


STATE OF WISCONSIN
Department of Health and Family Services
Division of Long Term Care

DLTC Memo Series 2007-21/ACTION
Date: November 12, 2007
**Index Title: Alzheimer's Family & Caregiver
Support Program**

To: Listserv

For: Area Administrators/ Human Services Area Coordinators
DDES Bureau 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
County Lead Agencies for Alzheimer's Family Caregiver Support Program
Licensing Chiefs/Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: Sinikka Santala 
Administrator

Subject: Alzheimer's Family & Caregiver Support Program (AFCSP) 2008 Allocation
and Report Requirements

Document Summary

This memo provides information on CY 2008 county allocations, lead agency identification, required reporting of program budgets and CY 2008 maximum ability to pay schedule.

Alzheimer's Family Caregiver Support Program (AFCSP) lead agencies are required to implement the program in accordance with administrative rules HFS 68. Please review your program periodically to assure compliance with the rules. For a copy of the rules or to discuss specific questions contact Barbara Robinson, Office on Aging, Bureau of Aging & Disability Resources (608) 266-7498 or via e-mail: robinbj@dhfs.state.wi.us

Allocations for CY 2008

The AFCSP funding continues as a Community Aids program. **Allocations for 2008 are at the same level as 2007.** The 2008 contract amount for each lead agency is listed on the attached allocation schedule. The schedule reflects a prior adjustment made for Family Care counties operating a Care Management Organization (CMO) in accordance with legislative changes in 2001-2002 state budget.

Family Care Counties Piloting Care Management Organizations

Family Care CMO counties may continue to enroll persons with irreversible dementia into AFCSP if those persons are eligible for AFCSP and **not** eligible for the Family Care benefit. Persons eligible for Family Care but choosing not to enroll in Family Care are **not** eligible for AFCSP.

Lead Agency Designation

In accordance with s.46.87 (7), stats., and HFS 68.04 (5), the county board is required to notify the Department in writing within 15 working days whenever it designates a different county agency to administer the program. If your county intends to change the administering agency for the program in 2008 written notification must be submitted with documentation of the county board decision to the Bureau of Aging and Disability Resources. Additionally, each participant/caregiver is to receive written notification at least ten working days prior to implementing a change in lead agency in accordance with HFS 68.04 (6).

Program Budgets for CY 2008

Each lead agency is to prepare annually a distinct program budget for AFCSP and submit the budget to the Department. The proposed budget must be reviewed at the county's Community Aids or federal aging public review and comment process. Upon approval, submit the budget using either the model budget report form (attached) or other form containing the same information to **Florence Rosner** using any of the following methods:

Bureau of Aging and Disability Resources
 1 West Wilson Street, Room 450
 P.O. Box 7851
 Madison WI 53707-7851
 Phone: (608) 266-2536
 FAX: (608) 267-3203
 E-mail: rosnefp@dhfs.state.wi.us

In addition, a copy of the budget report is to be submitted to **either** your OSF Human Services Area Coordinator **or** to your Area Agency on Aging.

The submission date for the 2008 budget is December 31, 2007. Contact Barbara Robinson if you are unable to complete your budget report by this date so that an extension may be granted.

2008 Maximum Ability to Pay Schedule

Financial eligibility is to be re-assessed annually for each participant. The CY 2008 maximum ability to pay schedule will be sent to you separately in November. The AFCSP eligibility worksheets and instructions are available electronically upon request from Florence Rosner at rosnefp@dhfs.state.wi.us

Program Questions

Please contact Barbara Robinson with questions about program eligibility, allocations and other programmatic issues for the Alzheimer's Family and Caregiver Support Program. She can be contacted by calling (608) 266-7498 or via e-mail at robinbj@dhfs.state.wi.us

Summary of Required Action

1. Report changes in administering agency with documentation of county board decision to the Department within fifteen working days.
2. Family Care CMO counties may continue to admit new persons to AFCSP, if they are eligible for AFCSP and are **not** eligible for Family Care.
3. Submit AFCSP Budget Report to Florence Rosner before December 31, 2007.

Regional Office Contact: Human Services Area Coordinator **or**
 Area Agency on Aging

Central Office Contact: Barbara Robinson
 Bureau of Aging and Disability Resources
 1 West Wilson Street, Room 450
 P.O. Box 7851
 Madison WI 53707-7851
 Phone: (608) 266-7498
 FAX: (608) 267-3203
 E-mail: robinbj@dhfs.state.wi.us

Memo Web Site: http://dhfs.wisconsin.gov/dsl_info/

Attachments (2)

[AFCSP 2008 Allocations](#) (PDF, KB)

[AFCSP 2008 Model Budget Report Form](#) (MS Word, 42 KB)

cc: Alzheimer's Association Chapters
Area Agencies on Aging, Executive Directors
County/Tribal Aging Units
Wisconsin Alzheimer's Institute
County Fiscal Contacts for Alzheimer's Family and Caregiver Support Program