

# **The Tribal Family Services Program**

**Program Guidelines and Service  
Requirements for FY 2018 Plans**

**For Department of Children and Families Funds**

**October 1, 2017 – September 30, 2018**



**Wisconsin Department of Children and Families**

# **Family Service Program Funding and Contracts**

## **Collaboration with Department of Health Services**

The Family Services Program (FSP) is jointly administered by the Wisconsin Department of Children and Families (DCF) and the Wisconsin Department of Health Services (DHS). Tribes receive a separate FSP allocation and contract from both departments. The two departments collaborate to allow tribes to operate integrated FSP programs using funds from both departments.

Tribes must submit separate FSP grant applications and budgets to the two departments. Each department has a separate FSP grant application and budget format. While tribes submit separate grant applications and budgets for the DHS and DCF funds, tribes may use funds from both departments to support the same tribal staff and provide integrated services to families.

## **Funding Sources for FSP Allocation**

The DCF FSP allocation includes funds from multiple state and federal sources. The DCF FSP allocation can be used for a wide range of human services, including domestic abuse, child welfare, self-sufficiency, youth services and child care. The specific activities are described later in this document. Tribes must indicate the specific services that FSP funds are used for in their FSP application, but tribes have the flexibility to determine which services.

The state GPR funds included in the FSP allocation can be used for any of the FSP allowable children and family services activities. The FSP allocation also includes federal Promoting Safe and Stable Families (PSSF) and Community Services Block Grant (CSBG) funds, which are for specific types of services. The GPR, PSSF and CSBG funds are “blended” by DCF into a single FSP allocation. The DCF intent is to allow tribes maximum flexibility in the use of FSP funds, to the extent allowable for each of the particular fund sources.

## **Use of FSP Funds by Tribes for Match**

The GPR portion of the FSP funds may be used by tribes as match or maintenance of effort (MOE) for other federal funding sources, such as Title IV-E and Title IV-B. The GPR portion accounts for approximately 65% of the total FSP allocation, although the GPR share can vary for individual tribes. The GPR, PSSF and CSBG portions of the total FSP allocation are listed in the tribal contract.

Since DCF blends the FSP funding sources into a single allocation and tribes report expenses to the blended FSP allocation, it is the responsibility of the tribe to document what portion of the FSP allocation is used as match or MOE. Tribal FSP directors should work with their tribal financial staff to determine what record keeping is necessary at the tribal level to document the use of FSP funds for match or MOE.

## **Application Process**

The annual FSP grant application and budget are due to DCF by July 15<sup>th</sup> for the upcoming tribal FY period. Grant applications and budget should be submitted using the specified DCF formats to the assigned DCF staff person in the Bureau of Regional Operations (BRO). DCF requests that

grant applications (Word document) and budgets (Excel spreadsheet) be submitted in soft copy via email.

The grant application and budget must indicate the tribal official responsible for approving the grant application and budget. Tribes may need to have officials sign the FSP applications and budgets for tribal grant management purposes. If signatures are required at the tribal level, it is not necessary to submit the signed documents to DCF. If signed documents are submitted to DCF as a copy or PDF format, the tribe should also submit the documents in soft copy via email.

Tribes may need to have their tribal councils approve the FSP applications and budgets for tribal grant management purposes. If tribal council resolutions are required at the tribal level, is not necessary for tribes to submit the tribal council resolution as part of the FSP grant application

### **Application Review**

The annual FSP grant applications and budgets are reviewed by DCF staff from the Bureau of Regional Operations (BRO) to approve the tribal application and budget. DCF BRO staff may have questions about grant applications and budget, in which case, tribes will be contacted to provide clarification or make revisions. The DCF BRO staff are available to provide technical assistance to tribes in completing or revising their grant applications and budgets. The DCF Tribal Liaison is also available to provide technical assistance to tribes.

For minor issues with grant applications or budgets, grant applications and budgets will be processed by DCF while the issues are being resolved. For significant issues or missing information, the grant applications and budgets may be held pending revision, which could delay issuance of the FSP funds in the tribal contract. The approved grant application and budget are attached to the tribal contract as exhibits for the FSP funds.

### **Budgets and Budget Revisions**

Tribes may use FSP funds for personnel costs, non-personal costs, purchased services, payments to FSP program participants, and tribal indirect costs. The FSP budget spreadsheet is designed to include costs. For staff or other costs that are funded jointly with DCF and DCF funds, tribes should include only the DCF portion of the costs in the DCF budget spreadsheet.

