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State of Wisconsin

Department of Health Services

DATE: March 16, 2015

TO: Wisconsin Ambulance Service Providers

FROM: Paul Wittkamp, FAP Coordinator

RE: SFY 2016 Emergency Medical Services (EMS) Funding Assistance Program Applications

We are pleased to announce the opening of the EMS Funding Assistance Program (FAP) applications for state fiscal year SFY 2016 as authorized by Wis. Stat. § 256.12(4). Please note the deadlines in this memo. As with other programs, changes have been made to the SFY 2016 EMS Funding Assistance Program to fully align with Wis. Stat. ch. 256. Primarily, the formula for distribution has been slightly modified as recommended by the EMS Board.

The core formula remains intact so that each service that applies will receive \$3,588, plus 3 cents (\$.03) per capita. The remaining funds are identified in Wis. Stat. § 256.12(5) as being applicable only to EMT-Basic training costs. Because of this, half of the EMT-Basic portion will be equally divided among those services that have at least one EMT-B on the service roster. The second half of the remaining funds will be divided among all services that apply, based on call volume as validated in the Wisconsin Ambulance Run Data System.

The EMT-Basic training funds are to be used **ONLY** for EMT-Basic training costs. You will have the ability on the SFY 2016 application to “opt out” of receiving any EMT-B training funds if you believe that you will not be able to use these funds exclusively for EMT-B training. In addition, **these EMT-Basic training funds do not need to be returned if unused in a given year**, and these funds can be escrowed.

As was the case for the last few years, the application process will be handled electronically. **For SFY2016, the application process will be conducted through the Wisconsin E-Licensing system.** The application and expenditure report will no longer be available for download.

Also, manual population verification by the municipal clerks will no longer be required as an attachment to the FAP application. These populations will be entered into the application by the Service Director for the municipalities covered by the EMS service. The DOA 2014 Municipality Population Estimate is provided as the source to determine municipal populations. The 2014 Municipality Population Estimate page is located at <https://www.dhs.wisconsin.gov/ems/fap.htm>.

Finally, the FAP application will only be visible to those with Service Director designation in E-Licensing. Application materials are currently available to providers through E-Licensing. As a reminder, the annual calendar of events is:

1. Applications are due by 5:00 p.m. CST on May 15, 2015. **Any application submitted after May 15 will be denied.** Services will **NOT** receive funds if the completed application is not received via E Licensing by this date. No exceptions will be granted.
2. Disbursement will be made to the services no later than August 31.
3. Expenditure reports for the previous complete state fiscal year should be submitted to our office with the SFY2016 application. The expenditure report is required to be submitted in order to renew the service license per Wis. Stat. § 256.12(4)(c) that states “the department shall require, as a condition of relicensure, a financial report of expenditures under this subsection....”

Other items to keep in mind when completing the SFY2016 application include:

1. Incomplete applications received on May 15, or those received after this date, will not be considered and will be denied.
2. The application asks for the number of EMT-Basics on the roster, and the number of ambulance runs that the service completed for the previous SFY. This year, a report will be run on March 15 from E-Licensing and WARDS to verify this information. If there is a significant difference between the numbers in the report and those on the application, the numbers in the report will be used to calculate the disbursement for your service.
3. **For SFY 2016, the expense report should be for SFY 2014, which ran from July 1, 2013, to June 30, 2014.** We realize that this does not coincide with many services’ fiscal years, but this is the reporting period that we are required to keep on file.

As part of our statutory and fiscal responsibility, we are required to review and approve expenses. This year, in order to ensure that funds are spent in accordance with state statutes, we will begin auditing purchases. Please review the updated expense form for clarification of allowable expenses.

If you have any questions regarding this program or the application process, please refer to the Wisconsin EMS website at <http://dhs.wisconsin.gov/ems/> or contact Paul Wittkamp at the EMS Section, PO Box 2659, Madison, WI 53701-2659, paul.wittkamp@wisconsin.gov at 608-261-9306.

Again, failure to respond by the deadline (May 15, 2015) may result in delay or denial of EMS-FAP funding for State Fiscal Year 2016.