

# Post-Reunification Support (P.S.) Program Manual

## Finance and Reporting Components

### Contracting and payment

The Department of Children and Families (the Department) will provide funding for each State-funded, enrolled, and reunified child at a rate of \$36.13 per day (\$1,100 per month) for up to 12 months. Funding will be submitted on Central Office Reporting (CORe) line 3342 for children and families enrolled in the P.S. Program during calendar year 2015. The Division of Safety and Permanence will process a unilateral amendment to continue funding for families enrolled in 2015 whose service periods extend into calendar year 2016.

Payment timing follows the standard CORe schedule, which is shown in Appendix D. Reunifications documented in eWiSACWIS by the 15<sup>th</sup> of the following month will be processed for that month's payments. For example, if a child reunifies on March 28<sup>th</sup>, the county must document the reunification in eWiSACWIS by April 15<sup>th</sup> to receive payment for the March 29-31 period.

Initial award limits were issued to reflect the number of children who were anticipated to meet the Re-entry Prevention Model (RPM) threshold for program enrollment in 2014. Because the number of children meeting the RPM threshold will vary from these initial projections, counties may be asked to participate in subsequent re-obligation and/or de-obligation of funds as needed over the contract period. Counties are also encouraged to contact DSP staff if the number of enrolled children is nearing or has reached the initial number of awarded program slots to discuss expanding the availability of the program to additional families.

The Department will perform annual adjustments to account for P.S. children who briefly re-enter out-of-home care without discharging from the program. A brief re-entry is defined as no more than 30 continuous days in out-of-home while the family continues to participate in the P.S. Program. Counties will be notified of any adjustments for the most recently completed calendar year prior to the assessment of these adjustments against the April CORe payment.

### Allowable Expenditures

Funds authorized under this amendment may be used by the County for the purposes of supporting families enrolled in the P.S. Program, as described in the updated Program Statement, available at: <http://dcf.wisconsin.gov/children/TitleIV-E/demonstration/default.htm>

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 Manual](#).

Please note that many of the explicitly unallowable costs 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 meet the needs and achieve the goals that are articulated in the case plan.

As shown in the Program Statement and the [P.S. Quarterly Cost Report](#) document, the P.S. Program offers significant flexibility to meet the needs of enrolled families. In addition to the Standard Program Categories (SPC) of expenditures, the form includes a “999 – other” option to accommodate expenditures outside of established SPCs. The Department may request additional documentation to support expenditures reported in these categories.

It is also important to note that state funding for enrolled children is intended to support the *whole* family’s goals and objectives as established in the family case plan. Providing or purchasing services for parents, siblings, or other members of the household who are part of the family unit will be reported by the assigned Case ID in eWisacwis.

In addition, the \$1,100 per child per month figure is the Department’s estimate of the *average* costs of serving a P.S. child, and counties are encouraged to spend program funds flexibly across all enrolled families. For example, if one P.S. Program family only used \$7,000 dollars over the 12 month service period, another P.S. Program family with more costly needs could use the remaining \$6,200 in addition to the allocated amount provided for the second family.

Families participating in the P.S. Program may also be participating in other federally-funded programs, such as Children’s Long-Term Support (CLTS). This is allowable so long as expenditures reported on the quarterly Cost Reporting form 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 case plan. In addition, Cost Reporting must reflect the **net cost** incurred by the county for the provision of these services.

## Cost Reporting

Counties are required to submit quarterly reports of net costs incurred during the enrollment period to support each family enrolled in the P.S. program. Costs must be reported on the [P.S. Quarterly Cost Report](#) document, also available at: [http://dcf.wisconsin.gov/children/TitleIV-E/demonstration/fiscal/fiscal\\_default.htm](http://dcf.wisconsin.gov/children/TitleIV-E/demonstration/fiscal/fiscal_default.htm)

Quarterly reporting procedures are:

1. Generate P.S. Program Enrollment and Payment eWiSACWIS Report (SM08X117) for the most recently completed quarter (*contact your security delegate for access to this report*);
2. Open a new blank P.S. Quarterly Cost Report document,
3. On the "County Face Sheet" page enter County Contact and Current Quarter information
4. On "Current Quarter" worksheet columns B - D, record Case ID, enrollment date, and disenrollment date (leave blank if current) for all children enrolled in P.S. during any part of the quarter.
5. Repeat steps 3 and 4 for “Prior Quarter Adjustments” if necessary
6. Save file with title of [PS Exp\_Q#YY\_Cty#\_county name];  
e.g., “PS Exp\_Q115\_053\_Rock”
7. Submit the completed file within 60 days of the end of the previous quarter (see Appendix D) to the PS-HUB secure online server in the county specific folder labelled “Fiscal”

