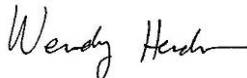


To: DCF/DMCPS Administrator
DCF Area Administrators
County Board Chairpersons
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Tribal Social Service/Indian Child Welfare Directors

From: Wendy Henderson 
Administrator

Re: Advisory Notification of Calendar Year 2020 County Child Welfare Allocations

PURPOSE

The purpose of this memo is to provide preliminary notification of calendar year (CY) 2020 allocations to county departments of human or social services for the Children and Families Allocation (CFA), Youth Aids Basic Allocation and AODA allocation, and other child welfare funds. The individual program allocations are listed in the attached spreadsheet showing amounts by county. County agencies can use these amounts for their CY 2020 budget planning.

The CY 2020 allocations are contingent on the availability of state and federal funding. Allocations are subject to change depending on state budget actions and the amount of federal funds received by DCF.

PROCESS FOR ALLOCATION OF ADDITIONAL CFA FUNDS

The 2019-2021 biennial budget included a \$25 million funding increase to the CFA. DCF joined with WCHSA in a collaborative process to discuss options for allocating the additional funds. Several key principles guided our discussions:

- **Everyone benefits**: Allocations need to ensure all counties are better off to reflect years of underfunding;
- **Set a floor**: Establish a meaningful minimum funding increase both in percentage and real dollar terms to foster a balanced allocation process that allow all counties to support at least one worker;
- **Establish a policy goal**: There needs to be a simple, but compelling policy driver behind the allocation methodology that reflects the changing population and growing need among counties;
- **Evaluate the current distribution**: The natural timing of state and local budget processes makes allocation decisions difficult. An increase in funding provides an opportunity to look at the current distribution methods while protecting current funding amounts for all counties.

DCF shared three possible methodologies with WCHSA. WCHSA ultimately recommended the Department maintain the base allocation and distribute the increase proportionally, with a \$100,000 floor. That floor represents a meaningful minimum increase to allow each county to hire at least one new worker. Through this collaborative process, DCF and WCHSA worked to uncover common goals moving forward. After careful consideration, DCF accepted the recommendation by WCHSA and will allocate the funding increase as described above.

CHILD WELFARE ALLOCATIONS

The CY 2020 allocations by child welfare program are listed in the attached spreadsheet. For programs

with match requirements, the county match amount is identified. Attached is a table showing the six-month splits for the Children and Families Allocation and Community Youth and Family Aids.

The allocation spreadsheet includes the following allocations that go to all counties:

- Children and Families Allocation, with Match Requirement
- Youth Aids
- AODA
- Kinship Care Benefits
- Kinship Care Assessments
- eWiSACWIS User Fee (deducted from the Children and Families Allocation)
- Training Partnership Fee (deducted from the Children and Families Allocation)

The spreadsheet shows the following allocations that go to selected counties:

- Promoting Safe and Stable Families
- Early Childhood Initiative

No preliminary allocation amounts are included in the spreadsheet for the following programs which require submission of application materials to DCF or are one-time commitments.

- IV-E Pass-Through Programs:
 - Legal Services Reimbursement
 - Foster Parent Training
 - Local e-WiSACWIS Costs
- Tribal High Cost Fund
- Foster Care Continuation

CY 2020 ALLOCATIONS

The following descriptions provide additional information for each of the allocations included in the attached spreadsheet.

Children and Families Allocation

The Children and Families Allocation (CFA), also known as the DCF portion of Community Aids, is the primary source of state funding for child welfare services. The CFA includes several funding sources, including state GPR, federal Title IV-E foster care revenue, federal Title IV-B Subpart 1, and federal Social Services Block Grant (SSBG). Counties may carry over up to 3% of the CFA from one year to the next. After the CY 2020 contracts have closed, DCF will notify counties if they have funds eligible to be carried over into CY 2021.

