

To: County Board Chairpersons
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors

From: Cheryl K. Johnson, Interim Administrator
Division of Enterprise Services
Department of Health Services



The purpose of this memo is to provide you with your preliminary notification of CY 2014 Social Services and Community Aids Allocations for the Department of Health Services. Counties can use this information to prepare their 2014 budgets. The base State and County Contract will establish a contract between your county agency and the Department of Health Services (DHS). Numbered Memos and contract approval signatures will come from the Division of Enterprise Services Interim Administrator. All county agencies should continue following program contract requirements as indicated in the 2013 State and County Contract.

The following information will be posted on the Department's internet site at
<http://www.dhs.wisconsin.gov/sca/>

- Information on the 2014 Social Services and Community Aids Allocations
- A Preliminary CY 2014 County Social Services and Community Aids Allocation Spreadsheet

How to Create a County Report in the CY 2014 Social Services and Community Aids Allocation Excel Spreadsheet

To create a county report, mark the desired county in the County column by moving the cursor to that cell. Then use the mouse to right click the red County Report button at the top of the spreadsheet. This will create a print ready county report.

Information Regarding Impact of the federal Budget Control Act on CY 2014 Allocations

The CY 2014 allocations reflect the estimated impact of the federal Budget Control Act (also known as federal "sequester" legislation). The Department estimates that two categories will be affected by the federal sequester in CY 2014, the Basic County Allocation and programs for seniors.

As you know, the Basic County Allocation is a block grant to counties for human services programs. The allocation is funded 81% GPR, 12% federal Social Services Block Grant, and 7% federal TANF funds. The federal sequester legislation has reduced the state's Social Services Block Grant award. The preliminary CY 2014 Basic County Allocation award level is based on the estimated FFY 14 SSBG award level; the actual award level depends on action by Congress for the FFY 14 federal budget. The overall reduction to the Basic County Allocation for CY 2014 is estimated to be 1% compared to CY 2013.

Programs for seniors include GPR and federal Older Americans Act funds that support a range of services. The amounts in the state county contract allocation spreadsheet are for Dane and

Milwaukee County only; DHS distributes funding for all other counties through the Greater Wisconsin Agency on Aging Resources. Total funding to counties and tribes is \$28.3 million All Funds (\$8.3 million GPR). The federal sequester will reduce the state's Older Americans Act allocation, with the impact on county CY 2014 allocations estimated to be a 2.75% reduction. Again, the actual award level depends on action by Congress on the FFY 14 federal budget.

It should be noted that funding for CIP waivers will increase for CY 2014 by over 4%. As a result, despite the federal sequester, total funding in the CY 2014 state/county contract allocations will increase by \$4.5 million.

Carry-over Community Aids Funds Wis. Stat. § 46.45(3)(a): A county can carry over up to 3% of the following:

- Basic County Allocation (BCA)
- Alzheimer's Family and Caregiver Support
- Community Mental Health Services Block Grant
- Substance Abuse Prevention and Treatment Block Grant
- Adult Protective Services

The Substance Abuse Prevention and Treatment Block Grant Allocation and Community Mental Health Services Block Grant Allocation funds carried over must be used for their original purpose. The other funds become general carry-over funds and are made available on a one-time basis after the previous years' contract has been reconciled.

Carry-Over Family Support Program Wis. Stat. § 46.45(3)(c)

Per the statutes, a county can carry-over up to 5% of its Family Support Funding. This carryover must be used for Family Support Program services.

Carry-Over COP Funding Wis. Stat. § 46.27(7)(fm)

The department shall, at the request of a county, carry forward up to 5% of the amount allocated under this subsection to the county for a calendar year if up to 5% of the amount so allocated has not been spent or encumbered by the county by December 31 of that year, for use by the county in the following calendar year, except that the amount carried forward shall be reduced by the amount of funds that the county has notified the department that the county wishes to place in a risk reserve under par. (fr). The department may transfer funds within s. [20.435 \(7\) \(bd\)](#) to accomplish this purpose. An allocation under this paragraph does not affect a county's base allocation under this subsection and shall lapse to the general fund unless expended within the calendar year to which the funds are carried forward. A county may not expend funds carried forward under this paragraph for administrative or staff costs, except administrative or staff costs that are associated with implementation of the waiver under sub. [\(11\)](#) and approved by the department.

