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Date: January 19, 2021

DMS Numbered Memo 2021-01

To: County Department of Human Services Directors
County Department of Social Services Directors
County Department of Community Service Program Directors
Children's Long-Term Support Financial Supervisors and Leads

From: Krista Willing, Assistant Administrator
System, Fiscal, and Operational Management

Handwritten signature of Krista Willing in cursive.

**Children's Long-Term Support (CLTS) Program County Waiver Agency (CWA)
Maintenance of Effort Requirement**

Purpose

Beginning with the 2021 state-county grant agreements, this memo updates and replaces DMS Numbered Memo 2019-04. DLTC numbered memo 2019-04 continues to apply to CY 2020 state-county grant agreements.

Background

[Wis. Stat. § 46.995\(2g\)](#) requires county waiver agencies (CWAs) to cooperate with the Wisconsin Department of Health Services (DHS) to determine an equitable, locally controlled funding contribution mechanism to the Children's Long-Term Support (CLTS) Waiver Program. These required contributions are often referred to as maintenance of effort (MOE) requirements.

CLTS MOE

CWAs are required to expend, at minimum, a specified amount of locally controlled funding on CLTS Waiver Program services. Locally controlled funding is defined as the nonfederal portion of CLTS service expenses used as match for federal Medicaid funding, most typically from the following sources:

- Children's Community Options Program (CCOP)
- Basic County Allocation (BCA)
- County tax levy

Calculation Method

The CY 2016 CLTS reconciliation results were used to determine the MOE amount for each CWA ([Appendix A](#)). Each CWA's MOE amount will not fluctuate annually. However, DHS reserves the right, in consultation with CWAs, to adjust the MOE methodology in the future to meet changing program needs.

Implementation

In the third quarter of each contract year, beginning with CY 2021, DHS will issue each CWA an MOE invoice for an amount matching the annual MOE requirement ([Appendix A](#)). CWAs are required to pay the invoice in a lump-sum payment. CWAs may use any combination of locally controlled funding sources to meet the MOE requirement each contract year. DHS will apply the funds collected as nonfederal match for CLTS services.

CWAs may treat the expense incurred by paying their CLTS MOE invoice as an allowable CCOP and/or BCA expense, which may be submitted to the corresponding Community Aids Reporting System profile(s) for reimbursement. The total CLTS MOE expense reimbursed between CCOP and the BCA may not exceed the CWA's annual MOE requirement. CWAs may be asked to confirm the amount of CCOP and/or BCA funding used towards the CLTS MOE during the annual CCOP reconciliation.

Appendix A: CY 2016 CLTS Reconciliation Results and MOE Requirements by CWA

The reconciliation results below reflect locally controlled funding expenditures **after** the application of unspent CCOP and legacy COP funding against CLTS overmatch.

County Waiver Agency	CY 2016 Reconciled BCA/Tax Levy Expenditures (nonfederal)	CY 2016 Reconciled CCOP Expenditures (nonfederal)	CY 2016 Reconciled Legacy COP Expenditures (nonfederal)	Annual MOE Requirement (nonfederal)
Agency: 1 - ADAMS CO DHHS	-	-	31,176	31,176
Agency: 2 - ASHLAND CO HSD	-	4,669	-	4,669
Agency: 3 - BARRON CO DSS	-	50,625	-	50,625
Agency: 4 - BAYFIELD CO DSS	-	-	-	-
Agency: 5 - BROWN CO HSD	-	160,203	-	160,203
Agency: 6 - BUFFALO CO HSD	-	4,750	-	4,750
Agency: 7 - BURNETT CO DSS	-	3,311	-	3,311
Agency: 8 - CALUMET CO HSD	102,119	134,487	-	236,606
Agency: 9 - CHIPPEWA CO HSD	28,728	38,845	-	67,573
Agency: 10 - CLARK CO CCS 51 BD	-	42,372	-	42,372
Agency: 11 - COLUMBIA CO HLTH & HUMAN	66,557	26,370	-	92,927
Agency: 12 - CRAWFORD CO HSD	-	6,459	-	6,459
Agency: 13 - DANE CO HSD	-	-	1,051,606	1,051,606
Agency: 14 - DODGE CO HSHD	-	3,430	-	3,430
Agency: 15 - DOOR CO DSS	-	-	-	-
Agency: 16 - DOUGLAS CO DHS	-	109,668	-	109,668
Agency: 17 - DUNN CO HSD	37,226	17,755	-	54,981
Agency: 18 - EAU CLAIRE CO HSD	222,275	137,695	-	359,970
Agency: 19 - FLORENCE CO HSD	-	-	-	-
Agency: 20 - FOND DU LAC CO 51 BD	-	202,966	-	202,966
Agency: 21 - FOREST ONEIDA VILAS 51 BD	-	32,146	21,645	53,791
Agency: 22 - GRANT CO DSS	-	-	-	-
Agency: 22 - UNIFIED COMMUNITY SERVICE	-	-	-	-
Agency: 23 - GREEN CO HSD	-	4,599	-	4,599

