TANF

What kind of TSSF cost are you reporting?

Time-Limited Resources

Unlimited Time Resources

SPARC 5632A

SPARC 5632B

Case Management

SPARC 5632C

Non-Case Management

If reported costs do not fit into any of these categories, please contact DCFTSSF@wisconsin.gov

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. Providing TANF for purposes of youth justice services remains unallowable. For families that are CPS and YJ involved, we are using their CPS eligibility to serve them with TSSF. Agencies cannot provide youth justice safety services with this TSSF TANF funding.

General:

Both 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.

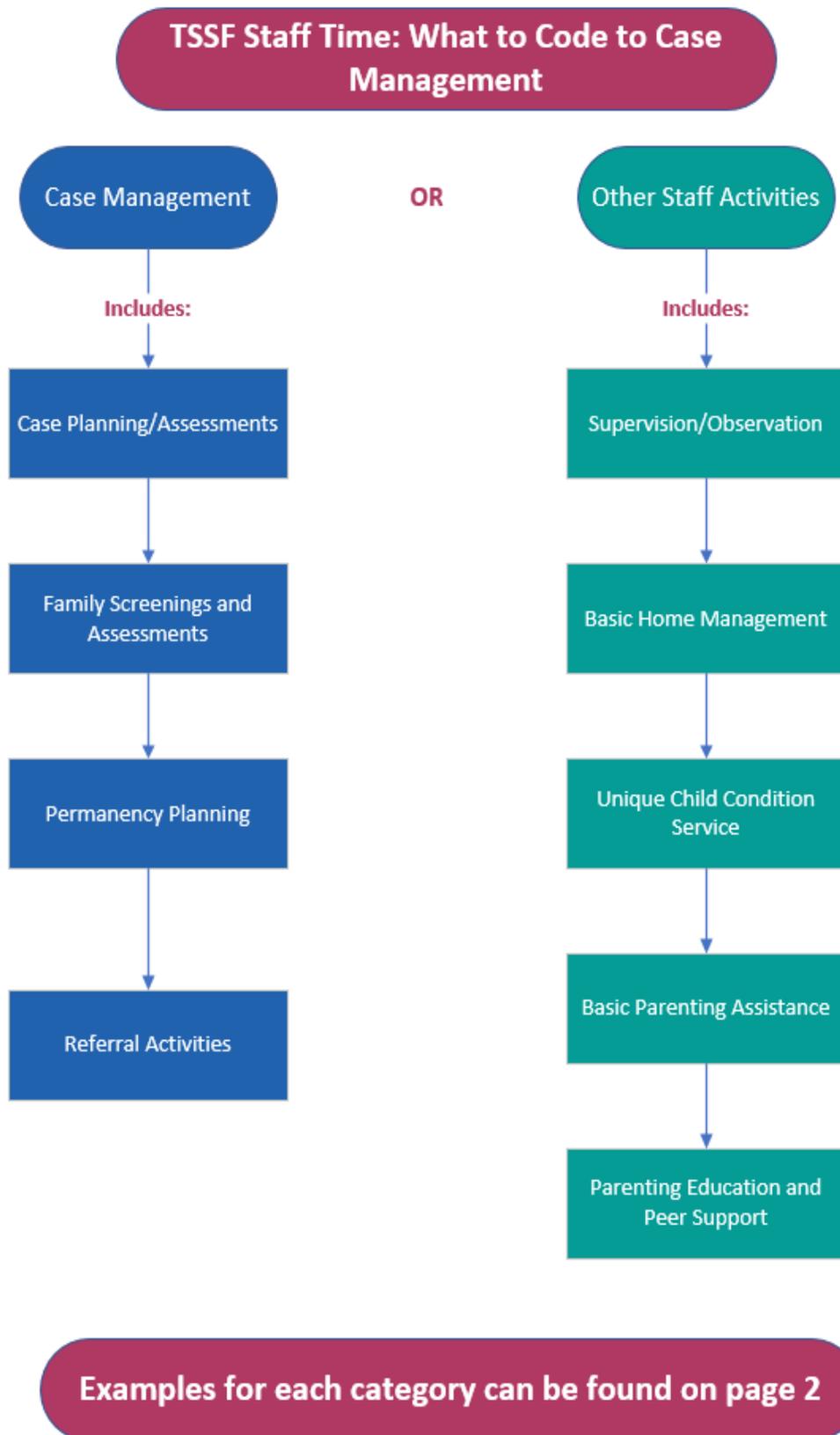
There are a wide variety of ways that services used to support a family when there is dual involvement can be reimbursed by TSSF. For example, TSSF could reimburse for services put in place to avoid an RCC placement or support a youth on a JIPS order when returning from an RCC when there are parental 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.

Appendix G: TSSF Staff Time Flow Chart



TSSF Staff Time: What to Code to Case Management	
Case Management	Other Staff Activities
<p>Case Planning/Assessments</p> <ul style="list-style-type: none"> • Meeting with the child, family, and service providers • Writing and reviewing a safety, protective or case plan • Obtaining and reviewing information regarding psychological, developmental, behavioral, educational, and family-specific factors 	<p>Supervision/Observation</p> <ul style="list-style-type: none"> • Staff time to supervise and/or observe interactions between parents/caregivers and children and intervene if safety threats arise. This service is used when it is outside a regular meeting with the child, family and service providers.
<p>Family Screenings and Assessments</p> <ul style="list-style-type: none"> • Domestic abuse assessment screening • Perceived stress scale to identify caregiver stress • Ages and Stages questionnaire and child development screen; and HOME Inventory; and • Assessing or examining the CANS, resources, and existing support systems. 	<p>Basic Home Management</p> <ul style="list-style-type: none"> • Staff time providing education around or assisting with budgeting, household schedules, and daily tasks or any other
<p>Referral Activities</p> <ul style="list-style-type: none"> • Referring, contacting or scheduling child and/or family to services needed to ensure child safety • Assessing and evaluating the appropriateness of starting or continuing services; • Analyzing specialized assessments to inform any safety decisions • Meeting with appropriate case participants, foster parents, or others to determine the appropriateness of starting or continuing services 	<p>Unique Child Condition Service</p> <ul style="list-style-type: none"> • Staff time providing services used to address safety issues specific to one child in the family that may be related to a special need or circumstance
	<p>Basic Parenting Assistance</p> <ul style="list-style-type: none"> • Staff time providing education or support around a parent's inability to perform basic parenting and other life skills that affect child safety including but not limited to: <ul style="list-style-type: none"> ○ 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.
	<p>Parenting Education and Peer Support</p> <ul style="list-style-type: none"> • Staff time providing parenting education to teach parents appropriate parenting techniques and is used to enhance parental protective capacities. • Peer staff providing support and mentorship