Planning and Budgeting Requirements

Counties must meet the requirements in Wis. Stat. § 46.031(3) for Departmental approval of an open public participation process. Contact your Area Administrator with any questions.

Finally, it should be noted that the Board for People with Developmental Disabilities (WBPDD), under Wis. Stat. § . 51.437(7) (a) has review and advisory responsibilities on community budgets and plans for programs affecting persons with developmental disabilities. The Board will issue instructions which enable it to carry out these responsibilities.

ALLOCATION INFORMATION - SOCIAL SERVICES - COMMUNITY SERVICES - HUMAN SERVICES

The schedule for distributing DHS allocations to Local Agencies in Calendar Year 2014 (CY 14) and subsequent years has changed. All local agencies will receive the full amount of funding expected for Calendar Year 2014. However, DHS will no longer allocate the full calendar year amount in January instead, DHS will allocate the January – June funding as of January 1st and the remainder as of July 1st. This arrangement is consistent with the distribution schedule implemented for the Basic County Allocation (BCA) in CY 13. Please refer to individual appendices for details on program funding.

Prepayments will be calculated as 1/12th of the contract amount at the time the prepayments are paid. This is consistent with the current payment processes for the BCA. Timing of prepayments and cost reimbursements is otherwise unchanged. Payments, including prepayments and cost reimbursements, continue to be limited by the contract amount at the time of payment.

APS-Adult Protective Services (312)

The Adult Protective Services allocation is awarded to each county once Family Care has begun in that county. Expenses reported on this profile in excess of the contract award will roll to Profile 561 (BCA) where payment shall be made in accordance with the established practice of that profile. These additional funds are available to be used for reimbursement of expenses incurred by the County for the purpose and services listed in item II of the Appendix O description. The allocations for January 1st in this profile include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

Alzheimer's Caregiver Support (381)

To administer the program within the approved budget level, allocations for Family Care expansion counties (i.e., Family Care sites other than the original five pilot sites) are reduced starting 12 months after their Family Care implementation date. The reduced allocations will be approximately 65% of the previous allocations for those counties. The allocations for January 1st in this two profiles include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

BCA Less Match (561)

This is the BCA with the state match portion of the BCA removed. If a county does not spend county matching funds, it is still eligible to receive the funds identified in this column based upon reimbursable Community Aids expenses.

State Match/County Match (681)

This amount is based upon 9.89% of all matchable funds.

Total Match

This is the sum of all Community Aids funds which are subject to county match.

Initiatives for Coordinated Services (530)

Initiatives for Coordinated Services have been based on the allocation arrangement stated in the section at the beginning of this memo titled **ALLOCATION INFORMATION - SOCIAL SERVICES - COMMUNITY SERVICES - HUMAN SERVICES**. The allocations for January 1st in this profile include payments through 6/30/14 are limited to 3/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

Family Support (577)

Funding is unchanged from CY 2013. The allocations for January 1st in this Profile include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

Community Mental Health Services Block Grant (569)

Funding is unchanged from CY 2013.

Substance Abuse Prevention and Treatment Block Grant (570)

Funding is changed from CY 2013.

Title 3C-1 Cong. Meal Program (560350)

The allocations for Title 3C-1 Cong. Meal Program have been based on the allocation arrangement stated in the section at the beginning of this memo titled **ALLOCATION INFORMATION - SOCIAL SERVICES - COMMUNITY SERVICES - HUMAN SERVICES**. The allocations for January 1st in this profile include payments through 6/30/14 are limited to 5/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

Community Options Program COP (367)

The COP base allocations for counties that completed transition to managed care have been adjusted to reflect the "leave back" COP calculation. COP expenses are reported on CARS profile 367; this should include the COP funding that is used for match in a waiver program. The allocations for January 1st in this profile include payments through 6/30/14 are limited to 4/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

The Medicaid Pass-Through Program (MAPT) (388, 389, and 390)

MAPT is an administrative program to arrange for the pass-through to counties of the federal share (50%) of certain administrative and quality assurance functions reimbursable through Medicaid administrative funds. MAPT may be accessed to pay for adult family home activities performed or purchased by county agencies which are associated with the Medical Assistance Community Based Waiver programs (COP-Waiver, CIP II, CIP IA, CIP IB) . These additional funds may be used by the County only in accordance with DSL numbered memos, the Department COP Guidelines and Procedures, the Department MA Waiver Manual, numbered COP information bulletins, and the approved County COP plans which are by reference part of this contract. Non family care counties are eligible to complete the MAPT contracts requirements which include an application and time studies. In order for a county to earn the 50% federal MA admin funds (Profile 388) a like amount of matching funds must be available, (CARS profile 390 - Community aids, CARS profile 389 - COP requires Department approval.

