

FSET Admin Memo 08-05 Questions and Answers

1. When can an IM agency submit a plan for 2009?
Answer: If your agency will be continuing as an FSET agency (and is an IM agency with the right of first refusal) then plans can be submitted now.
2. What is the deadline for submitting a plan for 2009?
Answer: IM agencies will have until November 10th to submit plans. If IM agencies do not submit a plan by November 10th, then the agency will lose its right of first refusal to administer an FSET program.
3. Will IM agencies that have been part of a consortium be able to continue to operate like this in the future?
Answer: Yes, as long as FSET activities can be easily identified for tracking and performance purposes. Disbanding of existing consortia or formation of new consortia is also optional.
4. Will IM agencies have the option of contracting with W-2 agencies for FSET services?
Answer: Yes, as long as FSET funding and activities can be easily identifiable for tracking and performance purposes. Agencies that choose this option must ensure that the W-2 agency adheres to the program changes as described in the FSET Components attachment to Administrative Memo 08-05.
5. Should the plan include details about what services will be provided by each funding source?
Answer: Yes, in order to clarify that the agency is aware of funding constraints, agencies should submit one plan that provides details about how services will be funded from the 100% allocation and the 50/50 (Fed/GPR) and if applicable the 50/50 Fed/Local allocation.
6. If the agency operates a local 50/50 program, should the agency submit project information about its local 50/50 program in the plan?
Answer: Yes, a brief summary within the plan that contains the funding amount and how it fits in the overall program is sufficient.
7. Is there a specific format that plans need to follow?
Answer: No, a plan is acceptable as long as the minimum areas as described in the DHS Proposal Guidelines are addressed. The plan should be brief and clearly define goals. As plans are reviewed this year, a standard format will be developed for next year's plans.
8. What criteria will be used to evaluate an FSET plan?
Answer: The agency should use the guidelines attached to this Q&A (and the administrators memo 08-05). DHS will work with agencies to amend plans to ensure completeness.
9. Where and how are the plans submitted?
Answer: The plans should be e-mailed as an attachment to Margaret Rosenthal. Her e-mail address is – Margaret.rosenthal@wisconsin.gov