To ensure program integrity, all expenditures incurred as part of providing post-reunification support must be reported. **This includes case management and other direct staffing costs**, even though most or all of these costs are supported by existing county sources. Please be assured that case management expenditure reporting will not impact the level of services available through P.S. or other funding

mechanisms. The Department expects that certain time and cost-intensive cases may have costs that exceed the \$1,100 per child per month rate, and the quarterly cost reporting should reflect those situations – in other words, that the integrity of the program evaluation depends on county cost reporting that reflects the **whole cost incurred by the child welfare program to serve that family**, including caseworker and other staff time converted to cost actuals or estimates.

### **Staffing Costs and Supplanting**

To better understand how your county calculates caseworker and other direct staffing costs, the Department requires each county to annually complete the “P.S. Case Management Staffing Cost Plan” (Appendix C). Please submit the completed plan with your first Quarterly Cost Report, as well as an annual update with each Quarter 4 cost report (see schedule in Appendix D).

Federal terms and conditions require a maintenance of effort that prohibits supplanting of funds that would otherwise be available to child welfare expenditures. To verify that counties are leveraging P.S. Program funding to expand post-reunification support without supplanting, the Department will periodically review the Children and Family cost pool expenditures – as reported to lines 3301 and 3683 of CORE. Counties with reported 3301 and 3683 expenditures that are above or within a reasonable deviation below previous years’ expenditures will have met the “no supplanting” requirement; the Department will request additional information from counties with significantly lower than expected Children and Family cost pool expenditures.

In addition, case management and other staffing expenditures reported on the P.S. Cost Reporting form **must not be deducted** from the 3301 and 3683 lines. P.S. Program costs are reported for evaluation purposes, and do not affect claiming or compliance with other reporting requirements.

### **Reconciliation**

Per Appendix A section III, counties can retain up to a 10% reserve of total program funds received, and the Department will withhold from future payments funds that are in excess of this reserve threshold. Withholdings will be determined during annual expenditure reconciliation, which will occur during the 30 day period following the reporting deadline for calendar Q4. Department staff will calculate each county’s reconciliation balance as total payments for enrolled children minus expenditures reported on the quarterly report forms and any previous reconciliation withholdings. Department staff will then provide the county a summary of these calculations and (if applicable) the balance amount that exceeds the reserve threshold.

For example, if Sample County receives \$35,000 in state funding, its reserve threshold would be \$3,500. If the county reports \$30,000 in actual expenses, the county retains \$3,500 while the Department withholds \$1,500 from the following year’s payments.

### **Reinvestment**

For the purposes of calculating the local reinvestment obligation, state-funded enrollment days will be converted to funding months. By the end of calendar year 2015, the County must begin serving one (1) child for a period of 12 months using existing funding for every 36 months of funding received from the Department to support children and families enrolled in 2014.

For example, if Sample County receives 100 months of funding for children enrolled in 2014, it would be required to enroll and begin serving two children and their families ( $100 / 36 = 2.78$ ) at county expense by 12/31/2015, regardless of whatever additional state funding is received in 2015. Children served at local expense can be from one single family or multiple families, and can also be part of a case where the county is receiving state funding for other siblings. Therefore, one way for Sample County to meet their reinvestment requirement would be to serve a family of four children by enrolling two as State funded and two as Locally funded. Counties must decide during enrollment whether each child will be State or Locally funded.

Funding increments of less than 36 months will be applied towards the calculation of the following year's reinvestment requirement; continuing the above example, the remaining 28 months of State funding for 2014 enrollees ( $2 * 36 = 72$ ;  $100 - 72 = 28$ ) would be added to 120 months of new State funding received for 2015 enrollees. Sample County would then be required to enroll and begin serving four children and their families ( $120 + 28 = 148$ ;  $148 / 36 = 4.11$ ) at county expense by 12/31/2016.

As shown in Appendix D, Department staff will notify counties of their reinvestment requirements at the beginning of each calendar year, and remind counties who have not met this requirement at the beginning of Q4. A county must meet its reinvestment requirement before the Department will fund additional enrollees.