COP-Waiver (338 and 339)

Counties that completed transition to managed care prior to CY 2013, have no contract levels.

All COP-Waiver expenses must be reported on CARS profile 337. This profile will allocate the non-federal share and the federal share of expenses based on the current federal percentages to CARS profiles 338 (non-federal) and 339 (federal). CARS profile 338 is contract controlled. The non-federal share of expenses that exceed the COP-Waiver contract level will roll to BCA (profile 561) for payment. The federal share of expenses will be identified and paid on CARS profile 339. The CARS profile 339 is sum sufficient.

For purposes of this notification the state/federal percentage calculation was 40.88% (GPR) and 59.13% (FED). This is the blended rate for CY 13. While this ratio may change depending upon final federal

notification, for COP Waiver the non federal share is constant, only the federal share will adjust if a change in the blended rate occurs. For Profile 338 the allocations for January 1st include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

Birth to Three (550)

Funding is unchanged from CY 2013. The allocations for January 1st include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

Brain Injury Waiver (BIW) (506) and BIW Federal (507)

Reimbursement for BIW Non-Federal (Profile 506) is the state MA GPR portion of average daily claims, which must be less than or equal to the **state per diem rate** (\$180) for program participants.

State funding obligations due to slot activity that has not been included in this notification will either be included in the final CY 14 initial contracts or in a contract amendment processed after January 1, 2014.

The BIW Federal (507) amount includes the federal share of the revenue earned for slots at \$180 per day. The profile is sum sufficient.

For purposes of this notification, the federal Medicaid match percentage of 59.13% is used. This ratio may change due to final federal notification and the timing of a county's CARS reporting.

The profile contract totals do not reflect local matching funds. For Profile 506 the allocations for January 1st files include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

CIP IA Non-Federal (580), CIP IA Federal (581), Money Follows the Person (MFP) Non-Federal (472) and Federal (473)

The amount calculated for CIP IA Non-Federal (Profile 580) is the total of the state MA GPR portion of the funds available for the slots assigned to these program participants as of July 1, 2013. State funding obligations due to slot activity that has not been included in this notification will either be included in the final CY 14 initial contracts or in contract amendments processed after January 1, 2014.

The federal portion of slot revenue is available on CIP IA Federal (Profile 581). The federal matching percentage may change due to final federal notification and the timing of a county's CARS reporting. For Profile 580 the allocations for January 1st include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

CARS Profile series 471 (reporting) , 472 (non fed), and 473 (fed) have been established to identify individuals who are relocated from a State center for person with developmental disabilities, under the CIP 1A waiver and who meet the criteria for allowing the Department to claim an enhanced federal matching rate under the Money Follows the Person Demonstration Grant. For CY 14 the blended rate applied to develop the contracts under this grant is 20.44% (non fed) and 79.56 (fed). The Department may draw the enhanced federal matching rate for eligible individuals for a maximum of 365 days after which the person will continue to be served at the approved federal matching rate for the CIP 1A waiver. Further information regarding the Money Follows the Person (MFP) Demonstration grant can be found in the DLTC numbered memo 2008-05.

CIP IB Non-Federal (564) and CIP IB Federal (563)

The estimated MA GPR funding the County has been allocated on CIP IB Non-Federal (Profile 564) is based on the number and type of waiver slots in use as of July 1, 2013. The allocation is the sum of the MA GPR portion of the state per diem rate for regular slots and variance specific slots available to counties during calendar year 2014. State funding obligations due to slot activity that has not been included in this notification will either be included in the final CY 14 initial contracts or in a contract

amendment processed after January 1, 2014.

