

F County Agency: Pleasantville
 Reconciled Year: 2021

SECTION I - CCOP ASSESSMENTS AND PLANS		
<i>Entries must agree with the HSRS Long-Term Support Module's final C-016 CCOP and L-300 CCOP reports for the reconciled year.</i>		
A	Assessment expenses (SPC 603.01, SPC 603.03)	\$ 1,853.74
B	Care Plan expenses (SPC 603.02, SPC 603.04)	\$ 253.24
C	Total Assessment and Plan Expenses	\$ 2,106.98

SECTION II - CCOP SERVICES		
<i>Entries must agree with the HSRS Long-Term Support Module's final C-016 CCOP and L-300 CCOP reports for the reconciled year.</i>		
D	Straight CCOP Service Expenses (All CCOP SPCs excluding assessments (SPC 603.01, SPC 603.03) and plans (SPC 603.02, SPC 603.04).	\$ 8,539.60

SECTION III - CHILDREN'S LONG-TERM SUPPORT (CLTS) PROGRAM MATCH		
<i>The combination of CCOP and BCA funds applied as non-federal match for CLTS services may not exceed the County's CLTS maintenance of effort (MOE) requirement.</i>		
E	CCOP allocation applied as non-federal match for CLTS services	\$ 12,532.23

SECTION IV - CCOP TARGET CASE MANAGEMENT (TCM) REVENUE		
<i>TCM revenue not applied towards administrative costs will prioritize offsetting CCOP assessments/plans, then CCOP services, in that order</i>		
F	CCOP TCM revenue received during reconciled year	\$ 250.00
G	TCM administration maximum (7% of TCM revenue)	\$ 17.50
H	CCOP TCM revenue applied to CCOP administrative expenses (May not exceed line G)	\$ 17.50
I	CCOP TCM revenue applied to CCOP assessments and plans	\$ 232.50
J	CCOP TCM revenue applied to CCOP services	\$ -
K	Total CCOP TCM revenue applied to CCOP assessments, plans, and services	\$ 232.50
L	CCOP TCM revenue exceeding CCOP expenditures	\$ -

SECTION V - RISK RESERVE (RR) SUMMARY (retrieved automatically from appendix B)		
<i>Risk reserve withdrawals not applied towards administrative costs will prioritize offsetting CCOP assessments/plans, CCOP services, then CLTS-match in that order</i>		
M	CCOP risk reserve deposits funded by the reconciled year's CCOP allocation	\$ -
N	CCOP risk reserve withdrawals applied to reconciled year CCOP assessments and plans	\$ (450.00)
O	CCOP risk reserve withdrawals applied to reconciled year CCOP services	\$ -
P	CCOP risk reserve withdrawals applied to reconciled year non-federal match to Children's Long Term Support (CLTS) services	\$ -
Q	CCOP risk reserve withdrawals for reconciled year administrative expenses	\$ -
R	Net CCOP risk reserve deposit (withdrawal)	\$ (450.00)

S	Starting CCOP risk reserve balance	\$ 6,000.00
T	Risk reserve interest	\$ 90.00
U	Processed risk reserve deposits (withdrawals)	\$ (1,200.00)
V	Ending CCOP risk reserve balance	\$ 4,890.00
W	Pending reconciled year CCOP risk reserve activity	\$ (250.00)
X	Pending prior year CCOP risk reserve activity	\$ -
Y	Ending CCOP risk reserve balance adjusted for unreported CCOP activity (May not exceed statutory limit)	\$ 4,640.00
Z	Risk reserve account closure date (if applicable)	-

SECTION VI - CCOP ADMINISTRATIVE EXPENSES (retrieved automatically from appendix D)		
<i>Reimbursable admin is limited to 7% of the CCOP base Sub B service allocation (or 10% with an approved variance)</i>		
AA	Administrative reimbursement requested of CCOP allocation	\$ 1,982.50
AB	Administrative variance requested?	Yes
AC	Administrative variance costs detailed	\$ 500.00
AD	Reported unreimbursed, and unrequested, CCOP administrative costs (Does not include CCOP administrative requests denied due to policy maximums)	\$ -

SECTION VII – CCOP SUMMARY <i>(calculated automatically from above)</i>		
AE	Net CCOP funding needed for assessments and plans ($AE = C - I + N$) <i>Does not account for assessment and plan allocation (Sub A allocation) limitations</i>	\$ 1,424.48
AF	Net CCOP funding needed for CCOP services ($AF = D - J + O$)	\$ 8,539.60
AG	CCOP funding used for CLTS match contributions ($AG = E + P$)	\$ 12,532.23
AH	Net CCOP funding needed for administrative request ($AG = AA$) <i>Does not account for CCOP administrative reimbursement maximums</i>	\$ 1,982.50
AI	Net CCOP funding needed for risk reserve deposits ($AH = M$)	\$ -
AK	Unreconciled CCOP allocation expense	\$ 24,478.81

Please include any additional notes and/or explanations about your CCOP reconciliation form below:

APPENDIX B - Risk Reserve (RR) Activity

If your County Agency has, or had, a CCOP risk reserve account during the reconciled year complete section VIII