At the time the FSP budget is submitted, tribes may not know the federally-approved indirect rate for the upcoming tribal fiscal year. To complete the FSP budget, tribes may use their current year indirect rate. Once the indirect rate for new fiscal year is known, it is not necessary to submit a revised FSP budget to DCF, unless the amount of indirect costs changes by more than 10%.

Tribes may make revisions to their FSP budgets during the year. Funds can be reallocated from personnel, non-personnel, and other lines within the FSP budget. Tribes can contact their assigned DCF BRO staff person to seek approval for budget revisions.

Minor variances in the actual expenditures as compared with the budgeted amount do not require a budget revision. If the spending for a budget line within the overall FSP budget will exceed the original amount by more than 10%, the tribe should submit a revised budget. A revised budget can

be submitted anytime during the contract year and up until 90 days after the end of the contract year when the final expense report is due to DCF.

Any unspent FSP funds remaining once the contract is closed out revert to DCF. Unspent FSP funds cannot be carried forward by tribes.

### **Reimbursement for Expenses**

FSP reimbursement for tribal expenses is processed through the SPARC fiscal system. Tribes submit expenses to DCF using the SPARC expense form to be reimbursed for the cost of FSP services. Tribes will be reimbursed for actual expenses only, up to the limit of the FSP allocation in the DCF tribal contract. The tribal contract specifies timeframes for SPARC reimbursement.

<https://dcfspark.wisconsin.gov/>

Tribes must comply with the DCF Allowable Cost Policy Manual for the types of expenses that are charged to FSP funds.

<https://dcf.wisconsin.gov/files/finance/costpolicymanual/allowablecosts.pdf>

### **Annual Progress Report**

Tribes must submit separate an annual progress reports to DCF describing the number of persons served and outcome achieved for the FSP program. The progress report must cover the service areas defined in the FSP grant application and provide data using the data sources defined in the FSP grant application.

The annual report is due to DCF by October 31st for the prior tribal FY period. Failure to submit the annual report in a timely manner may result in DCF withholding reimbursement of FSP expenses for the next year until the annual report for the prior year is submitted.

# Overview

The Family Services Program (FSP) is a team-based approach to family-centered human service provision that relies on evaluation to show success. The basic premise of the FSP is to maximize the flexibility of funding and program design to give tribal agencies the ability to tailor programming to meet the needs of their tribal communities.

Each tribe has the flexibility to include and emphasize the services that will meet the need of individual families and the tribal community. This is achieved by designing personalized care with buy-in from each client using case plans and activities targeting a client's strengths and needs while incorporating support from family and other supporters.

The DCF FSP allocation can be used for the following types of children and family services:

1. Domestic abuse services;
2. Permanency for children in out-of-home care;
3. Family preservation and support services;
4. Assisting low-income individuals, families, and communities to be self-sufficient;
5. Youth services;
6. Child or respite care;
7. Other services to improve family functioning and outcomes for children.

If FSP funds are used to provide services in a specific program area, the services for that program area should be described in the FSP grant application and covered in the annual progress report.

Services between programs must be integrated to the maximum extent possible. Integration occurs when multiple services work together to address common needs in areas such as:

- a) Providing access to services
- b) Advocacy, case management & program coordination
- c) Community education
- d) Crisis intervention and direct services
- e) Prevention activities
- f) Professional development

Effective program evaluation and reporting methods are necessary for a successful FSP. Technical assistance is available from DCF. Specific technical assistance resources are listed at the end of this document.

# Glossary of Terms

## Grant Application:

**Outcomes** are benefits experienced by participants during or after their involvement with the program. Outcomes are a natural result or consequence of activity that measure the desired effects of services. Outcomes may relate to knowledge, skills, attitudes, values, behavior, condition or status. There can be various "levels" of outcomes, with initial outcomes leading to longer-term ones. For example, a youth in a mentoring program who receives one-to-one encouragement to improve academic performance may attend school more regularly, which can lead to getting better grades, which can lead to graduating high school.

**Outcome Indicators** are the specific performance measures that track a program's success toward reaching outcomes. The indicators describe observable, measurable characteristics or changes in participants that show achievement of an outcome.