The federal portion of slot revenue is available on CIP IB Federal (Profile 563). This profile includes the federal portion of costs for those participants having regular or variance specific slots. For purposes of this notification the federal percentage of 59.13% has been used. The federal matching percentage may change due to final federal notification and the timing of a county's CARS reporting. This profile is sum sufficient. The profile totals do not reflect local matching funds. For Profile 564 the allocations for January 1st include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

ICFMR Non-Federal (407), ICFMR Federal (408), MFP Non Federal (475) and MFP Federal (476)

The estimated MA GPR funding the County has been allocated on ICFMR Non-Federal (Profile 407) is based on the number of slots in use as of July 1, 2013. The allocation is the sum of the MA GPR portion of the state per diem rate for regular slots available to counties during calendar year 2014. State funding obligations due to slot activity that has not been included in this notification will either be included in the final CY 14 initial contracts or in a contract amendment processed after January 1, 2014.

The federal portion of slot revenue is available on ICFMR Federal (Profile 408). This profile is sum sufficient. For Profile 407 the allocations for January 1st include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

CARS Profile series 474 (reporting), 475 (non fed) and 476 (fed) have been established to identify individuals who are relocated from an ICF MR and who meet the criteria to allow the Department to claim an enhanced federal matching rate under the Money Follows the Person Demonstration Grant (MFP). For CY 14 the blended rate applied to develop the contracts under this grant is 20.44% (non fed) and 79.56 (fed). The Department may draw the enhanced federal matching rate for eligible individuals for a maximum of 365 days after which the person will continue to be served at the approved federal matching rate under the ICF MR restructuring Initiative within the CIP IB waiver. Further information regarding the Money Follows the Person (MFP) Demonstration grant can be found in the DLTC numbered memo 2008-05.

CIP1B Family Care Transition Non-Federal (410) and CIP1B Family Care Transition Federal (411)

The estimated MA GPR funding the County has been allocated on CIP IB Family Care Transition Non-Federal (Profile 410) is based on the number of participants in waiver slots in use as of July 1, 2013. The allocation is the sum of the MA GPR portion of the state per diem rate for regular slots available to counties during calendar year 2013. State funding obligations due to slot activity that has not been included in this notification will either be included in the final CY 14 initial contracts or in a contract amendment processed after January 1, 2014.

The federal portion of slot revenue is available on CIP IB Family Care Transition Federal (Profile 411). For purposes of this notification the federal percentage of 59.13% has been used. The federal matching percentage may change due to final federal notification and the timing of a county's CARS reporting. This profile is sum sufficient. For Profile 410 the allocations for January 1st include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

CIP II (348 and 349)

The amounts shown in this notification are based on caseload information as of July, 2013 and will be updated for the initial CY 14 contracts. Contract value is calculated based on per diem of \$41.86 times 365 days times the number of slots a county currently holds and any additional funding allocated due to nursing home relocations and/or closures. For the purposes of this allocation notification the

state/federal split used was 40.88% (GPR) and 59.13% (FED). This is the blended rate for CY 13 and may change depending upon the final federal notification.

This funding does not include person-specific funds associated with moves to waiver counties from a Family Care county.

Counties will report all CIP II program expenses on CARS Profile 347. CARS Profile 347 will allocate the non-federal share to Profile 348 and the federal share of expenses to Profile 349 based on the current state/federal split. CARS Profile 348 is contract controlled. The non-federal share of expenses that exceed the GPR contract level will roll to the BCA (561) for payment. The federal share of expenses will be identified and paid on CARS Profile 349. This Profile is sum sufficient. For Profile 348 the allocations for January 1st include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

CIP II – Community Relocation Initiative (369 and 370) and MFP Non Federal (478) and MFP Federal (479)

The amounts shown in this notification are based on caseload information as of July, 2013 and will be updated for the final CY14 contracts. Contract value is calculated based on the specific per diem awarded to each person times 365 days. For the purposes of this allocation notification the state/federal split used was 40.88%(GPR) and 59.13% (FED). This ratio is subject to change dependent upon the final federal notifications.