## **Appendix A: P.S. Program Contract Text**

*(Appendix U to State and County Contract Covering Children and Families Programs)*  
Appendix Title: Post-Reunification Support (P.S.) Program (CORE line: 3342)

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It is further understood and agreed by both parties through this attachment to the State and County Contract Covering Children and Families Programs that:

### **I. Additional funds issued for the P.S. program.**

Funding is provided through a title IV-E demonstration waiver authority, approved by the Children's Bureau of the Administration for Children and Families on September 30, 2012.

Per the demonstration waiver authority, the Department will provide funding to the county for enrolled children at a rate of \$36.13 per day (\$1,100 per month) for up to 12 months. Funding will be provided on CORE line 3342 for children and families enrolled in the P.S. program during calendar year 2015.

Grantees will be awarded these funds for a period of one year; a unilateral amendment to this agreement will be processed by the Division of Safety and Permanence to account for service periods that extend into calendar year 2016.

The attached schedule provides the initial award limits that will be issued under this agreement. These initial limits reflect the projected number of children who will meet the Re-entry Prevention Model threshold for program enrollment. Counties may be asked to participate in subsequent re-obligation and/or de-obligation of funds as needed over the contract period.

Funds authorized under this amendment may be used by the County for the purposes of supporting families enrolled in the P.S. Program, as described in the updated Program Statement, available at: <http://dcf.wisconsin.gov/children/TitleIV-E/demonstration/default.htm>

Key program conditions for continued receipt of funding include:

- Conducting and documenting child and family contacts by case type, legal status, and enrollment month requirements;
- Documenting Case Plans as needed at required intervals;
- Completion of CANS assessments as needed and at required intervals during the 12 month service period, including both the Child and Caregiver modules;
- Participation with required independent evaluation requirements, including monthly verification of services received by enrolled families; and
- Cost reporting associated with these services.

### **II. Fiscal Conditions on the Earnings of the Additional Funds**

Funds awarded under this contract must be used to support expansion of post-reunification support and may not be used to supplant moneys otherwise available and, prior to receipt of these funds, dedicated by the grantee to child welfare expenditures.

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 explicitly unallowable costs listed in Chapter IV of the Department's Allowable Cost Manual: [http://dcf.wisconsin.gov/contractsgrants/pdf/allowable\\_cost\\_manual.pdf](http://dcf.wisconsin.gov/contractsgrants/pdf/allowable_cost_manual.pdf)

Further guidance will be issued regarding the use of P.S. as match for other federally funded programs.

The following reinvestment requirement applies to the County:

- By the end of calendar year 2016, the County must begin serving one (1) child for a period of 12 months using existing funding for every 36 months of funding received from the Department in 2015-16 to support children and families enrolled in 2015;
- The County must meet its reinvestment requirement before additional children will be enrolled at Department expense; and
- Funding increments of less than 36 months will be applied towards the calculation of the following year's reinvestment requirement.

### III. Fiscal and Client Reporting on the Use of the Additional Funds

The County will provide timely verification of services received and expenditure data in a format to be jointly developed by the Department and participating counties. This information will be used for the purposes of conducting a comprehensive program evaluation as well as periodic reconciliation of program expenditures.

Counties continuing to participate in the program can retain a 10% reserve of program funds, and will be required to refund balances in excess of the reserve threshold. Failure to provide the required information will result in the loss of these funds by the County and their repayment by the County to the Department.

### IV. Request for Funding for Additional Enrollees

An additional statewide pool of funding is available for counties whose eligible enrollees exceed the initial contract amounts. Department approval of additional funding is contingent on County compliance with the program conditions outlined in section I. The Department will issue instructions regarding how counties can request funding from the statewide funding pool.

## Appendix B: Case Plan Service Category to SPC Crosswalk

To provide a comprehensive evaluation of the program, the Department requires two key categories of information that characterize the full breadth of support that each program family receives during the post-reunification period. In addition to the cost reporting—which categorizes expenditures by SPC codes—the P.S. Program evaluators will also analyze the units of service received by the family, which use service categories as defined by the Integrated Case Plan (ICP) as the basis for reporting. As shown in the sample table below, these categories have different names and scopes of service than SPC codes. Through the P.S. Program, the Department is developing a standardized way to request and categorize service and expenditure data. The table below represents the Department’s initial use of “crosswalk” codes to align SPCs and Service Categories. Future versions of this Appendix will contain updated versions of these crosswalk codes.

