



# Emergency Medical Services Funding Assistance Program Guidance

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In 1989, Wisconsin Act 102 created the original Emergency Medical Service (EMS) Funding Assistance Program (FAP) to provide supplemental funding for eligible Wisconsin ambulance services. Since its inception, the Wisconsin Department of Health Services (DHS) has distributed approximately \$75.4 million in supplemental aid to local ambulance service providers throughout Wisconsin for improvements to their EMS systems and training of EMS personnel.

Under the authority of [Wis. Stat. § 256.12\(4\)](#), DHS shall annually distribute funds for ambulance service vehicles or vehicle equipment, emergency medical services supplies or equipment, nondurable or disposable medical supplies or equipment, medications, or emergency medical training for personnel to an emergency medical responder department or ambulance service provider that is a public agency, a volunteer fire department or a nonprofit corporation. The funds are disbursed under a funding formula consisting of an identical base amount for each emergency medical responder department or ambulance service provider plus a supplemental amount based on the population of the emergency medical responder department's primary service area or the population of the ambulance service provider's primary service or contract area, as established under [Wis. Stat. § 256.15\(5\)](#). If a public agency has contracted for ambulance service with a provider that operates for profit, DHS distributes the funds to the public agency. Funds distributed through the FAP shall supplement existing, budgeted moneys of or provided to an ambulance service provider and may not be used to replace, decrease, or release for alternative purposes the existing, budgeted moneys of or provided to the ambulance service provider.

Under the authority of [Wis. Stat. § 256.12\(5\)\(a\)](#), DHS also distributes funds annually to emergency medical responder departments or ambulance service providers that are public agencies, volunteer fire departments, or nonprofit corporations to purchase the training required for licensure and renewal of licensure as an emergency medical technician under [Wis. Stat. § 256.15\(6\)](#), or for certification and renewal of certification as an emergency medical responder under [§ 256.15\(8\)](#), and to pay for administration of the examination required for licensure or renewal of licensure as an emergency medical technician under [§ 256.15\(6\)\(a\)3](#) and [\(b\)1](#) or for certification or renewal of certification as an emergency medical responder under [§ 256.15 \(8\)](#).

If an emergency medical responder department or ambulance service provider does not use the training funds received under [Wis. Stat. § 256.12\(5\)\(a\)](#) within a calendar year, the emergency medical responder department or ambulance service provider may escrow those funds in the year in which the funds are distributed to the emergency medical responder department or ambulance service provider, except funds distributed for nondurable or disposable medical supplies or equipment or medications. In a subsequent year, an emergency medical responder department or ambulance service provider may use escrowed funds to purchase the training required for certification or renewal of certification as an emergency medical responder or for licensure or renewal of licensure as an EMS practitioner at any level.

[Wisconsin Stat. §§ 256.12\(4\)\(c\)](#) and [\(5\)\(b\)](#) require DHS to make a financial report on the expenditure of any funds received through FAP a condition of an emergency medical responder department and as a condition of

relicensure for ambulance service providers. DHS also requires, as a condition of ambulance service provider relicensure under [Wis. Stat. § 256.15\(6\)\(c\)\(2\)](#), submission of a form stating the population and boundaries of an ambulance service provider's primary service or contract area, signed by a representative of the ambulance service provider and the clerk of each county, city, town or village served by the ambulance service provider.

