

Children's Long-Term Support (CLTS) Parental Payment Limit User's Guide for the Automated Workbook

SCOPE OF THIS USER'S GUIDE

This document is intended to help you navigate and enter data into the automated workbook for determining a family's CLTS Parental Payment Limit. If you need guidance as to **what** or **whose** income is considered when calculating the CLTS Parental Payment Limit, **how** to determine the disability deduction, or other aspects of how to apply the Parental Payment Limit, please refer to the *CLTS Parental Payment Limit Frequently Asked Questions* document available online at <http://dhs.wisconsin.gov/bdds/clts/ppl/CLTSParentLimitFAQ.pdf>.

OVERVIEW OF THE AUTOMATED WORKBOOK

The new 2009 workbook is available online at <http://dhs.wisconsin.gov/bdds/clts/ppl>. The workbook is a Microsoft Excel spreadsheet file. The file is "locked" so that there are only certain items that can be changed or reformatted. We **strongly suggest** that you make this file **read-only**, and use it as a template. If you wish to save a specific calculation, use the File - Save As function and give the saved calculation a new file name. An updated workbook will be provided each year after the Federal Poverty Guidelines are published (usually in February).

The automated workbook is intended to help you easily and accurately compute a family's CLTS Parental Payment Limit. You will work directly with the family to determine the necessary pieces of the formula: family size, income, allowable deduction, service cost, etc. When you have gathered the information, you can enter it into the workbook in order to automatically calculate the CLTS Parental Payment Limit and provide the family with a printout of that calculated result. See the following pages for detailed instructions.

This workbook contains two worksheets, described below:

Data Entry: This is the only worksheet where you will enter any information. This is where you will enter the information provided to you by the family and determined in the child's Individual Service Plan (ISP). This worksheet is formatted for printing, and allows room at the top for your agency letterhead.

Formulas: This worksheet is for your reference and contains the current Federal Poverty Limits (FPL) as well as a table showing the percentages that will be applied to the child's Service Plan cost after the parent's adjusted income is determined. This page is formatted for printing should you wish to have a hard copy. If you have entered a Family Size, this is displayed on the **Formulas** worksheet in the gray shaded box, along with the FPL for that family size. When a worksheet has been completed there is a small chart on the **Formulas** sheet that summarize the info you have entered and show the percentage of the service plan for which the family will be liable.

When entering data, keep in mind the following:

- All fields requiring a dollar amount are automatically formatted as currency fields, and dollar signs will be displayed automatically. Do not type the dollar sign in any field.
- A field whose value is **subtracted** in the underlying formula will be displayed in RED.
- Dates should be entered as mm/dd/yy.
- Navigate through the worksheet using your TAB or ENTER key.

TEN STEPS FOR CALCULATING THE PARENTAL PAYMENT LIMIT

Note: Refer to the *CLTS Parental Payment Limit Frequently Asked Questions* document for details on determining the information you will enter in the workbook. After you have worked with the family to collect all the necessary information regarding income, service costs, etc., open the Microsoft Excel spreadsheet named **paymentlimitworkbook.xls**. This workbook is available online at <http://dhs.wisconsin.gov/bdds/clts/ppl>.

STEP 1. Open the workbook and click on the *DataEntry* tab. A table will be displayed (see Figure 1).