**Data Source** is the source of information used to measure achievement of the outcome indicator. Data can be for the individual persons served or the tribal community. Depending on the service, data sources can include participant case records, pre- & post-tests, client surveys, questionnaires, and interviews long with community surveys, and other methods.

**Activities** are what a program does with its resources - the services it provides to fulfill its mission. Examples are conducting counseling sessions for families, educating the public about signs of child abuse, and providing adult mentors for youth.

**Resources** are what a program uses to provide services. Examples are staff, elders, volunteers, facilities, equipment, curricula, and money. A program uses resources to support activities.

## Annual Report:

**Baseline Data** is data used for comparative purposes. A program should use its own data as a baseline against which to compare future performance whenever possible. A program can also use data from another similar program as a baseline. Baseline data serves as the starting point to measure against and improve upon.

**Outcome Data** is data for the contract year reflecting the impact of the services provided. The data included in the annual report should be the cumulative outcome data for the contract year. The outcome data can be compared with the baseline data or data from the prior year to determine the impact of services. Outcome data can include information for individual program participants as well as information for the entire tribal community.

# General Program Requirements

**The following program requirements must be met for services using FSP funds:**

1. The FSP funds may not be used to supplant existing funds.
2. The FSP funds must be used to address children and family services needs identified by the tribe. The tribe should assess the needs of the tribal community in determining how to use the FSP funds.
3. The FSP funds cannot be used for any activities that relate to providing voters or prospective voters with transportation to the polls or provide similar assistance in connection with an election or any voter registration.
4. The FSP funds shall be used by tribes to provide culturally appropriate social and mental health services in conjunction with services available through county departments of human/social services, created under sections. 46.22 or 49.51, Wis. Stats., or by boards created under sections 51.42 or 51.437, Wis. Stats.
5. FSP funds cannot be used for out-of-home child placement costs.
6. If any Wisconsin tribe receives a Community Services Block Grant (CSBG) allocation directly from the Federal Office of Community Services, the tribe's FSP allocation will be reduced by the amount of the federal award and the state CSBG portion of FSP funds will be redistributed to other tribes.
7. Safe and reliable child care and respite care must be available to all families referred to FSP program services. In addition to the FSP program, tribes may operate the Shares child care subsidy program under contract with DCF to meet the child care needs of the tribal community.
8. Funds may not be used for the purchase, construction or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility.
9. Tribal grantees shall comply with section 20.9275, Wis. Stats., which restricts the use of state program funds for abortion-related activities. No FSP funds shall be used for any abortion-related activities as part of a "pregnancy program, project or service" as defined in s. 20.9275 (2)(a). If tribal grantees provide abortion-related activities with funds other than FSP funds, the abortion-related activities shall be separate and distinct in all respects, including organization, operation and accounting, from the "pregnancy program, project or service" provided with FSP funds.

# Good Practice Guidelines

The following guidelines represent good practice values and standards to be used when developing and implementing a Family Services Program.

- Measurable outcomes are developed when program services are set up.
- A method of evaluation and data collection is built into services to measure whether intended benefits are received by program participants. Methods can include surveys, pre & post-tests, etc.
- Ongoing evaluation is part of planning and service provision.
- Clients/families are partners with service providers, with each member being considered an expert in his/her own life.
- Intervention strategies build on the strengths and resources of the family.
- Providers embrace the belief that families have the capacity to change and that most troubled families want to improve their situations.
- Each family is considered a unique situation.
- The dignity of each family member is respected and preserved.
- The needs of children are best met when they are raised in families where they are protected and encouraged to become adults who will contribute to society.
- Services are holistic, encompassing the family, extended family and community.

FSP staff should actively participate in tribal FSP director meetings facilitated by DCF and DHS and in training or conferences sponsored by DCF and DHS. Tribes are encouraged to appoint representatives to participate in DCF and DHS program advisory committees and workgroups.

Family Service Programs and service providers are expected to form working relationships with county and state human service providers to establish and maintain culturally appropriate service provision procedures for American Indians in the tribal community. Activities may include, but are not limited to:

- 1) Facilitating the access of tribal members to county human services.
- 2) Establishing protocols with counties for service provision to serve tribal members.
- 3) Entering into Agreements or Memoranda of Understanding with state or county providers, which could include 161 Agreements, training agreements, etc.
- 4) Attending county and/or state meetings to discuss tribal service needs.
- 5) Serving on tribal training committees and conference planning committees to help ensure that tribal training needs are met.
- 6) Serving on county and state boards and committees to ensure that programming is inclusive and services are culturally sensitive and appropriate.

