

**Index Title:** Alzheimer's Family & Caregiver Support  
Program 2014 Allocation and Requirements

To: Listserv

For: Area Agencies on Aging  
Aging & Disability Resource Centers  
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County Lead Agencies for Alzheimer's Family Caregiver Support Program  
Tribal Chairpersons/Human Services Facilitators

From: Brian Shoup   
DLTC Administrator

Subject: Alzheimer's Family & Caregiver Support Program (AFCSP) 2014 Allocation and Report  
Requirements

### Document Summary

This memo provides information on CY 2014 county allocations, lead agency identification, required reporting of program budgets and information on the Uniform Fee Schedule that counties use to determine cost share.

Alzheimer's Family Caregiver Support Program (AFCSP) lead agencies are required to implement the program in accordance with administrative rules in DHS 68. Please review your program periodically to assure compliance with the rules. For a copy of the rules, see website: <http://legis.wisconsin.gov/rsb/code/dhs/dhs068.pdf>

### Allocations for CY 2014

The AFCSP funding continues as a Community Aids program. AFCSP allocations for 2014 include the following factors:

1. The five original Family Care pilot sites are maintained at their 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 current base levels.
3. For counties that are beginning to be served by Family Care, the following method for reduction of AFCSP funding will be applied: Counties will retain their base 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 74% 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 who are 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 2014, 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 Budget for CY 2014

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 the Select Survey located at <http://4.selectsurvey.net/DHS/TakeSurvey.aspx?PageNumber=1&SurveyID=881L4nIM>.

**The submission deadline for the 2014 budget is December 31, 2013.** If you are unable to complete your budget report by this date contact Lynn Gall at 608-266-5743 so that an extension may be granted.

## 2014 Uniform Fee Schedule

Financial eligibility is to be re-assessed annually for each participant. Links to the CY 2014 uniform fee schedule and the AFCSP eligibility worksheets and instructions are listed at the bottom of this memo.

Prior to 2011, AFCSP utilized an "ability to pay" schedule specifically designed for AFCSP. As of 2011, the Department began using the DHS "standard uniform fee" schedule for consistency with other cost share programs. The standardized schedule calculates cost share based on monthly income; therefore, AFCSP lead agencies must multiply the amounts in that schedule by 12 to locate the cost share based on the person's annual income (or divide the income by 12). See the last page of the memo for the link to the 2013 schedule.

Based on a DHS analysis, people with annual incomes less than \$40,000 will pay less in cost share. However, those with incomes above \$40,000 may pay more than they have under the pre-2011 schedule (between 1% - 8% depending on income; the percent of change goes up until \$50,000 and then goes down again). People enrolled in the program prior to 2011 will have their cost share amount grandfathered at previous levels. New program participants are subject to the new schedule.

Note: Each county has the discretion of determining cost share up to the schedule's maximum amount or to adjust downward based on personal circumstances.

## 2013 Annual AFCSP Fiscal Report

As the lead agency for AFCSP, you are required under Department of Health Services Administrative Code 68 (DHS 68) to complete and submit an annual fiscal report. Please complete the Select Survey form at this link: <http://4.selectsurvey.net/DHS/TakeSurvey.aspx?SurveyID=881L99IM>

**The fiscal report for 2013 is due by March 14, 2014.**

## Summary of Required Action

1. Report changes in administering agency with documentation of county board decision to the Department within fifteen working days. Notify program participants within 10 days of the change.
2. Family Care MCO counties may continue to admit new persons to AFCSP, if they are eligible for AFCSP and are **not** eligible for Family Care.
3. Complete 2014 AFCSP Budget Report before December 31, 2013.
4. Complete and submit 2013 Annual Fiscal Report before March 14, 2014.

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**Attachments and Links:**

[AFCSP 2014 Allocations](#)

AFCSP 2014 Budget Report

<http://4.selectsurvey.net/DHS/TakeSurvey.aspx?PageNumber=1&SurveyID=881L4nIM>

AFCSP 2014 Uniform Fee Schedule <http://www.dhs.wisconsin.gov/bfs/uniformfee/index.htm>

AFCSP 2014 Financial Eligibility Instructions and Worksheets

- Financial Eligibility Screen - Worksheet 1 ([F-21343A](#)) (MS Word, 42 KB)
- Financial Eligibility Determination - Worksheet 2 ([F-21343B](#)) (MS Word, 84 KB)
- Cost-Share Calculation - Worksheet 3 ([F-21343C](#)) (MS Word, 73 KB)
- Actual County Service Payment - Worksheet 4 ([F-21343D](#)) (MS Word, 62 KB)
- General Information ([F-21343E](#)) (MS Word, 47 KB)
- Instructions ([F-21343I](#)) (MS Word, 71 KB)

AFCSP 2013 Fiscal Report <http://4.selectsurvey.net/DHS/TakeSurvey.aspx?SurveyID=881L99IM>

Memo at: [http://www.dhs.wisconsin.gov/dsl\\_info/](http://www.dhs.wisconsin.gov/dsl_info/)

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