



INSTRUCTIONS

Calculating CLTS Foster Care Room and Board Expenses

Medicaid waiver funds may not be used to pay for room and board in out-of-home settings, including foster homes and adult family homes. Waiver agencies are responsible for assuring Children's Long-Term Support (CLTS) waiver funds are not used to pay for room and board expenses.

The following tools calculate allowable CLTS waiver costs by subtracting the total room and board expenses from overall facility expenses and dividing by the number of household members. The tools are designed by the source of where expense information is obtained. More specifically, for children living in foster homes, housing and food expenses can be obtained using the Department of Children and Families (DCF) determined basic rate, found in the Uniform Foster Care brochure or actual expenses, as reported from the foster home. Either form [F-01715](#) or [F-01716](#) can be used for children in foster care to maximize waiver funds.

Additionally, when determining CLTS waiver-allowable expenses for children living in foster homes, it is necessary to have the child's basic, supplemental, and exceptional rates available. Basic rate information is in the Uniform Foster Care brochure. Supplemental and exceptional rate information is calculated by the child's assigned county child welfare worker.

When completing these tools, fill in only the gray boxes. All other text boxes are automatically calculated based on user entry. Once calculated, the CLTS Waiver expenses are listed on the Individual Service Plan (ISP).

Sections found on all tools are:

- **Demographic Information:** Child-identifying information and child's foster care rates
- **Calculation of Housing and Food Expenses:** Room and board expenses of entire household
- **Calculation of Participant-Specific Expenses:** Expenses directly related to the child's needs only
- **Total Monthly Rate Summary:** Auto-calculated sum of child's room and board cost, pulled from previously entered information.
- **Calculation of Housing and Food Expenses:** Calculates the basic room and board rate based on housing and food costs. Depending on which form is used [F-01715](#) or [F-01716](#), housing and food costs are determined by the child's age as identified in Uniform Foster Care brochure, or by actual expenses reported by the child's foster parents.
- **Foster Care Checks and Balances:** Calculates the Child Welfare and CLTS portions of basic and exceptional rates based upon entries made in previous sections. This section separates the cost of room and board from foster care (basic and exceptional) rates, resulting in the Child Welfare portion of the basic rate and the CLTS-allowable portion of the exceptional rate.
- **Balancing of Expenses:** CLTS waiver does not pay more for foster care than what Child Welfare pays. The two totals in this section should equal each other to ensure CLTS waiver is paying the appropriate amount. If the two totals are not equal, double check user entries.
- **Information for the ISP:** Each rate total from this section is listed on the ISP on separate lines, with funding source(s) reflected. Administrative costs apply only to Level 5 and Treatment Foster Homes. Administrative rate cost information can be found online at <https://www.dhs.wisconsin.gov/clts/fiscal.htm>.