# Youth Services

Tribal programs can use DCF funds to provide a broad range of services to youth and young adults to promote successful transition to adulthood and responsible parenting. Tribes can choose to provide services in one or more of the following areas.

## **Adolescent Pregnancy Prevention and Parenting Services**

Services can be provided to girls and young women to build self-esteem, prevent and treat sexual assault/abuse, pregnancy prevention, and address the effects of sex role stereotyping. Services to adolescent parents, ages 13-19 should include both males and females and emphasize high school graduation and vocational preparation, training and experience. Services should be structured so as to strengthen the adolescent parent's capacity to fulfill parental responsibilities by developing social and parenting skills and increasing educational opportunities.

## **Improve High School Graduation Rate**

Services can be provided to assist youth to reduce truancy, avoid suspension and successfully complete their high school or equivalent education. Services can include mentoring tutoring, counselling and other support services to help youth complete high school and be prepared for work and post-secondary education or vocational training.

## **Promote Positive Behavior**

Services include prevention and intervention to promote positive development; avoiding use of alcohol, tobacco and controlled substances; pregnancy prevention; and violence prevention. When providing prevention and intervention services and activities to adolescents, the differences in how males and females experience these issues should be taken into account. Services shall be structured so as to increase the development of sound decision-making, strong communication skills, and address other adolescent needs.

## **Economic Self-Sufficiency**

Services can be provided to help youth obtain work, including part-time employment while a teen and work study arrangements. Services can help youth to expand career options through career advising and participation in internships. Services can also include helping youth to enroll in post-secondary education and vocational training and providing financial support to pursue post-secondary education and training..

## **Develop Independent Living Skills**

Services can be provided to assist youth develop the skills necessary to live independently and manage their finances. Services can include teaching skills in budgeting and money management, obtaining a driver's license, understanding adult legal responsibilities, and other independent living skills. To the extent possible, services should be provided in an experiential manner to give youth opportunities to practice their skills in real life situations.

### **Transitional Services**

Services can be provided to assist young adults to live independently, including arranging and subsidizing housing and transportation. Services can include helping young adults to obtain insurance coverage and apply for benefits.

### **Youth Substance Abuse and Violence Prevention**

Service activities should be based on assessment of data regarding the incidence of violence and substance use in the schools and communities to be served. Use of alcohol, tobacco or other drugs (ATOD) can lead to negative behaviors by youth. Services should be based on evidence based practices, adapted as necessary to fit the needs of tribal communities. The goal of services should be to ensure that youth have a safe, orderly, and drug free learning environment. Program service delivery should include meaningful and ongoing consultation with parents in the development, application, and administration of program activities.

### **Best Practice Guidelines**

A program may use FSP funds to carry out age appropriate and developmentally based activities that:

- Address the consequences of drug use.
- Address the responsibilities of being a parent.
- Promote individual responsibility and respect for the rights of others.
- Teach youth that most people do not illegally use drugs.
- Teach youth to recognize social and peer pressure and obtain the skills for resisting pressures to engage in negative behaviors.
- Involve families and the community to set expectations for youth.
- Teach youth to use non-violent methods of conflict resolution.
- Respond to traumatic events that disrupt the family or learning environments for youth.
- Community service projects to engage youth in their community.

# Domestic Abuse Services

Domestic abuse services should be tailored to the needs and readiness of the tribal community. Services may be designed to meet the need of victims, survivors and community members across the life span, from youth to elders. Services may also be designed to increase community awareness and reduce the incidence of domestic abuse.

Some examples of allowable domestic abuse services are listed below. ***Please note that not all services need to be provided;*** tribes may provide services that are most responsive to the tribal community need.