When reviewing the two sets of reporting, the Department anticipates *general* alignment between verified units of service and reported expenditures via the crosswalk code. For example, if county caseworkers verified that a P.S. Program family received services in the Housing Assistance, Transportation, and/or Economic Assistance, the Department would also expect to see costs reported in SPC codes 106, 107, 109, and/or 110 for that family. Because this represents the Department’s initial attempt to align and standardize cost and service categorization, we encourage counties to provide feedback that will help us improve the scope, definitions, and alignment of these crosswalk codes.

ICP Service Categories	DCF Crosswalk Code	SPC Code and Description
Case Management	<b>1 - Case Management</b>	604: Case Management Services
		AMSO: Agency Management Support and Overhead
Parenting Services	<b>2 - Parenting Skills and Family Functioning</b>	104: Supportive home care
Family Therapy		110: Daily Living Skills training
Basic Home Management		111: Family Support
		113: Consumer education and training
		404: Family Planning
Daycare	<b>3 - Childcare Services</b>	101: Child day care - crisis/respite
Respite		103: Respite
Crisis Services	<b>4 - Psychosocial/ Psychiatric Interventions</b>	501: Crisis Intervention
Psychiatric Assessment/Services		503: Inpatient AODA Treatment
Psychological Assessment		507: Counseling/Therapeutic Resources
Individual Therapy		510: Comprehensive Community Services
Group Therapy		511: Community Recovery Services
AODA Assessment		603: Intake Assessment
AODA Treatment		703: Detoxification - Hospital Setting
		705: Detoxification - Social Setting

<b>ICP Service Categories</b>	<b>DCF Crosswalk Code</b>	<b>SPC Code and Description</b>
Transportation	<b>5 - Financial Support / Direct Assistance</b>	106: Housing/Energy Assistance
Economic Support		107: Transportation and Escort
Housing Assistance		609: Consumer directed supports
		610: Housing counseling
Occupational/Physical Therapy	<b>6 - Physical/ Developmental Health Services</b>	606: Health screening and accessibility
Medical/Dental Services		704: Day Treatment - Medical
Developmental Assessment/Services		706: Day Center Services - non-Medical
		710: Skilled Nursing Services
Juvenile Justice Services/Activities	<b>7 - Legal/ Juvenile Services</b>	301: Court Intake and Studies
Legal Services		303: Juvenile reintegration and supervision services
		304: Juvenile reintegration and aftercare services
		305: Restitution
		605: Advocacy and defense resources
Educational Assessment/Services	<b>8 - Educational and Employment Services</b>	108: Work related services
Independent Living		615: Supported employment
Work Related Services		701: Training and Development
Domestic Violence Services	<b>9 - Advocacy and Personal Supports</b>	112: Interpreter services and adaptive equipment
Mentoring		403: Recreational/alternative activities
Social Supports		509: Community Support
Spiritual/Cultural Supports		513: Mentoring Services
Recreational Activities		601: Outreach
		602: Information and Referral

## Appendix C: P.S. Case Management Staffing Cost Plan

The Department recognizes that each county will have its own methodology for calculating an hourly rate for child welfare case management staff, and integrating the extra effort required to support P.S. cases into its staffing plan. For auditing purposes, the Department requires participating P.S. counties to annually describe that methodology by responding to the following questions. Please retain documentation to support these calculations and make available as needed.

1. Please provide the hourly rate (or range of rates) for child welfare staff that will be used as the basis for reporting case management staffing costs on line 604 (Case Management Services)

\$\_\_\_\_/hour; (or)

Between \$\_\_\_\_ and \$\_\_\_\_/hour.

2. 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?

3. 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 not, will you be reporting AMSO on the separate AMSO line? \_\_\_\_\_

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

How frequently are AMSO costs determined/re-calculated? \_\_\_\_\_

4. Will your county 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?

## Appendix D: P.S. Payment and Reporting Schedule

Enrollments	Payment	Cost Reporting	Other Notification
<i>Quarter 1:</i> January February March	March 5 April 5 May 5	Request: April 1  Due: May 30	Notice of reconciliation (mid-March) Re-entry and reconciliation adjustments (May 5)
<i>Quarter 2:</i> April May June	June 5 July 5 August 5	Request: July 1  Due: August 30	
<i>Quarter 3:</i> July August September	September 5 October 5 November 5	Request: October 1  Due: November 30	Reinvestment reminder
<i>Quarter 4:</i> October November December	December 5 January 5 February 5	Request: January 1  Due: March 1	Case Management Staffing Cost Plan (send with Q4 cost report) Next year's reinvestment requirement