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**DATE:** March 22, 2016  
**TO:** Wisconsin Ambulance Service Providers  
**FROM:** Paul Wittkamp, FAP Coordinator  
**RE:** SFY 2017 Emergency Medical Services (EMS) Funding Assistance **Program to open April 1, 2016**

**We are pleased to announce the EMS Funding Assistance Program (FAP) application time period for state fiscal year (SFY) 2017 will open April 1, 2016.** As in other recent programs, changes have been made to the SFY 2017 EMS Funding Assistance Program to fully align with Wis. Stat. ch. 256, so please read through the entire memo. Primarily, the formula for distribution has been slightly modified as recommended by the State of Wisconsin EMS Board and the Department of Health Services (DHS).

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 § 256.12(5) as being applicable only to EMT-Basic training and examination costs. Because of this, half of the EMT-Basic portion will be equally divided among those services that have at least one EMT-Basic 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 (WARDS).

The EMT-Basic training funds are to be used **ONLY** for EMT-Basic training and examination costs. You will have the ability on the SFY 2017 application to “opt out” of receiving any EMT-Basic training funds if you believe that you will not be able to use these funds exclusively for EMT-Basic training. In addition, **these EMT-Basic training funds do not need to be returned if unused**, and these funds can be escrowed.

As was the case for the last few years, the FAP application process will be handled electronically. **For SFY 2017, 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 2015 Municipality Population Estimate is provided as the source to determine municipal populations. The 2015 Municipality Population Estimate page is located at:

<http://www.doa.wi.gov/Documents/DIR/Demographic%20Services%20Center/Estimates/FinalEstsMuni2015.pdf>

New for the SFY 2017 FAP program, funds can be received either by paper check or by electronic transfer. Municipal EMS services or private for profit EMS services must have the funds sent to their contracted municipality. If choosing electronic funds transfer, open and complete this link, then attach the form to your application:

<http://doa.wi.gov/Documents/DEBF/Information%20for%20State%20Agencies/Suppliers/DOA-6456%20STAR%20Authorization%20for%20Electronic%20Deposits.pdf>

As a reminder, items to keep in mind when completing the SFY 2017 application include:

1. Applications are due by 5:00 p.m. CST on May 31, 2016. **Any application submitted after May 31 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. The FAP application is only visible to those with Service Director designation in E-Licensing.
3. Disbursement will be made to the services no later than August 31.
4. 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, 2016, 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 WARDS report will be used to calculate the disbursement for your service. We encourage you to check your application against your data in WARDS to be sure that the numbers align.
5. Expenditure reports for the previously completed state fiscal year should be submitted to our office with the SFY 2017 FAP application. This means that **the expense report should be for SFY 2015, which ran from July 1, 2014, to June 30, 2015.** 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...” 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. **For SFY 2017, the expense report should be for SFY 2015, which ran from July 1, 2014, to June 30, 2015.**

As part of our statutory and fiscal responsibility, we are required to review and approve expenses. Per state statute, we will be monitoring that purchases are appropriate. Please review the updated expense form for clarification of allowable expenses. If you have any questions, please refer to the Wisconsin EMS website at: <http://dhs.wisconsin.gov/ems/> or contact Paul Wittkamp at [paul.wittkamp@wisconsin.gov](mailto:paul.wittkamp@wisconsin.gov) at 608-261-9306.

***Again, failure to apply by the deadline (May 31, 2016) may result in delay or denial of EMS-FAP funding for State Fiscal Year 2017.***