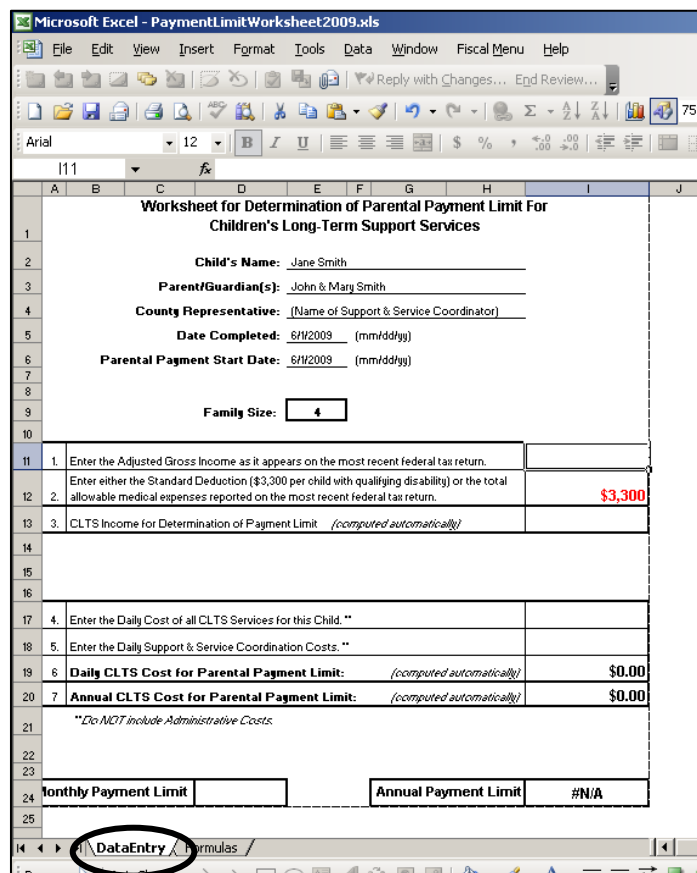


Figure 1. Display the *DataEntry* worksheet. This is where you will enter all the required data.

- STEP 2. Enter the child's name, the parent/guardian's name(s), name of the county representative filling out the form, the date completed, and the start date for parental payment. Press TAB or ENTER on your keyboard to navigate between these fields.
- STEP 3. Enter the Family Size and press TAB or ENTER on your keyboard.
- STEP 4. Enter the Adjusted Gross Income on Line 1 and press TAB or ENTER on your keyboard.
- STEP 5. Either leave the \$3,300 standard deduction which is already entered, or overwrite it on Line 2 with a different allowable deduction amount. See the Parental Payment Limit Frequently Asked Questions for detailed information about allowable deductions. Press TAB or ENTER on your keyboard.
- STEP 6. The CLTS Income for Determination of the Parental Payment Limit will be automatically displayed on Line 3. If Line 3 is less than the minimum required for a CLTS Parental Payment Limit to apply, the total will appear in red and a box will be displayed indicating that the process should stop (see Figure 2). Print the page for the record and the process is concluded.

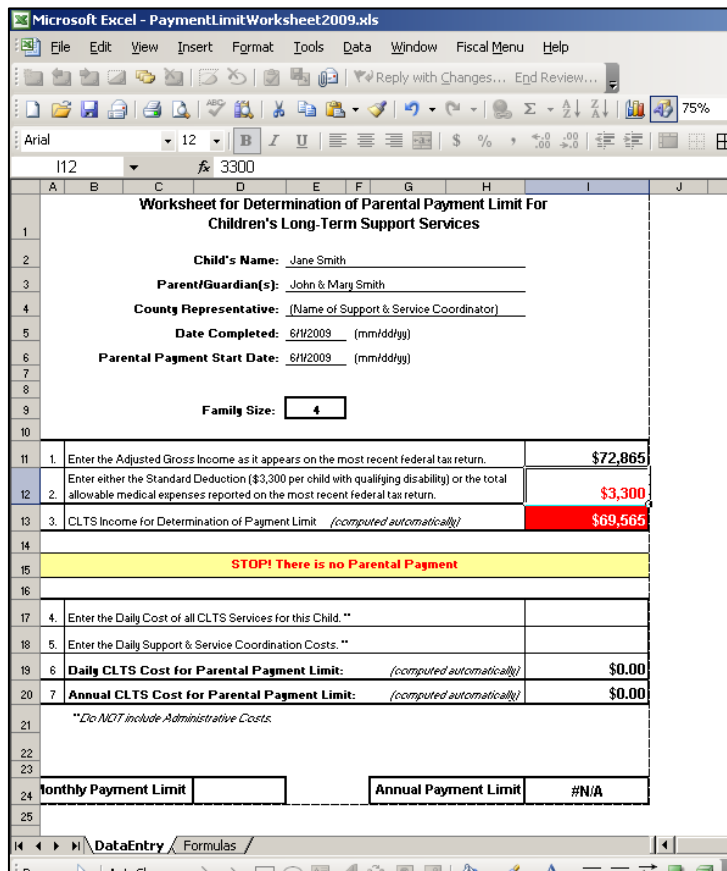


Figure 2. The CLTS Income is less than the minimum required for a Parental Payment Limit to apply, so you may stop the process here. Print this page for the record.

If the CLTS Income is **equal to or greater than the minimum required** for a CLTS Parental Payment Limit to apply, the total will appear in blue and a box will be displayed prompting you to continue to the next step (see Figure 3).