Kinship Care

The total Kinship Care allocation for benefits has been re-estimated to include a 2.5% rate increase in CY 2020 as well as increased caseloads. The total allocation for Kinship Care assessments has increased with caseloads as well. In order to align contract spending with TANF statutory limits, the calendar year allocation is divided into two periods: January - April and May - December. Underspending from the January - April period cannot carry over into May - December.

Youth Aids

Youth Aids is the primary source of state funding for community-based juvenile justice services. Youth Aids includes several funding sources, including state GPR, federal Title IV-E revenue, and federal Title IV-B Subpart 1.

The Youth Aids funds are allocated in two increments. Approximately 50% of the funds are available to counties for the period of January through June as part of the initial CY 2020 contract. The remaining 50% of the funds will be added to the contract in July 2020 for unreimbursed expenses through June and the period of July through December.

Counties may carry over up to 5% of the Youth Aids Basic Allocation from one year to the next. After the CY 2019 contracts have closed, DCF will notify counties if they have funds eligible to be carried over into CY 2020.

AODA

AODA funding is to provide AODA services to the Youth Aids Target Population.

The CY 2020 allocations by program are listed in the attached spreadsheet. Attached is a spreadsheet showing the six-month splits for Youth Aids and AODA. Allocations for Youth Aids do not include Innovation Grants, Community Supervision Services allocations, Emergency allocation, or Basic Allocation carryover. Community Supervision Services uses SPARC code 3414. As counties enroll in the program a \$0 contract code will be added for cost reporting. At the close of each six month period counties will have contract amounts added based on proportional expenses, per s. 48.526(7)(h).

CY 2020 Child Welfare Contract

The child welfare contract for CY 2020 includes a base section containing general requirements applicable to all county contracts and a child welfare scope of services section with the specific requirements for the child welfare program and the Children and Families Allocation. The child welfare contract also includes multiple appendices for the other program allocations included in the contract.

The CY 2020 contract and subsequent amendments will be issued electronically using the DocuSign distribution process. County agencies will receive an email notice to the person designated to sign the contract and other persons identified by the county will be copied on the notice. The contract will be signed and submitted back to DCF via email. The agency may print a copy or save a PDF copy of the contract. No software is needed on the agency's end to receive and sign the contract and the process does not require an encrypted signature.

More information regarding the DocuSign electronic signature process may be found at:
<https://dcf.wisconsin.gov/doingbusinesswith>

Agencies should confirm the designated signor of the CY 2020 contract with their DCF Area Administrator. Agencies can identify other persons, such as agency directors, fiscal managers and attorneys, to be copied on DocuSign emails sending out the contract.

CY 2020 funds will not be released until the signed contract has been returned to DCF via DocuSign. Once the CY 2020 contracts have been issued, the final CY 2020 allocations will be available at:
<https://dcf.wisconsin.gov/cwfunding>.

Fiscal Reporting and Pre-Payments

No advance or pre-payments will be allowed for CY 2020 allocations.

Expenses for the CY 2020 Child Welfare allocations will be reported to DCF using the SPARC fiscal reporting system.

Expenditure reports for expenses will be due on the 28th of the month following the month for which reimbursement is claimed and payable on the 5th day of the month following submission. Payments for cost reimbursement are limited by the contract amount at the time of the payment.

Questions regarding SPARC fiscal reporting can be directed to:

DCF Bureau of Finance
(608) 422-6397
DCFFInanceGrants@wisconsin.gov

Public Participation Requirements

County human and social service departments must meet the requirements in s. 48.526(2m) to obtain public input on the use of DCF juvenile justice funds for CY 2020. Counties may use their human service boards or other citizen advisory committees to obtain public input. Information on the public participation process used by counties should be submitted to the DCF Area Administrator.

Action Summary

Counties can use these allocations to prepare their CY 2020 budgets.

REGIONAL OFFICE CONTACTS: DCF Area Administrator

CENTRAL OFFICE CONTACTS Accountant
(608) 422-6397
DCFFInanceGrants@wisconsin.gov

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>

Attachments: 2020 Allocation Spreadsheet
<https://dcf.wisconsin.gov/cwfunding>