- ***Safety planning*** which involves helping the victim/survivor to identify personalized, informed, culturally-appropriate ways to remain safe, whether in a relationship, planning to leave, or after leaving.
- ***Crisis Intervention*** which may include information, support, assistance, accompaniment, and intervention for victims/survivors in response to emerging or on-going domestic abuse crises. This may also include assisting victims/survivors with identifying and securing immediate protection, as needed, such as getting to a safe place, e.g. a shelter, hotel/motel, or a trusted relative/friend's house.
- ***Supportive Advocacy and Counseling*** which may include accompaniment, support, intervention and/or information and referral in areas such as housing, food, health care/medical visits, applying for and obtaining jobs and economic resources, language access, legal issues, immigration issues, and other resources. Supportive counseling and advocacy includes practical and emotional support to address the effects of domestic abuse and related trauma in the lives of victims/survivors. Supportive counseling and advocacy may include activities that help victims/survivors build additional life skills (e.g., job placement, literacy, etc.).
- ***Activities that incorporate traditional practices and healing***, and those that focus on the whole person: physically, emotionally, and spiritually.
- ***Group activities***, especially those that are culturally-specific and responsive. Group activities may include, but are not limited to, sharing personal stories; opportunities for self-reflection and mutual support; sharing strategies to make life safer and healthier; education, discussion and analysis on the root causes of domestic violence; cultural and social activities (sewing, cooking, gardening, arts, dancing, etc.).
- ***Community Education*** which involves educating individuals, community members, and service providers about issues such as the root causes and dynamics of domestic abuse, especially within the social and cultural context of the underrepresented population; the dynamics of oppression and historical trauma; and laws, legal remedies, and responses to domestic abuse. This may include workshops, public speaking engagements, in-service

training, TV and radio ads or appearances, social media, connection to natural or appointed community leaders, the distribution of brochures and posters and other forms of disseminating information to the general public, special interest groups and various professionals.

- ***Leadership Development and Community Organizing*** which includes activities that help victims/survivors to develop and apply new skills to reach out to others and to help change social and community norms. This may also include activities that promote healthy relationships within their cultural context, strengthen or revitalize existing positive norms, and challenge the social norms that may lead to abuse.
- ***Other domestic abuse services*** specifically designed to meet the needs of the tribal community.

### **Domestic Abuse Program Requirements:**

#### **Confidentiality:**

- The domestic abuse program complies with Wisconsin Statute 995.67 on prohibited disclosures, which prohibits disclosing the location of a service recipient and the recipient's minor children without the informed, written consent of the service recipient.
- The program complies with confidentiality requirements in the Family Violence Prevention and Services Act (FVPSA) at 42 U.S. Code § 10406(C)(5) which states that the agency shall not: a) disclose any personally identifying information or individual information collected in connection with services requested (including services utilized or denied); b) reveal personally identifying information without the informed, written, reasonably time-limited consent by the person about whom the information is sought, whether for this program or any other Federal or State grant program, which consent shall be given by the person; or in the case of an unemancipated minor, the minor and the parent or guardian; or in the case of an individual with a guardian, the individual's guardian.
- If a release of information is compelled by statutory or court mandate, the program shall make reasonable attempts to provide notice to victims/survivors affected by the release of the information. The program shall take steps necessary to protect the privacy and safety of persons affected by the release of the information.
- The program uses a release of information form any time a survivor's personally identifying information is shared outside of the agency or program. The Release of Information is: informed; written; reasonably time-limited; and survivor-centered.
- The program cannot require a victim/survivor to provide a release of information in order to receive services.
- When providing statistical or programmatic data on program activities, individual identifiers of victim/survivor records will not be used.

- Clients are informed of their rights to confidentiality during the intake process.

**Additional Requirements:**

- Program funds cannot be used to provide batterers' treatment or intervention services.
- Fees may not be charged to victims who receive services provided by this grant.
- No income eligibility standards will be imposed on persons receiving domestic abuse services with these grants.

# Family Support, Preservation and Reunification

The safety of children and family members is of paramount importance in providing services to families. FSP funds, including the federal Promoting Safe and Stable families (PSSF) portion of the FSP allocation, may be used for family preservation, support and reunification services. FSP funds may also be used for child protective services, to investigate reports of maltreatment and provide for supervision of families to ensure child safety.

Family preservation, support and reunification services are intended to:

1. Enhance parents' ability to create safe, stable and nurturing home environments that promote healthy child development (family support);
2. Prevent the unnecessary separation of children from their families by assisting children and families resolve crises, and connecting them with necessary and appropriate services (family preservation);
3. Ensure permanency for children by avoiding out-of-home placements (family preservation) and helping children in out-of-home care return to their families (reunification) or to another permanent caregiver.

**Family Support Services** are voluntary, preventive, community-based services to promote the well-being of children and families. Services should increase the strength and stability of families (including adoptive, foster, and extended families) by improving parenting abilities and enhancing child development.