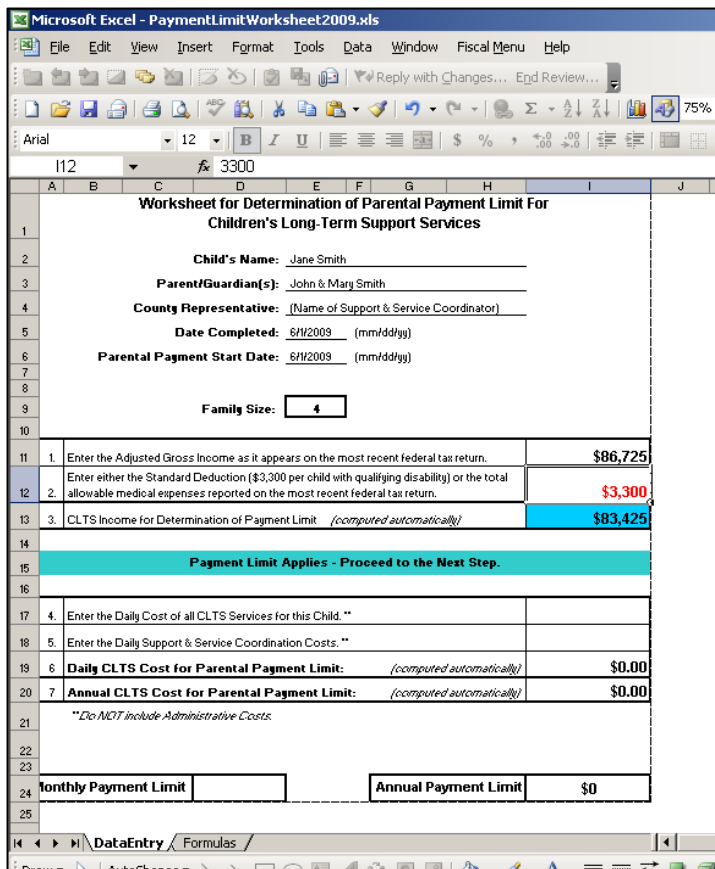


Figure 3. You are prompted to continue if the CLTS Parental Income is equal to or greater than the minimum required.

- STEP 7. Enter the Daily Cost of all of this child’s CLTS services on Line 4 and press TAB or ENTER on your keyboard. Note that Administrative Costs should **not** be included in the Daily Plan Cost. Be sure that you **do include** the cost of Service Coordination in this section (it will be split out and deducted in the next step).
- STEP 8. On Line 5, enter just the daily cost for Support and Service Coordination that is included on this child’s plan and press TAB or ENTER on your keyboard. (This amount will appear in RED, and it will be deducted from the total cost of the child’s plan.)

Note that, as entries are made in Lines 4 and 5, the daily and annual service costs (Lines 6 and 7) will be automatically displayed, as will the monthly and annual Parental Payment Limit at the bottom of the screen. (See Figure 4.)

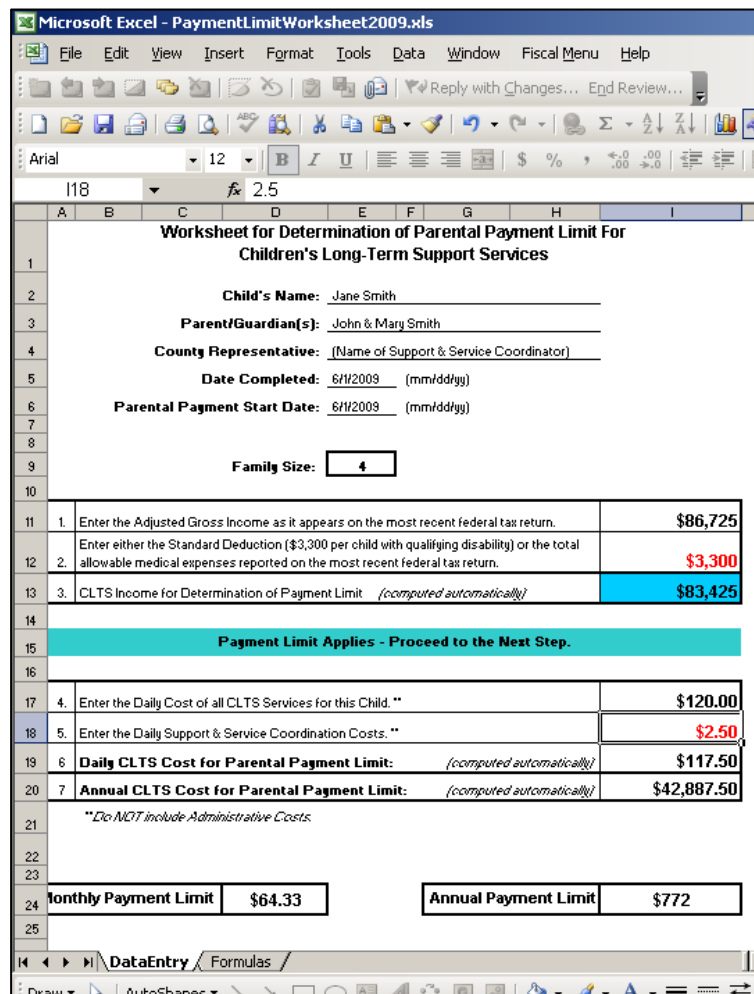


Figure 4. After entering values in Lines 4 and 5, Lines 6 and 7 are automatically calculated and the screen shifts down to where you can see the Parental Payment Limit (both the monthly and the annual amount are displayed).

