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Governor Tony Evers
Secretary Emilie Amundson

Division of Management Services
Bureau of Finance

DATE: April 7, 2020

TO: Wisconsin County Human Services Financial Managers

FROM: Bureau of Finance, Wisconsin Department of Children and Families (DCF)

RE: State County Child Welfare Contract Amendment – Emergency COVID-19 Extraordinary Payments to Congregate Care Providers

DCF will fully reimburse counties for emergency COVID-19 extraordinary payments made to congregate care providers – group homes and residential care centers – as funds are available and as approved in DCF [Info Memo Series 2020-12i](#).

DCF issued contract amendments on April 3, 2020 for counties that currently pay for children in congregate care placements. We encourage counties to sign the contract amendments as quickly as possible. Please see the links below for the programmatic memo and worksheets sent with the amendments.

Please review the following temporary process for COVID-19 Extraordinary Payment Requests (EPRs). Remember, this outlined process only pertains to the temporary COVID-19 EPR and related COVID-19 payments approved through the process set forth in [Info Memo Series 2020-12i](#). All other eWiSACWIS activity and regular EPRs should process as normal.

Process Overview Narrative

DCF staff will approve and data-enter all COVID-19 EPRs directly into eWiSACWIS. DCF staff will also generate the COVID extraordinary payments in eWiSACWIS. Counties should use their regular check/ACH process to then pay providers based on the eWiSACWIS electronic payment file. Counties are encouraged to follow the below process and schedule in order to expedite the availability of funds to the facilities currently incurring increased costs due to the COVID 19 public health emergency.

Step-by-Step Process Overview

- 1) County signs contract amendment
- 2) Provider sends COVID EPR to DCF
- 3) DCF staff approves and enters COVID EPR into eWiSACWIS
- 4) DCF staff enters COVID extraordinary payment info by clicking eWiSACWIS “Pay” link, cutoff Fridays 5pm
- 5) County enters/updates eWiSACWIS child placements on an ongoing, timely basis
- 6) DCF provides eWiSACWIS electronic payment file the following Tuesday morning, as usual
- 7) County retrieves Tuesday eWiSACWIS electronic payment file
- 8) County processes checks/ACHs, per below schedule, to ensure Providers receive payment by Friday, if possible
- 9) DCF reports/reimburses County for 100% of COVID extraordinary payments, as set forth in [Info Memo Series 2020-12i](#), included on the eWiSACWIS payment file via SPARC Contract Code 3619 on Friday, per below schedule. County does **not** need to enter anything in SPARC portal.
- 10) DCF reconciles ongoing COVID eWiSACWIS extraordinary payments and SPARC reimbursements

COVID-19 Extraordinary Payment Schedule

	DCF “pays” COVID extraordinary payments in eWiSACWIS	eWiSACWIS electronic payment file available to County	Provider receives County payment	County receives DCF reimbursement via SPARC
1st payment	by 5pm Friday April 10	Tuesday April 14	Friday April 17	Friday April 17
2nd payment	by 5pm Friday April 17	Tuesday April 21	Friday April 24	Friday April 24
3rd payment	by 5pm Friday May 1	Tuesday May 5	Friday May 8	Friday May 8
4th payment	by 5pm Friday June 5	Tuesday June 9	Friday June 12	Friday June 12

DCF will approve COVID-19 extraordinary payments, as set forth in [Info Memo Series 2020-12i](#), based on available funding. This schedule could change, and payment cycles could be added or eliminated as necessary.

Temporary eWiSACWIS COVID-19 EPR codes – only to be used by DCF staff

Cost Category

Cost Item

RCC: Extraordinary – COVID

RCC: COVID - Capacity Lost (EP)
RCC: COVID - Consumables (EP)
RCC: COVID - Emergency Placement (EP)
RCC: COVID - Other (EP)
RCC: COVID - Plant & Property (EP)
RCC: COVID - Staffing (EP)

GH: Extraordinary – COVID

GH: COVID - Capacity Lost (EP)
GH: COVID - Consumables (EP)
GH: COVID - Emergency Placement (EP)
GH: COVID - Other (EP)
GH: COVID - Plant & Property (EP)
GH: COVID - Staffing (EP)

State-wide Conference Call: County Guidance for COVID-19 Extraordinary Payment Processing

DCF will hold a state-wide conference call with County Human Service Financial Managers

**Tuesday, April 7, 2020
3:30-4:30pm**

Call Information:

Conference Call Line: 1.877.848.7030

Access code: 226330

For additional questions or concerns, please use the below contact email addresses.

For SPARC questions: dcffinancegrants@wisconsin.gov

For eWiSACWIS questions: dcfservicedesk@wisconsin.gov

Programmatic MEMO website: <https://dcf.wisconsin.gov/files/cwportal/policy/pdf/memos/2020-12i.pdf>

Attachment Links:

Extraordinary Payment Request (DCF-F-2794-E) - For use by providers to request extraordinary payments from Wisconsin Public Purchaser. <https://dcf.wisconsin.gov/files/forms/doc/2794.docx>

COVID-19 EPR Cost Report Worksheet – Used to demonstrate the additional costs by category for the response to COVID-19 Public Health Emergency

<https://dcf.wisconsin.gov/files/ratereg/excel/COVIDEPRWorksheetforProviders.xlsx>