



# WISCONSIN DEPARTMENT *of* HEALTH SERVICES

## Children's Long-Term Support (CLTS) Waiver Program State-Level CLTS Budget and Enrollment Administration Operational Aid for County Waiver Agencies: Fiscal Responsibilities

### Summary:

This operational aid includes information to support county waiver agencies (CWAs) in implementing CLTS State-Level Budget and Enrollment Administration.

**CWAs must comply with State-Level Budget and Enrollment Administration policies and procedures beginning January 1, 2021.**

### Purpose:

The shift to state-level budget and enrollment administration for the CLTS Waiver Program promotes statewide consistency in access, enrollment, and service planning by funding waiver services at the state level for all enrollments.

### Maintenance of Effort (MOE):

CLTS MOE requirements will be met via an annual invoice issued to the CWA. CLTS service authorizations and claims will no longer be used to indicate local-match funding and MOE contributions.

#### Annual invoice:

DHS will issue an invoice to each CWA with an MOE, in the third quarter of the contract year, corresponding to that CWA's published MOE requirement. The CLTS MOE invoice must be paid in full.

#### Use of Children's Community Options Program (CCOP) and Basic County Allocation (BCA):

CWAs may use available CCOP and/or BCA funds towards their CLTS MOE requirement via the Community Aids Reporting System (CARS) reimbursement process. CWAs may report some, or all, of the annual CLTS MOE invoice as an allowable CCOP and/or BCA expense to the corresponding CARS profiles. The total CLTS MOE expense reported to the CCOP and BCA CARS profiles may not exceed the CWA's CLTS MOE requirement. CARS will then issue a corresponding reimbursement, limited by the CWA's available CCOP and BCA funding, which will offset expenses incurred by paying the CLTS MOE invoice.

CWAs do not need to indicate local-match funding sources on their CLTS service authorizations to participate in the CARS reimbursement process for their CLTS MOE. CWAs will be asked to confirm the amount of CCOP used towards their CLTS MOE during the CCOP reconciliation process to ensure CARS has issued an appropriate reimbursement for the contract year. This same information will also be used by DHS to apply the corresponding amount of CCOP funding as nonfederal match for CLTS services provided in that County.

### CLTS Claims Data:

In the CLTS state-level budget and enrollment administration system, all enrollable and enrolled CLTS participant's eligible expenses will be paid by the State through the Third Party Administrator (see the

State-Level CLTS Budget and Enrollment Administration Operational Aid for CWAs: General Instructions, [P-02824](#)). Additionally, as referenced above, the CLTS MOE will be addressed via a third quarter invoice process rather than through a combination of mid-year reporting and an annual reconciliation. This makes several financially-focused elements of the CLTS claims data substantially less relevant.

### Long term support codes (LTS codes) and funding source codes:

Under the CLTS state-level budget and enrollment administration system:

- All eligible CLTS participants are funded under the same CLTS waiver authority regardless of LTS code/target group.
- All enrollable and enrolled CLTS participant's CLTS services are fully funded regardless of the LTS and funding source codes included on their CLTS service authorizations.
- All CWAs will satisfy their CLTS MOE requirements independently from the LTS and funding source codes included on their CLTS service authorizations. DHS will apply any local-match funding collected via the CLTS MOE as appropriate.
- CWAs will not be required to designate CLTS participants as local-match.
  - CWAs may choose to apply a state-match LTS code to all CLTS participants. This does not change the CWA's CLTS MOE requirement.
  - CWAs may continue to use local-match LTS codes for certain CLTS participants. This does not generate CLTS MOE contributions or CARS reimbursements/recoupments.

Due to these policies, CLTS LTS and funding source code information is no longer relevant in the CLTS state-level budget and enrollment administration system. However, to minimize the need for authorization software updates, DHS has opted not to change the current CLTS service authorization structure. Accordingly, CWAs will still need to include an LTS code on their CLTS service authorizations and will be prompted to choose a funding source code when selecting local-match LTS codes.

Because the LTS and funding source code information will continue to be included in CLTS claims data, CWAs are encouraged to use LTS codes that best represent the CLTS participant's target group. At their own discretion, CWAs may continue to use local-match LTS codes and funding sources to aid in tracking CLTS services in the CLTS claims data; however, DHS will not use LTS and/or funding source codes to identify local-funding contributions or CARS reimbursements/recoupments. DHS will not require CWAs to correct erroneous LTS codes and/or funding source codes during the annual CLTS reconciliation. CWAs will not have to update existing CLTS service authorizations with new LTS or funding source codes to conform to the state-level budget and enrollment administration system.

### CLTS-Grandfathered funding

CWAs do not need to separately track CLTS enrollment and service expenses for participants on the CLTS-Grandfathered list. All enrollable and enrolled CLTS participants are fully funded regardless of previous CLTS Waiver Program enrollment history. CWAs may choose to discontinue use of the CLTS-Grandfathered LTS codes (formerly CLTS-Autism LTS codes).

## CLTS Parental Fees Collections:

All CLTS Parental fees collected will be forwarded to DHS to help fund CLTS Waiver program services. CLTS Parental fees no longer distinguish between State-matched participants and BCA-matched participants.

All CLTS parental fees collected by the CWA will be reported to CARS 882 as a negative number (e.g., \$100 of parental fees collected is reported as -\$100 in CARS 882).