- STEP 9. Print the finalized calculation worksheet. The worksheet is formatted to allow space for your agency’s letterhead at the top of the page.
- STEP 10. When finished, use the **File - Save As** function and create a file with a new name in order to save this specific calculation. If you do not need/choose to save this specific calculation, close the Workbook without saving your changes. This way, your template will always remain blank and ready for new data.

Beginning with the 2009 Workbook, we have provided county staff with an easy way to see the calculations associated with a specific family’s worksheet. Some families might find this very helpful. After completing all the required information on the *Data Entry* screen, the *Formulas* tab will show details about the calculations. See Figure 5 for an example.

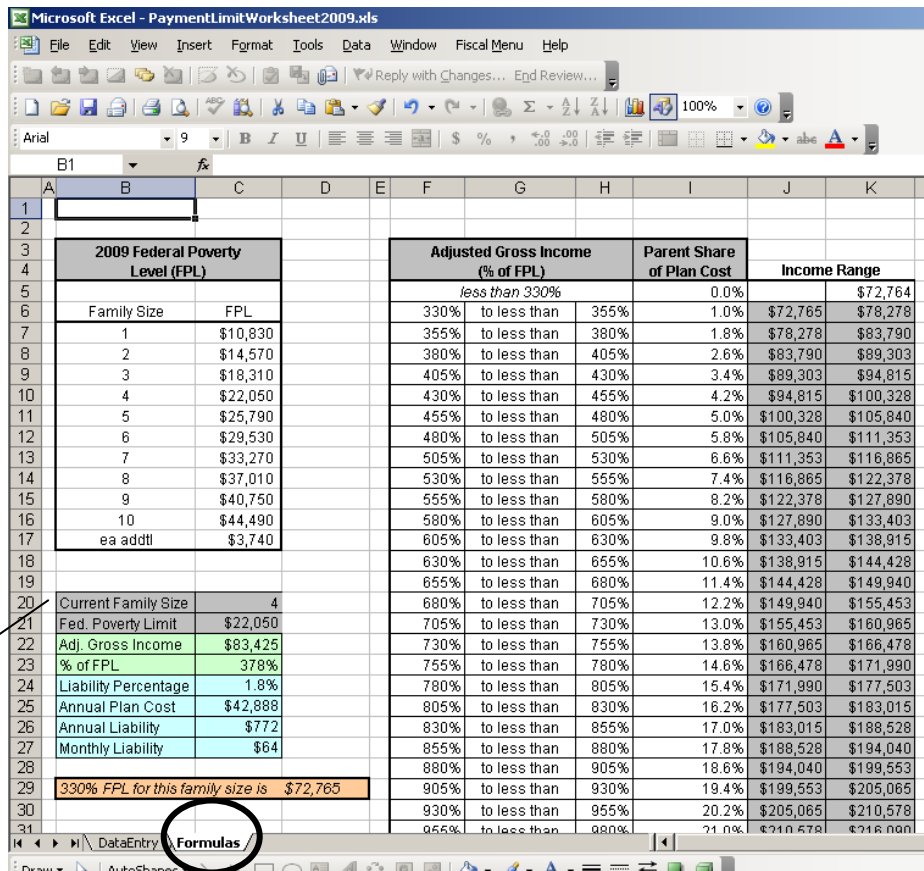


Figure 5. This chart shows the following:

- **Family Size** from Data Entry screen
- **Federal Poverty Limit** calculated from the chart above
- **Adjusted Gross Income** from Data Entry Screen
- **% of FPL**: shows what percent of the FPL is the Adjusted Gross Income
- **Liability Percentage**: Calculates the parent share of the service plan cost, based upon the % of FPL. This can also be found in the charts to the right: Find the Income Range within which the Adjusted Gross Income falls, and read to the left to see the Parent Share of Plan Cost.
- **Annual Plan Cost** from Data Entry Screen
- **Annual Liability**: Liability Percentage x Plan Cost
- **Monthly Liability**: Annual Liability / 12.

The box at the bottom of the small chart shows what 330% of the Federal Poverty Limit is for a family with the size specified for this family.

All materials related to the Parental Payment limit can be found online at:
<http://dhs.wisconsin.gov/bdds/clts/ppl/index.htm>.