

Department of Health Services

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Date: October 6, 2023

DMS Numbered Memo 2023-03

To: DMCPs/DCF Administrators
DCF Area Administrators
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Group Home Providers
Tribal Social Service/Indian Child Welfare Directors
Private Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons
DHS Bureau Directors
DHS Section Chiefs/Licensing Chiefs

From: Andy Forsaith, Administrator
Office of Policy Initiatives and Budget
Department of Health Services

Wendy Henderson, Administrator
Division of Safety and Permanence
Department of Children and Families

A handwritten signature in black ink, appearing to read "Wendy Henderson".

Social Services Block Grant – 2024 Eligibility Requirements**Purpose**

This memo states the eligibility categories and standards for the 2024 Social Services Block Grant. It supersedes Memo Series DLTC 2022-04/Numbered and DSP Memo Series 2016-27.

Policy and Procedure Requirements

The policy and procedure requirements for the Social Services Block Grant are outlined in the SSBG Intended Use Plan located at www.dhs.wisconsin.gov/opib/ssbg.htm. The eligibility categories for the 2024 Social Services Block Grant are:

- Recipients of medical assistance.
- Individuals with income at 75% or below the state's median income. The income eligibility standard for all Social Services Block Grant services has been revised in the Intended Use Plan to reflect the 2023 median income for Wisconsin as published in the Federal Register.
- Recipients of the Wisconsin Shares Child Care Subsidy Program.
- Counties shall continue to provide services funded by the Social Service Block Grant to "qualified aliens," as defined by Section 402(b) of the Personal Responsibility and Work Opportunity Reconciliation Act.

eWiSACWIS Documentation

There are no changes to eWiSACWIS documentation associated with this policy or procedure.

Action Summary

- County departments of social and/or human services must establish the following written policies, which must be kept on file and made available to the public:
 - A list of social services provided by the department
 - Eligibility for services (including assets and targeting if these eligibility policies are used)
 - A schedule of fees for social services
 - Procedures to follow for clients who request fair hearings
- Counties will be required to report on services provided and actual expenditures on the Human Services Reporting System (HSRS) through the following reports:
 - [Total Expenses All Sources by Target Group and Standard Program Cluster Worksheet, F-20942A](#)
 - [Human Service Revenue Reporting – Expenditures by Revenue Source for Human Service Programs, F-22540](#)

Regional Office Contact

Area Administrators

Central Office Contact

Dan DeValve
Department of Health Services
608-266-8399

References

- <https://dcf.wisconsin.gov/cwportal/policy>
- <https://www.dhs.wisconsin.gov/opib/ssbg.htm>