|  |  |  |
| --- | --- | --- |
| **DEPARTMENT OF HEALTH SERVICES**Division of Medicaid ServicesF-02068 (04/2017) |  | **STATE OF WISCONSIN** |
| **REQUEST TO ESTABLISH A CHILDREN'S COP RISK RESERVE** |
| County Name | Children’s Community Options Program County Agency Name | Date |
|       |       |       |
| Name – Financial Institution Requesting Approval to Establish a Children’s Community Options Program (CCOP) Risk Reserve |
|       |
| Street Address | City | State | ZIP Code |
|       |       |       |       |
| The financial institution is a “bank, savings bank, savings and loan association, or credit union that is authorized to do business under state and federal laws relating to financial institutions.” Wis. Stat. § 69.30(1)(b)The county has established a separately identifiable interest bearing escrow account to maintain its CCOP Risk Reserve. Wis. Stat. § 46.272(13)(f)The Department of Health Services (DHS) is required by statute to approve the terms of the escrow. Please describe the terms of the escrow account. This may include such things as terms of interest, conditions under which funds may be paid out of the account, etc. |
|       |
| The county agrees to comply with laws, specifically Wis. Stat. § 46.272(13)(f)(4), and DHS policies regarding the risk reserve and deposits and disbursements from the account. |
| **Date Approved by the CCOP Advisory Committee** |
|       |
| **SIGNATURE** – County Executive or County Board Chairperson | Date Signed |
|  |  |
| **INSTRUCTIONS** |
| Wisconsin Stat. § 46.272(13)(f) regarding CCOP requires that counties provide information to DHS when they establish a **new** CCOP risk reserve with unspent CCOP allocations.The risk reserve must be maintained in an interest-bearing escrow account with a financial institution. All interest from the principal shall be reinvested in the escrow account. The annual amount of a county's expenditure that may be deposited into a risk reserve fund may not exceed 10% of the county's most recent total allocation or $750,000, whichever is less. The total risk reserve balance, including interest, may not exceed 15% of the county's most recent CCOP allocation.* Unspent Sub A allocations that are available for Assessment and Plan expenditures may pay the cost of services and/or be deposited to a risk reserve.
* Unspent Sub B allocations that are available for Service expenditures may be carried forward or be deposited to a risk reserve.
1. Complete the attached F-02068 CCOP Risk Reserve form with the name of the financial institution where the separately identifiable interest bearing escrow account is established. (The CCOP risk reserve account may not be a part of any of the county accounts.)
2. Provide the requested information about the terms of the escrow account.
3. Submit the completed form with the authorized signature and date to the DHSCLTSFiscal mailbox at DHSCLTSFiscal@dhs.wisconsin.gov

**CCOP Risk Reserve Conditions:*** Counties are required to submit a CCOP Risk Reserve Bank Statement annually to DHS during reconciliation.
* Counties are requested when submitting the annual Risk Reserve Bank Statement Balance to report whether the balance includes withdrawals applied during reconciliation.
* Counties are required to notify DHS when they close a CCOP risk reserve account with the closing date and the closing balance.
* Annual Risk Reserve bank statements should be sent to the DHSCLTSFiscal mailbox at DHSCLTSFiscal@dhs.wisconsin.gov.
* The County’s Annual allowable amount to be deposited to a CCOP RR (lessor of 10% of the total CCOP Base Allocation) or $750,000 and the County’s Allowable RR Maximum amounts (15% of the Total CCOP base Allocation) are reported annually to counties in the CCOP Financial Summary Sheet Reference Calculations.
* Counties can request DHS to carry forward up to 5% of unspent Sub B CCOP funds. Amounts carried forward are reduced by amounts the county requests to place in a risk reserve. Wis. Stat. § [46.272(13)(e)](http://docs.legis.wisconsin.gov/document/statutes/46.272%2813%29%28e%29).
* Counties will be required to inform DHS of the amount of the unspent reconciled CCOP RR funds to be applied against CCOP assessment, plan, or service expenses. DHS approval is not required.
* Counties will be required to inform DHS of the amount of the unspent reconciled CCOP RR funds to be applied against CCOP administration expenses. (The statute requires DHS approval for covering admin expenses using RR funds.)
 |