Counties will report all CIP II – Community Relocation Initiative expenses on CARS Profile 368. CARS Profile 368 will allocate the non-federal share to Profile 369 and the federal share of expenses to Profile 370 based on the current state/federal split. CARS Profile 369 is contract controlled. The non-federal share of expenses that exceed the GPR contract level will roll to Profile 561 (Base) for payment. The federal share of expenses will be identified and paid on CARS Profile 370. This Profile is sum sufficient. For Profile 369 the allocations for January include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

CARS Profile series 477 (reporting) , 478 (non fed) and 479 (fed) have been established to identify individuals' who are relocated from a nursing home under the CIP II - Community Relocation Initiative and meet the criteria for allowing the Department to claim an enhanced federal matching rate under the Money Follows the Person Demonstration Grant. For CY 14 the blended rate applied to develop the contracts under this grant is 20.44% (non fed) and 79.56 (fed). The Department may draw the enhanced federal matching rate for eligible individuals for a maximum of 365 days after which the person will continue to be served at the approved federal matching rate for the CIP II - Community Relocation Initiative. Further information regarding the Money Follows the Person (MFP) Demonstration grant can be found in the Division of Long Term Care (DLTC) numbered memo 2008-05.

CIP II – Diversions (375 and 376)

The amounts shown in this notification are based on caseload information available as of July, 2013 and will be updated for the final CY 14 contracts. Contract value is calculated based on per diem of \$85 times 365 days times the number of slots a county held on July 2013. The state/federal split used for the purposes of this notification was 40.88% (GPR) and 59.13% (FED). This ratio may change based on the final federal notifications.

Counties will report all expenses associated with the CIP II - Diversion program on CARS Profile 374. CARS profile 374 will allocate the non-federal share of expenses to Profile 375 and the federal share of expenses to Profile 376 based on the current state/federal ratio. CARS Profile 375 is contract controlled. The non-federal share of expenses that exceed the GPR contract level will roll to Profile 561 (base) for payment. The federal share of expenses will be identified and paid on CARS Profile 376. This profile is sum sufficient. For Profile 375 the allocations for January 1st include payments through 6/30/14 are

limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

CIP II – Family Care Transfers (392 and 393)

The amounts shown in this notification are based on caseload information as of July 1, 2013 and will be updated at the beginning of 2014 to reflect any additional activity. Contract value is calculated based on the specific per diem awarded to each person times 365 days. For the purposes of this allocation notification the state/federal split used was 40.88% (GPR) and 59.13% (FED). This ratio is subject to change dependent upon the final federal notifications.

Counties will report all expenses associated with the CIP II - Family Care Transfers on CARS Profile 391. CARS profile 391 will allocate the non-federal share of expenses to Profile 392 and the federal share of expenses to Profile 393 based on the current state/federal ratio. CARS Profile 392 is contract controlled. The non-federal share of expenses that exceed the GPR contract level will roll to Profile 561 (base) for payment. The federal share of expenses will be identified and paid on CARS Profile 393. This profile is sum sufficient. For Profile 392 the allocations for January 1st include payments through 6/30/14 are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level.

Children's Long Term Supports (CLTS)

The estimated updated 2014 GPR funding for the county waiver agency has been allocated to the non-federal, non-reimbursable profiles. The 2014 preliminary autism GPR contract amounts are based on the 2013 all funds amount allocated using the updated 2014 GPR portion of the blended FFP rate (40.875%). The contracts include intensive and ongoing autism funding for the county waiver agency. The 2014 preliminary non-autism GPR contract amounts are based on the county waiver agencies' 2013 all funds allocation using the updated 2014 GPR portion of the blended FFP rate (40.875%). The amount available on each non-reimbursable, federal profile is updated with the estimated 2014 federal match portion of the blended FFP rate. For Profiles 877, 880 the allocations for January 1st include payments through 6/30/14 and are limited to 6/12ths of the contract with the balance paid after 6/30/14 based on reported costs up to the contract level. Contract adjustments, if necessary, will be made after January 1, 2014.

All Other Programs

The schedule also contains 2014 allocations for programs only available in certain counties. The requirements for these programs are similar to 2013 requirements.

ACTION SUMMARY STATEMENT: Counties are to use this information to prepare their 2014 budgets.

REGIONAL OFFICE CONTACT: Regional Area Administrator

MEMO WEB SITE: <http://dhs.wisconsin.gov/sca>