## EMS FAP Definitions

- **Escrow:** To hold money received in one fiscal year in trust until it can be used in a subsequent fiscal year. Funds escrowed from previous fiscal years may only be used for the purposes allowed under statute for which they were issued. Money not expended in the fiscal year appropriation should be kept in a separate account and may only be used for FAP-related expenses in subsequent years.
- **Federal Tax Identification Number:** The [federal tax identification number \(FEIN\) assigned by the IRS](#) is used to identify a business entity.
- **Financial report:** The standardized form identified in [Wis. Stat. §§ 256.12\(4\)\(c\)](#) and [\(5\)\(b\)](#) where a service must list all expenditures of FAP funds under either Support and Improvement or Training and Examination Aids. Submission of this form is a condition of ambulance service provider relicensure under [Wis. Stat. §§ 256.12\(4\)\(c\)](#) and [\(5\)\(b\)](#).
- **Funding Assistance Program (FAP):** In 1989, Wisconsin Act 102 created the original emergency Funding Assistance Program (FAP) to provide supplemental funding for EMS with a large portion of the funding allocated to assist with initial and refresher EMS training identified in [Wis. Stat. §§ 256.12\(4\)\(a\)](#) and [\(5\)\(a\)](#). Starting July 1, 2024 (State Fiscal Year 2025), emergency medical responder departments are eligible to receive funds in addition to ambulance service providers.
- **IRS W-9 Form:** The [W9 Request for Tax Payer Identification Number and Certification](#) document is used by the IRS to request taxpayer identification number and certification.
- **Department of Administration (DOA) Forms:** These forms are used to set up new supplier within the Wisconsin STAR system or make any updates to existing accounts. These forms are frequently updated and cannot be found online. New and existing suppliers needing to set up an account, update existing information, or having general questions regarding these forms must email the [Funding Assistance Program](#). The forms used are:
  - **DOA-6456:** Authorization for direct deposit
  - **DOA-6457:** Address update
  - **DOA-6458:** Change of supplier name
  - **DOA-6459:** Supplier tax number update
  - **DOA-6460:** New supplier
- **Municipal Certification Form:** The standardized form identified in [Wis. Stat. § 256.15\(6\)\(c\)\(2\)](#) where an ambulance provider and the clerk of a county, city, town, or village served by the ambulance service provider certify the population and boundaries of the ambulance service provider's primary service area in that county, city, town, or village.
- **Municipality:** A village, town, or city that has corporate status and usually powers of self-government.
- **Nonprofit Corporation:** Per [Wis. Stat. § 256.01\(12\)](#), "nonprofit corporation" means a nonstock corporation organized under [Wis. Stat. ch. 181](#) that is a nonprofit corporation as defined in [§ 181.0103\(17\)](#). A nonprofit corporation does not make distributions, except as authorized under [§§ 181.1302\(1\), \(2\), and \(3\)](#). Nonprofit corporations will often fall under Section 501(c)(3) of the U.S. Internal Revenue Code, allowing for federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations, or private operating foundations.
- **Per Capita:** A term commonly used in the field of statistics in place of saying "per person"; measures the per person in a given area (county, village, town, or city).
- **Primary Service Area:** Per [Wis. Admin. Code § DHS 110.04\(60\)](#), a primary service area is the geographic area in which an ambulance service provider is designated to provide first-in EMS under contract with a local government. Primary service area does not include areas that the provider serves through mutual aid or back-up arrangements.

- **Private for Profit:** A business or other organization whose primary goal is making money (a profit), as opposed to a nonprofit organization that focuses on a goal, such as helping the community, and is concerned with money only as much as necessary to keep the organization operating.
- **Public Agency:** Per [Wis. Stat. § 256.15\(1\)\(n\)](#), a public agency means this state, a county, city, village or town; an agency of this state or of a county, city, village, or town; or Tribe.
- **State Transforming Agency Resources (STAR):** STAR is an efficient and reliable system designed to provide better consistency among state agencies as well as a modernization of the state's information technology infrastructure. STAR maintains the state's finance, budget, procurement, business intelligence and human resource functions and is more cost-effective than having each agency support its own infrastructure.
- **Support and Improvement of Emergency Services:** Support and Improvement of Emergency Services is one component of the FAP that distributes funds for ambulance service vehicles or vehicle equipment, EMS supplies or equipment, or emergency medical training for personnel of an emergency medical responder department or ambulance service provider under [Wis. Stat. § 256.12\(4\)](#).
- **EMS Practitioner and Emergency Medical Responder Training and Examination Aid:** Emergency Medical Service Practitioner and Emergency Medical Responder Training and Examination Aid is one component of the FAP that distributes funds annually to emergency medical responder departments or ambulance service providers to purchase the training required for licensure or renewal of licensure as an emergency medical technician under [Wis. Stat. § 256.15\(6\)](#) or for certification and renewal of certification as an emergency medical responder under [§ 256.15\(8\)](#), and to pay for administration of the examination required for licensure or certification.

## EMS FAP Funding Formula

The current funding formula for FAP is based on a total amount of \$25 million available for state fiscal year (SFY) 2025. This amount is divided between the Support and Improvement and EMS Practitioner and Emergency Medical Responder Training and Examination Aid funds using the following multi-part formula:

- **Support and Improvement:** The current allocation of \$25 million will have \$1 million allocated for the training and examination aid. All emergency medical responder departments and ambulance service providers who apply and meet the statutory requirements of the EMS FAP receive a predetermined base rate of \$10,000. The total amount of base funds will be deducted from the \$24 million allocation. The remaining funds will then be divided by the total populations reported from all services to determine a per capita rate. The base rate and per capita rate will be added together to give each service's individual award.
- **EMS Practitioner and Emergency Medical Responder Training and Examination Aid:** The amount available for EMS Practitioner and Emergency Medical Responder Training and Examination Aid is determined by dividing \$1 million equally amongst all services that apply and qualify for these funds.

