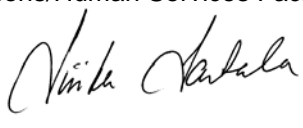


STATE OF WISCONSIN  
 Department of Health Services  
 Division of Long Term Care:

**DLTC Memo Series 2008-14 /ACTION**  
**Date:** November 26, 2008  
**Index Title:** Alzheimer's Family & Caregiver  
 Support Program 2009  
 Allocation and Requirements

To: List Serve

For: Area Administrators/ Human Services Area Coordinators  
 DLTC 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) 2009 Allocation and  
 Report Requirements

#### Document Summary

This memo provides information on CY 2009 county allocations, lead agency identification, required reporting of program budgets and CY 2009 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: [barbara.robinson@wisconsin.gov](mailto:barbara.robinson@wisconsin.gov)

#### Allocations for CY 2009

The AFCSP funding continues as a Community Aids program. Allocations for 2009 are at the same level as 2008. The 2009 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 2009 written notification must be submitted with documentation of the county board decision to the Office on Aging, 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 2009**

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: [florence.rosner@wisconsin.gov](mailto:florence.rosner@wisconsin.gov)

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

**The submission date for the 2009 budget is December 31, 2008.** Contact Barbara Robinson if you are unable to complete your budget report by this date so that an extension may be granted.

### **2009 Maximum Ability to Pay Schedule**

Financial eligibility is to be re-assessed annually for each participant. The CY 2009 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 [florence.rosner@wisconsin.gov](mailto:florence.rosner@wisconsin.gov) or Kathleen Steele at [kathleen.steele@wisconsin.gov](mailto:kathleen.steele@wisconsin.gov) .

### **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 [barbara.robinson@wisconsin.gov](mailto:barbara.robinson@wisconsin.gov)

### **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, 2008.

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

Central Office Contact: Barbara Robinson  
Office on Aging  
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: [barbara.robinson@wisconsin.gov](mailto:barbara.robinson@wisconsin.gov)

MEMO WEB SITE: [http://dhs.wisconsin.gov/dsl\\_info/](http://dhs.wisconsin.gov/dsl_info/)

Attachments (2)

[AFCSP 2009 Allocations](#) (PDF 26 KB)

AFCSP 2009 Model Budget Report Form <http://dhs.wisconsin.gov/forms1/f2/f21343.doc>

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