County Waiver Agency	CY 2016 Reconciled BCA/Tax Levy Expenditures (nonfederal)	CY 2016 Reconciled CCOP Expenditures (nonfederal)	CY 2016 Reconciled Legacy COP Expenditures (nonfederal)	Annual MOE Requirement (nonfederal)
Agency: 24 - GREEN LAKE CO HSD	-	-	-	-
Agency: 25 - IOWA CO DSS	-	-	-	-
Agency: 26 - IRON CO HSD	-	-	-	-
Agency: 27 - JACKSON CO HSD	-	18,775	-	18,775
Agency: 28 - JEFFERSON CO HSD	912	190,307	-	191,219
Agency: 29 - JUNEAU CO HSD	-	49,800	-	49,800
Agency: 30 - KENOSHA CO HSD	125,077	22,053	-	147,130
Agency: 31 - KEWAUNEE CO DSS	10,296	43,756	-	54,052
Agency: 32 - LA CROSSE CO HSD	54,063	449,308	-	503,371
Agency: 33 - LAFAYETTE CO HSD	-	-	-	-
Agency: 34 - NORTH CENTRAL HLTH CARE	-	15,174	-	15,174
Agency: 35 - LINCOLN CO DSS	-	-	-	-
Agency: 36 - MANITOWOC CO HSD	137,575	60,091	-	197,666
Agency: 37 - MARATHON CO DSS	-	149,493	-	149,493
Agency: 38 - MARINETTE CO HSD	-	1,710	-	1,710
Agency: 39 - MARQUETTE CO CONS AID	-	6,446	-	6,446
Agency: 40 - MILWAUKEE CO CONS AID	-	-	-	-
Agency: 41 - MONROE CO HSD	-	41,106	-	41,106
Agency: 42 - OCONTO CO DHS	-	33,990	-	33,990
Agency: 44 - OUTAGAMIE CO HSD	109,415	143,546	-	252,961
Agency: 45 - OZAUKEE CO DSS	40,979	35,777	-	76,756
Agency: 46 - PEPIN CO HSD	-	16,197	-	16,197
Agency: 47 - PIERCE CO HSD	-	10,293	-	10,293
Agency: 48 - POLK CO DSS	-	63,686	-	63,686
Agency: 49 - PORTAGE CO HSD	-	-	-	-
Agency: 50 - PRICE CO HSD	-	3,115	-	3,115
Agency: 51 - RACINE CO HSD	-	-	-	-
Agency: 52 - RICHLAND CO CONS AID	-	-	-	-

County Waiver Agency	CY 2016 Reconciled BCA/Tax Levy Expenditures (nonfederal)	CY 2016 Reconciled CCOP Expenditures (nonfederal)	CY 2016 Reconciled Legacy COP Expenditures (nonfederal)	Annual MOE Requirement (nonfederal)
Agency: 53 - ROCK CO HSD	19,657	119,050	305,534	444,241
Agency: 54 - RUSK CO DSS	-	4,004	-	4,004
Agency: 55 - ST CROIX CO HSD	-	62,323	-	62,323
Agency: 56 - SAUK CO HSD	14,583	40,845	-	55,428
Agency: 57 - SAWYER CTY HSD	18,362	17,358	-	35,720
Agency: 58 - SHAWANO CO DSS	-	3,206	-	3,206
Agency: 59 - SHEBOYGAN CO HSD	-	1,347	-	1,347
Agency: 60 - TAYLOR CO HSD	-	-	-	-
Agency: 61 - TREMPEALEAU CO DSS	-	44,197	-	44,197
Agency: 62 - VERNON CO HSD	-	-	-	-
Agency: 64 - WALWORTH CO HSD	-	1,747	-	1,747
Agency: 65 - WASHBURN CO DSS	7,955	96	-	8,051
Agency: 66 - WASHINGTON CO DSS	53,556	21,957	-	75,513
Agency: 67 - WAUKESHA CO HSD	-	55,952	-	55,952
Agency: 68 - WAUPACA CO HSD	-	99,087	-	99,087
Agency: 69 - WAUSHARA CO DSS	-	8,695	-	8,695
Agency: 70 - WINNEBAGO CO DHS	214,114	579,611	-	793,725
Agency: 71 - WOOD CO DSS	-	1,154	-	1,154
Agency: 72 - MENOMINEE CO HSD	-	-	-	-
Total:	1,263,449	3,395,600	1,409,961	6,069,010