Examples of Family Support Services:

- Services, including in-home visits, parent support groups, and other programs designed to improve parenting skills.
- Home Visiting or other services to pregnant or new parents that help parents understanding child development, family budgeting, stress management, coping with stress, health and nutrition.
- Respite child care to provide temporary relief for parents and other caregivers.
- Structured activities that strengthen the parent-child relationship.
- Drop-in community centers to afford families opportunities for informal interaction with other families and with program staff, family resource centers, etc.
- Transportation, information and referral services to afford families access to other community services, including child care, health care, nutrition programs, adult education literacy programs, legal services and counseling and mentoring services.
- Early screening of children to assess their developmental needs, and then providing assistance to families to secure services needed to meet these needs.

**Family Preservation Services** are designed to help families (including adoptive and extended families) that are at-risk, vulnerable or in crisis remain safely together. The goal is to preserve families and prevent removal of children into out of home care or placement. These services are often employed only after all other assistance has failed or has been judged inappropriate.

Examples of Family Preservation Services:

- Services that are time limited (6-12 weeks), intensive and delivered in-home; designed to meet the immediate safety needs of the family and to stabilize the family in order to plan for ongoing, less intensive services.
- Safety services, which are integral to family preservation, include: routine & emergency medical care, routine & emergency mental health care, routine & emergency alcohol or drug abuse services, in-home health care, supervision/observation, day care, respite care, basic home management/life skills training, parenting assistance, social/emotional support, individual or family crisis counseling, financial services, housing, chore services, transportation, and food/nutrition and clothing services.
- Intensive home-based therapeutic services and community networking.
- Comprehensive family-centered case management services.
- Home-based, family-centered casework services for families with children.

**Reunification Services** are activities that prepare children in out-of-home care and parents for the safe return of children. Reunification services are time-limited and should be provided within the 15-month period (beginning when children enter out-of-home care).

Examples of Reunification Services:

- Individual, group, and family counseling.
- Inpatient, residential or outpatient substance abuse treatment services.
- Mental health services.
- Assistance to address domestic violence.
- Services designed to provide temporary childcare and therapeutic services for families, including crisis nurseries.
- Transportation to or from any of the services and activities.
- Intensive case management.

In situations where children cannot be safely reunified with their parents, tribes must pursue other options to achieve permanency for permanency. Other forms of permanency include permanent placement with a relative, guardianship, and adoption (including customary tribal adoptions).

### **Best Practice Guidelines**

- Programs, community events, and services are focused on the family as a whole.
- Families are provided a strong role and voice in setting goals and treatment plans.
- Services are tailored to each unique family.
- Providers work with families to identify extended family and informal supports to sustain the development and maintenance of safety, intervention or treatment plans.
- Services are timely, flexible, and accessible to families and individuals and are delivered in a manner that is respectful of, and builds on, the strengths of the community and cultural groups.

- Services, programs, and community events are culturally and gender competent. Organizers and staff are required to develop an understanding of diversity issues.
- Services, programs and community events are accessible to persons with disabilities.
- The intensity of the services is determined by the needs of the family, not the needs of the agency.
- Services are provided in as natural a setting as possible, most often in the home or other settings chosen by the family.
- Families should remain safely together whenever possible.

# Services to Low-Income Individuals and Families

The Community Services Block Grant (CSBG) portion of the FSP allocation is targeted at providing services to promote self-sufficiency for low-income persons. Low-income individuals and families are defined as having income at or below 125% of the federal poverty guidelines. The FSP funds can be used to address the causes and effects of poverty in order for families to become more self-sufficient and revitalize low-income communities. FSP programs must choose to address one or more of the following CSBG outcomes:

1. Low-income people become more self sufficient.  
Services may include employment and related education and training. They may also include the supports necessary to succeed in the workplace, such as child care, health care, transportation, obtaining affordable housing, or emergency food assistance. They could also include helping people obtain court-ordered child support, opening Individual Development Accounts, helping families learn to budget, or improving their earnings through self-employment.
2. The conditions in which low-income people live are improved.  
Services may include creating jobs or preventing the loss of jobs that pay a “living wage;” building affordable housing; weatherizing homes; providing before- or after-school programs; preserving community resources or facilities that support families living in poverty; addressing pollution or waste disposal problems that threaten health or safety of low-income communities; increasing or preserving community services that address public health and safety; increasing or preserving resources that are directed toward the elimination of poverty.
3. Low-income people own a stake in their community.  
Services may include empowering and supporting low-income people’s participation in formal community organizations, government, or boards or councils that provide input into decision making or policy for the community; helping people purchase a business or their own home; and engaging low-income people as participants in activities that benefit the community.
4. Partnerships for low-income people are achieved.  
Services may include building partnership among supporters and providers of services to low-income people. The partnership activities with other agencies or organizations can include joint planning and service delivery on behalf of low-income families.
5. Agencies increase their capacity to achieve results.  
Activities may include financial or volunteer resource development that directly benefits low-income individuals and families.

