

COUNTY BIRTH TO 3 PROGRAM FISCAL RECONCILIATION REPORT - INSTRUCTIONS

This document provides instructions for the completion of the County Birth to 3 Program Fiscal Reconciliation Report for calendar year **2016**. The report provides actual county expenditures and revenues for the Birth to 3 Program. Using the following budget categories, indicate the county's total expenses and revenues for calendar year **2016**; only include expenses that were incurred by the county and revenues actually collected by the county. This report will not include expenses or reimbursements of individual providers unless these amounts 'pass through' the county's fiscal reports and records.

RECONCILIATION REPORTS ARE DUE NO LATER THAN: **Thursday March 30, 2017**.

Please submit your Reconciliation Report electronically to the following email address:
<mailto:Jesse.Vail@dhs.wisconsin.gov>. If you have any questions, contact 608-267-7844.

NOTE: The F-00388 County Birth to 3 Program Fiscal Reconciliation Report has self-calculating amount fields. Once you enter an amount you must tab or click out of that field so the total field will update to the new total. This includes the last amount field so the last amount will update the final total.

I. REVENUES

This section includes a report of the total revenues collected by the county in calendar year **2016**.

A. Community Aids

The total amount of Community Aids funds expended is reported in this section. Community Aids is funding provided by the Department of Health Services to counties for the provision of social services defined in Wis. Stats. ch. 46 and 51.

B. County Funds

The total amount of county funds expended is reported in this section. County funds include any county tax levy or **non-base county allocation (BCA) funds** provided for Birth to 3 Program services. Funds reported in this line should include the amount of funds spent on the Birth to 3 Program that were allocated from only county funds; this amount should not include any state or federal funds.

C. Revenues from Medicaid

Funds the county received from Medicaid for the categories listed below are reported in this section:

- Targeted case management services
- Direct Early Intervention services

This **does not** include funds received by non-county providers; those funds should be reported on the Provider Report of Revenue.

D. Revenues from Private Insurance

Funds collected from third party payers and paid directly to the county for Birth to 3 Program for services provided by the program are reported under this category. This amount **does not** include funds received by non-county providers; those funds should be reported on the Provider Report of Revenue.

E. Parental Cost Share

The amount of funding reported in this section includes actual collections the county received from families based on the cost share guidelines established in Wis. Adm. Rule DHS 90.06.

F. Other Sources of Revenue

This section includes funds received from other sources such as fundraisers, grants, or donations and paid directly to the county. Identify the amount and specific source for each revenue source received.

Subtotal Local Funds

This is used to determine if a county Birth to 3 Program has met the required Maintenance of Effort (MOE) amount for the calendar year reported.

G. Birth to 3 Program Allocation (contract period **January 1, 2016 – December 31, 2016**)

The amount reported in this section includes all available state and federal Birth to 3 funds. These funds are reported in CARS on line **550**.

Note: This amount cannot exceed the total funds provided in the state-county contracts.

The **TOTAL REVENUE** line automatically totals the sum of Items A through G.

II. EXPENDITURES

This section includes the total expenses incurred by the county in calendar year **2016**.

H. Early Intervention Services

This amount includes the cost of providing evaluation and assessment; development and review of the IFSP; provision of early intervention services identified in Wis. Adm. Code ch. DHS 90; and transition. Costs of early intervention personnel, other than the service coordinator, should be reported under this item; early intervention personnel are personnel who have direct contact with children and families. Personnel costs include salary, fringe benefits, telephone, rent, travel and training. The costs of material, equipment, tests, etc. should also be reported under this item.

I. Service coordination

This item includes the cost of coordinating the evaluation and assessment, the development and review of the IFSP, the identification and arrangements needed for the provision of early intervention services, etc. Personnel costs of the services coordinator, including salary, fringe benefits, telephone, rent, travel, training, etc. should be reported in this item.

J. Administrative and Supports Costs

This item includes personnel costs for supervision or clerical support prorated based upon the employee's percent of time spent on Birth to 3 Program activities. Overhead and information technology (IT) costs charged to the Birth to 3 Program would be reported in this section.

K. Outreach

This section includes activities such as public awareness and child find.

L. Other

This section includes other expenditures beyond those categories listed above expended for one-time, long-term purposes as the acquisition of equipment or software and the construction of facilities. Identify the amount and specific expense for each expenditure incurred.

The **TOTAL EXPENDITURE** amount equals the sum of Items I through L.

All forms must be signed by the Authorized Representative for the county Birth to 3 Program.