



EMERGENCY MEDICAL SERVICES FUNDING ASSISTANCE PROGRAM GUIDANCE

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 \$63 million in supplemental aid to local ambulance service providers throughout Wisconsin for improvements to their EMS systems or training of EMS personnel through the FAP.

Under the authority of [Wis. Stat. § 256.12\(4\)](#), DHS annually distributes funds for ambulance service vehicles or vehicle equipment, emergency medical services supplies or equipment, or emergency medical training for personnel, to an 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 ambulance service provider plus a supplemental amount based on 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 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\(6\)](#), for certification and renewal of certification as an emergency medical responder under [§ 256.15\(8\)](#), 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 ambulance service provider does not use the training funds received under [Wis. Stat. § 256.12\(5\)\(a\)](#) within a calendar year, the ambulance service provider may escrow those funds in the year in which the funds are received. In a subsequent year, an ambulance service provider may use escrowed funds to purchase the training required for certification or renewal of certification or 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 ambulance service relicensure. DHS also requires, as a condition of ambulance service provider relicensure certification 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.

DEFINITIONS FOR THE EMS FAP

- **Escrow:** Money or other property held in trust by a third party to be turned over to the grantee only upon fulfillment of a condition. 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 the Support and Improvement or Training and Examination Aids part of the FAP. 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 [\(5\)\(a\)](#). Funds are distributed only to transporting ambulance services.
- **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.
- **Municipal Certification Form:** The standardized form identified in [Wis. Stat. § 256.15\(6\)\(2\)](#) 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 an Indian 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 IT

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 IT infrastructure.

- **Support and Improvement of Ambulance Services:** Support and Improvement of Ambulance 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 ambulance service provider under [Wis. Stat. § 256.12\(4\)](#).
- **EMR and EMT 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 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 EMS Advisory Board is responsible to advise, make recommendations to, and consult with DHS concerning the funding formula under [Wis. Stat. §§ 256.12\(4\)](#) and [\(5\)](#). This includes recommending a formula for allocating funds among ambulance service providers under [§ 256.12\(5\)](#). The current funding formula for the EMS FAP application is based on a total amount of \$1.96 million available for state fiscal year (SFY) 2021. This amount is divided between the Support and Improvement and EMR and EMT Training and Examination Aid funds using the following multi-part formula:

- **Support and Improvement:** All ambulance service providers who apply and meet the statutory requirements of the EMS FAP receive a predetermined base rate of \$3,588 plus an additional award of \$0.05 per capita for the population of their primary service areas. The total of all Support and Improvement awards is then subtracted from the \$1.96 million.
- **EMR and EMT Training and Examination Aid:** The amount available for EMR and EMT Training and Examination Aid is determined by subtracting the total of all awards made under Support and Improvement funds from the original \$1.96 million. The remaining amount is then divided equally among all qualified services applying for EMR and EMT Training and Examination Aid.

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 for SFY 21.

The [service director](#) will need to perform the following steps to complete the EMS FAP application for SFY 2021:

- Verify the email address entered into the [E-Licensing](#) account is current and that you are able to access the email account.
- Verify service demographics in [E-Licensing](#). If you find incorrect information, please contact your [EMS regional coordinator](#).
- Verify service federal employer ID number.
- Submit financial report of expenditures for the previous SFY along with the current application in [E-Licensing](#).

- Provide signed EMS FAP and [Municipal Signature and Population Verification forms](#) from all your municipalities and upload them to the application. Calculate total population of the primary service area. If you have completed the FAP application process for state fiscal year (SFY) 2020, and your primary service area has not changed, you can use the data collected on the SFY 2020 form. Unless your primary service area changes, [Municipal Signature and Population Verification forms](#) need to be submitted only once for the licensing period. **Note:** Populations still need to be included on the application to determine the total population of your service area.
- To receive FAP payments from the STAR system, you must complete the DOA-6460 New Supplier Form and the [W9 Request for Tax Payer Identification Number and Certification](#) forms. Submit the forms and any requests for STAR assistance to DHSDESBFSVendorVAL@dhs.wisconsin.gov. EMS Section staff will not be able to answer questions pertaining to STAR.

HOW TO SUBMIT THE APPLICATION FOR FAP

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 “Available Applications” page, select “Service Applications.”
4. Access your service EMS FAP application.
5. Complete the application process.
6. Submit the EMS FAP application for review by the deadline.
7. You will receive a confirmation notification email that your service EMS FAP application has been received into the Wisconsin [E-Licensing](#) system.
8. The EMS FAP application will be reviewed.
9. 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. Once the corrections have been made, re-submit the EMS FAP application for review by the FAP deadline.

HOW TO SUBMIT THE FINANCIAL REPORT OF EXPENDITURES FOR FAP

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 need to log into the Wisconsin [E-Licensing](#) system.
2. Once logged into the account, navigate to the “Application” tab.
3. In the “Available Applications” page, select “Service Applications.”
4. Access your service EMS FAP “Financial Report of Expenditures” application.
5. Complete the application process.
6. Submit the EMS FAP “Financial Report of Expenditures” application for review by the deadline.
7. You will receive a confirmation notification email that your service EMS FAP “Financial Report of Expenditures” application has been received into the Wisconsin [E-Licensing](#) system.
8. Your EMS FAP “Financial Report of Expenditures” application will be reviewed.

NOTIFICATION OF AWARD

You will receive a confirmation notification email that your service EMS FAP application has been approved and the monies awarded.

You will receive notification that your service EMS FAP application has been denied and no monies awarded through the US postal mail.

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 check 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.
- **Nonstock nonprofit corporation:** If the ambulance service is organized as a nonprofit corporation under [Wis. Stat. ch. 181](#), the check is 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. Checks for ambulance service providers that are for-profit services are also made payable to the designated municipality.

No matter who the check is made payable to, the money must be allocated to the ambulance service 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 \$3,588
- Service area population
- Service area population multiplied by the per capita rate of 0.05

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 contact DHSEMSSMail@dhs.wisconsin.gov. If you need assistance with matters pertaining to STAR, please contact DHSDESBFSVendorVAL@dhs.wisconsin.gov. EMS Section staff will not be able to answer questions pertaining to STAR.