

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

DLTC Memo Series 2009-14/ACTION

Date: December 4, 2009

Index Title: Alzheimer's Family & Caregiver
 Support Program 2010
 Allocation and Requirements

To: List Serv

For: Area Agencies on Aging
 Aging & Disability Resource Centers
 DLTC Bureau Directors
 County Aging Units
 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
 Tribal Chairpersons/Human Services Facilitators

From: Susan Crowley
 Administrator

Subject: Alzheimer's Family & Caregiver Support Program (AFCSP) 2010 Allocation and Report
 Requirements

Document Summary

This memo provides information on CY 2010 county allocations, lead agency identification, required reporting of program budgets and CY 2010 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 DHS 68. Please review your program periodically to assure compliance with the rules. For a copy of the rules, see website: http://dhs.wisconsin.gov/dsl_info/

Allocations for CY 2010

The AFCSP funding continues as a Community Aids program. AFCSP allocations for 2010 include the following factors:

1. The five original Family Care pilot sites are maintained at their CY09 (current) base levels. These counties experienced a reduction in AFCSP at their launch a decade ago.
2. Counties that do not have service from a Family Care MCO at this time are also maintained at their CY09 (current) base levels.
3. For counties that are beginning coverage under Family Care the following method for reduction of AFCSP funding will be applied:

Counties will retain their base (CY09) level funding for 12 months after the Family Care start date in that county. After this 12-month "transition" period, Family Care counties are subject to a proportional decrease from the base level to meet the budgeted funding level in the biennial budget. These counties will be reduced by the same proportion of their share of AFCSP funds, on a timetable that is tied to when Family Care becomes available. The reduced funding level in Family Care counties, after the transition period, is approximately 66% of the base level funding.

Persons eligible for Family Care but choosing not to enroll in Family Care are not eligible for AFCSP. Some AFCSP funds will remain in each county for persons not eligible for Family Care.

Lead Agency Designation

In accordance with s.46.87 (7), stats., and DHS 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 2010 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 DHS 68.04 (6).

Program Budgets for CY 2010

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 Select Survey at <https://doa.wi.gov/DHSSurveys/TakeSurvey.aspx?SurveyID=98L2m6IK>. To access the survey you will need to register a user name and password.

The submission date for the 2010 budget is December 31, 2009. If you are unable to complete your budget report by this date contact Barbara Robinson so that an extension may be granted.

2010 Ability to Pay Schedule

Financial eligibility is to be re-assessed annually for each participant. The CY 2010 ability to pay schedule and the AFCSP eligibility worksheets and instructions are linked at the bottom of this memo.

2009 Annual AFCSP Fiscal Report

As the lead agency for AFCSP, you are required under Health and Family Services Administrative Code 68 (HFS 68) to complete and submit an annual fiscal report of expenditures. Please complete the Select Survey form at this link: <https://doa.wi.gov/DHSSurveys/TakeSurvey.aspx?SurveyID=98L2m6IK>. To access the survey you will need to register a user name and password. The fiscal report for 2009 is due on March 15, 2010.

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. Complete AFCSP Budget Report before December 31, 2009.
4. Complete and submit 2009 Annual Fiscal Report before March 15, 2010

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Attachment and Links

AFCSP 2010 Allocations ([attachment](#))

AFCSP 2010 Budget Report <https://doa.wi.gov/DHSSurveys/TakeSurvey.aspx?SurveyID=98L2m6lK>

AFCSP 2010 Maximum Annual Ability to Pay Schedule <http://dhs.wisconsin.gov/forms1/f2/f21343f.pdf>

AFCSP 2010 Financial Eligibility Instructions and Worksheets

Financial Eligibility Screen – Worksheet 1 ([F-21343A](#))

Financial Eligibility Determination – Worksheet 2 ([F-21343B](#))

Cost-Share Calculation – Worksheet 3 ([F-21343C](#))

Actual County Service Payment – Worksheet 4 ([F-21343D](#))

General Information ([F-21343E](#))

Instructions ([F-21343I](#))

AFCSP 2009 Fiscal Report

<https://doa.wi.gov/DHSSurveys/TakeSurvey.aspx?SurveyID=98L2m6lK>

cc: Alzheimer's Association Chapters
Tribal Aging Units
Wisconsin Alzheimer's Institute
County Fiscal Contacts for Alzheimer's Family and Caregiver Support Program