## Getting Started

[Wisconsin Admin. Code § DHS 110.48\(1\)](#) states the [service director](#) serves as the primary contact between the EMS provider and DHS. The service director, for the eligible service, will have access to the EMS FAP application when the application period opens. If there is a change of service director during the application process, the new service director will need to contact the FAP team to determine if any additional steps are needed to ensure the service director change does not affect the application process and information is not lost in the transition.

The [service director](#) will need to perform the following steps to complete the EMS FAP application:

- Verify that the email address entered in the [E-Licensing](#) account is current and accessible.
- Verify service demographics in [E-Licensing](#). If you find incorrect information, please contact your [EMS regional coordinator](#).

- Verify service federal employer ID number.
- Submit a financial report of expenditures for the previous SFY along with the current application in [E-Licensing](#).
- Provide [Municipal Signature and Population Verification forms](#) from each municipality in your [primary service area](#) and upload them to the application. Unless your primary service area changes, [Municipal Signature and Population Verification forms](#) need to be submitted only once for each licensing period and all populations entered in the application must match the documentation submitted.
  - **Note:** Populations still need to be included on the application to determine the total population of your primary service area.
- To receive FAP payment from the STAR system, you will be required to enter in the STAR ID and Location into the application. This information will need to be acquired from your municipality that receives payments and must have an account with direct deposit. If an account does not have direct deposit set up or there are other issues, you will need email the [Funding Assistance Program](#) for assistance. Services (except for-profit services) may set up their own STAR accounts for direct deposit but need to email the [Funding Assistance Program](#) for the Department of Administration forms to start that process.

## How to Submit FAP Application

All Wisconsin EMS applications are located in the Wisconsin [E-Licensing](#) system. The following steps will assist you in your application submission process:

1. The service director will log into the Wisconsin [E-Licensing](#) system.
2. Once logged into the account, navigate to the "Application" tab.
3. In the "Start Applications" page, go to the "Service Applications."
4. Under the heading for the service you want to apply for, select "View All Service Applications."
5. Access your service EMS FAP application. If you are a service director for more than one service, an application will need to be completed for each service applying for FAP funds.
6. Complete the application process.
7. Submit the EMS FAP application for review by the deadline.
8. You will receive a confirmation notification email that your service EMS FAP application has been received into the Wisconsin [E-Licensing](#) system.
9. The EMS FAP application will be reviewed.
10. If the application is incorrect or missing supporting items, the application will be opened and sent back to the service director for revision. The service director will be notified by email if an application has incorrect or missing information. Do not resubmit an application without making the requested changes. Once corrections have been made, re-submit the EMS FAP application for review by the deadline provided.

## Notification of Award

You will receive a confirmation notification email that your service's EMS FAP application has been approved. When awards have been calculated and are ready for disbursement, an email notification will be sent out explaining that the service's FAP Award Letter has been uploaded to the E-Licensing account which will have a breakdown of the award(s).

You will receive notification that your service's EMS FAP application has been denied and no monies awarded through email.

## Payee Information—Type of Service Designation

As part of the application, the ambulance service provider is asked to designate its "type of service." Choices include:

- **Municipal/public agency:** If the service is a municipal or a public agency the payment will be made payable to the municipality or its subunits. The municipality is responsible for determining the preferred payee when setting up its information within STAR.
- **Nonprofit corporation:** If the ambulance service is organized as a nonprofit corporation under [Wis. Stat. ch. 181](#), the payment will be made payable to the ambulance service.
- **Private for-profit corporation:** [Wis. Stat. § 256.12\(4\)\(b\)](#) mandates that allocations to private, for-profit ambulance services be paid to the contracting municipality. Payments for ambulance service providers that are for-profit services will be made payable to the designated municipality.

No matter who the payment is made payable to, the money must be allocated to the intended EMS provider and used for the purposes described in [Wis. Stat. § 256.12\(4\)](#) and [Wis. Stat. § 256.15\(5\)](#).

## FAP Audit Process

The audit process verifies the following information for the service application for EMS FAP monies:

- Service organization type
- Base rate \$10,000
- Service area population
- Service area population multiplied by the per capita rate

## FAP Financial Report of Expenditures Audit Process

The audit process verifies the following information for the service financial report for expenditures of EMS FAP monies:

- Education/Training spending records
- Escrow accounts
- Vehicle initial purchase or maintenance costs
- Purchased equipment costs

For more information or assistance, please email the [Funding Assistance Program](#).