


STATE OF WISCONSIN
Department of Health and Family Services
Division of Children and Family Services

DCFS Memo Series 2008 -05 /ACTION
February 11, 2008
Re: TITLE IV-E INCENTIVE AND
PSSF PROGRAM
ANNUAL REPORTS
FOR CALENDAR YEAR 2007

Supersedes DCFS Memo 2007-05

To: Area Administrators/ Human Services Area Coordinators
Bureau Directors
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities
Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Indian Child Welfare Directors
Licensing Chiefs/Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: Reggie Bicha 
Administrator

This memo provides instructions for agencies to develop their annual reports for Title IV-E Incentive and Promoting Safe and Stable Families (PSSF) program activity in calendar year 2007. Calendar year 2007 annual reports are due to the Department of Health and Family Services (DHFS) by March 28, 2008. Agencies may submit separate Title IV-E Incentive and PSSF annual reports, or a combined annual report for both programs.

The attached annual report format consists of questions specific to both the Title IV-E Incentive and PSSF Programs. The report format is posted to the DHFS Numbered Memo Web site at: (<http://dcf.wisconsin.gov/>) as an attachment to this memo and can be downloaded in Microsoft Word format for use with the calendar year 2007 annual report.

The Title IV-E Incentive program report format includes questions regarding compliance with two statutory requirements: 1) at least 50% of the Title IV-E Incentive funds must be used to prevent the need for child abuse and neglect intervention services (Ref. s. 46.52(2)(a), Stats.), and 2) Title IV-E Incentive funds should not be used to supplant other federal, state, or local funds for program activities (Ref. s. 46.52(2)(b), Stats). Counties are expected to spend their Title IV-E Incentive Program funds in the year provided.

The PSSF program report format includes questions regarding actual expenditures in each of the required spending categories, as compared to the original planned amount for calendar year 2007. In addition, information regarding the total number of children and families served and the "PSSF 2007 Program Information" form must be submitted for each program funded with PSSF dollars.

Document Summary

This memo includes the annual report requirements for calendar year 2007 services, expenditures and outcomes under the Title IV-E Incentive and Promoting Safe and Stable Families programs. Calendar year 2007 reports must be submitted to the Department by March 28, 2008.

ACTION STATEMENT: Please submit your report by March 28, 2008 to both the regional office and the central office at the below listed addresses. Reports may be submitted either in paper form or electronically.

If you submit paper copies, please send two (2) copies to the Division of Children and Family Services, Bureau of Programs and Policies, and one to your Division of Enterprise Services Area Administrator. If reports are submitted electronically, please submit attachments electronically, as well.

Send DCFS copies to:

Bureau of Programs and Policies
Attn: June Paul
1 West Wilson Street, Room 527
P. O. Box 8916
Madison, WI 53708
Email: June.Paul@wisconsin.gov

Send the DES-AA copy to the Area Administrator in your region.

REGIONAL CONTACT: Area Administrator

CENTRAL OFFICE CONTACT: June Paul
Bureau of Programs and Policies
Phone: 608-266-5144
Fax: 608-267-2079
Email: June.Paul@wisconsin.gov

Attachment:

[CY 2007 annual report format](#) (PDF)
[CY 2007 annual report format](#) (Word)

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