6. Helping low-income people achieve their potential.

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments. Activities may include providing emergency food; temporary shelter; vendor payments for food; energy bills; rent or mortgage; emergency transportation; protection from violence; disaster relief or clothing.

# Child and Respite Care Services

FSP funds can be used to provide child and respite care services for the following activities:

- a. Child care to support work and participation in activities:
  - Parents in low-income families who need child care to work or seek work.
  - Parents in low-income families who are participating in education or training programs.
  - Teen parents to complete their high school or equivalent education.
  - Families participating in Family Services Program activities or in treatment programs that need child care to participate in activities.
- b. Child care may be provided for families with crisis or respite needs, which includes providing temporary respite care to parents to meet an emergency need or give the parents a break from their caregiving responsibilities. Note: FSP funds cannot be used to pay for emergency out-of-home placements.
- c. Child care providers, including start-up costs, improvement and expansion of child care services and facilities, and recruitment, education and training for persons providing child care may also be funded.

Tribal programs may provide child and respite care services through the use of vouchers issued to parents, contracts with child care providers, or support child care provided directly by the tribes such as a tribal child care center.

Tribal programs may decide which of the above needs to target and the amount of child care assistance to provide. Tribes are responsible for setting eligibility criteria and payment rates.

Child care services must be provided according to federal Child Care Development Fund (CCDF) regulations and standards. Tribes must comply with CCDF standards and policies in using FSP funds for child care.

# Reporting Requirements

- Annual FSP progress reports must be submitted to DCF within 30 days after the end of the reporting periods, by October 30th for the cumulative 12 month period of October - September.

The DCF copy of the report should be sent to

- DCF Area Administrator for the tribe

[http://dcf.wi.gov/regional\\_operations/pdf/contact\\_list.pdf](http://dcf.wi.gov/regional_operations/pdf/contact_list.pdf)

# DCF Technical Assistance Contacts

## **Domestic Abuse**

Sharon Lewandowski, DV Coordinator  
WI Department of Children & Families  
201 E. Washington Ave., 2<sup>nd</sup> Floor  
Madison, WI 53708  
608 422-6965  
[Sharon.Lewandowski@wisconsin.gov](mailto:Sharon.Lewandowski@wisconsin.gov)

## **General FSP Administration**

John Tuohy, Regional Operations Bureau  
WI Department of Children and Families  
201 E. Washington Ave., 2<sup>nd</sup> Floor  
Madison, WI 53708  
608-422-6890  
[John.Tuohy@Wisconsin.gov](mailto:John.Tuohy@Wisconsin.gov)

## **CSBG/Services to Low Income People**

Katie Castern, CSBG Program Manager  
WI Department of Children & Families  
201 E. Washington Ave., 2<sup>nd</sup> Floor  
Madison, WI 53708  
608 422-6288  
[Katie.Castern@wisconsin.gov](mailto:Katie.Castern@wisconsin.gov)

## **Youth Services**

Emily Tofte, Youth Services Manager  
WI Department of Children & Families  
201 E. Washington Ave., 2<sup>nd</sup> Floor  
Madison, WI 53708  
Phone 608-422-6993  
[Emily.Tofte@wisconsin.gov](mailto:Emily.Tofte@wisconsin.gov)

## **Safe & Stable Families/Child Welfare**

Kimberly Wild, PSSF Coordinator  
WI Department of Children & Families  
201 E. Washington Ave, 2<sup>nd</sup> floor  
Madison, WI 53708  
608 266-8659  
[Judith.Hermann@Wisconsin.gov](mailto:Judith.Hermann@Wisconsin.gov)

**DCF Area Administrator** [http://dcf.wi.gov/regional\\_operations/pdf/contact\\_list.pdf](http://dcf.wi.gov/regional_operations/pdf/contact_list.pdf)