CWA: Pleasantville

Required Risk Reserve Documentation

County agencies with CCOP risk reserve accounts must include the following information with their CCOP reconciliation form:

Year-start CCOP risk reserve account bank statement (if applicable)

Year-end CCOP risk reserve account bank statement (if applicable)

(Optional) Any mid-year CCOP risk reserve bank statements that add clarity to risk reserve activity

DHS notification(s) approving the use of CCOP risk reserve funds for administrative expenses

SECTION VIII - Risk Reserve (RR) Activity

If your County Agency has, or had, a CCOP risk reserve account during the reconciled year complete section VIII

A	Starting CCOP risk reserve balance	\$	6,000.00
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Section VIII-A: Reconciled year CCOP risk reserve activity

Use lines B - E to report risk reserve activity that impacts the reconciled year's CCOP allocation and is included in the year-end bank statement

Enter withdrawals as negative numbers

B	Risk reserve deposits funded by the reconciled year's CCOP allocation <i>(New CCOP risk reserve accounts require prior Department review and approval)</i>		
C	CCOP risk reserve interest accrued during reconciled year	\$	90.00
D	Risk reserve withdrawals for reconciled year CCOP assessments, plans, services, and/or CLTS match <i>(report as a negative value)</i>	\$	(200.00)
E	Risk reserve withdrawals for reconciled year administrative expenses <i>(report as a negative value; requires prior department review and approval)</i>		

Section VIII-B: Pending reconciled year CCOP risk reserve activity

*Use lines F - H to report risk reserve activity that impacts the reconciled year's CCOP allocation and is **not** included in the year-end bank statement*

Enter withdrawals as negative numbers

F	Pending risk reserve deposits funded by the reconciled year's CCOP allocation <i>(New CCOP risk reserve accounts require prior Department review and approval)</i>		
G	Pending risk reserve withdrawals for reconciled year CCOP assessments, plans, or services, and CLTS match <i>(report as a negative value)</i>	\$	(250.00)
H	Pending risk reserve withdrawals for reconciled year administrative expenses <i>(report as a negative value; requires prior department review and approval)</i>		

Section VIII-C: Prior year CCOP risk reserve activity resolved during reconciled year

Use fields I - K to report risk reserve activity that impacted a prior year's CCOP allocation and is included in the year-end bank statement

Must align with prior CCOP reconciliations. Enter withdrawals as negative numbers

I	Risk reserve deposits funded by a prior year's CCOP allocation		
J	Risk reserve withdrawals for prior year CCOP assessments, plans, or services, and CLTS match <i>(report as a negative value)</i>		
K	Risk reserve withdrawals for prior year administrative expenses <i>(report as a negative value)</i>	\$	(1,000.00)

Section VIII-D: Pending prior year CCOP risk reserve activity

*Use fields L - N to report risk reserve activity that impacted a prior year's CCOP allocation and is **not** included in the year-end bank statement*

Must align with prior CCOP reconciliations. Enter withdrawals as negative numbers

L	Pending risk reserve deposits funded by a prior year's CCOP allocation		
M	Pending risk reserve withdrawals for prior year CCOP assessments, plans, or services, and CLTS match <i>(report as a negative value)</i>		

Division of Medicaid Services

N	Pending risk reserve funding withdrawals for prior year administrative expenses <i>(report as a negative value)</i>	
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CCOP risk reserve summary

O	Starting CCOP risk reserve balance	\$ 6,000.00
P	Calendar year risk reserve interest and deposits	\$ 90.00
Q	Calendar year risk reserve balance withdrawals	\$ (1,200.00)
R	Ending CCOP risk reserve balance <i>(include year-end bank statement)</i>	\$ 4,890.00
S	Pending reconciled year CCOP risk reserve activity	\$ (250.00)
T	Pending prior year CCOP risk reserve activity	\$ -
U	Ending CCOP risk reserve balance adjusted for pending CCOP activity <i>(May not exceed statutory limit)</i>	\$ 4,640.00

V	CCOP risk reserve deposits funded by the reconciled year's CCOP allocation	\$ -
W	CCOP risk reserve applied to reconciled year CCOP assessments, plans, or services, and CLTS match	\$ 450.00
X	CCOP risk reserve withdrawals for reconciled year administrative expenses <i>(requires prior department review and approval)</i>	\$ -

CCOP risk reserve maintenance

Y	If a RR account has been closed, enter the closing date of the CCOP RR account.	
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SECTION IX - Risk Reserve Applied to Administrative Expenses

*If any risk reserve funds were used for CCOP administrative costs, summarize those costs below
 CCOP risk reserve expenditures may not exceed the lessor of the Department approved amount or the actual project costs*

Ref ID	Approved administrative project	Risk reserve funds used
I	N/A	\$ -
II		
III		
IV		
V		
Total <i>(must align with line X)</i>:		\$ -

Please include any additional notes and/or explanations about your CCOP risk reserve account below:

APPENDIX C / SECTION X - CCOP ADMINISTRATIVE EXPENSES

*Reimbursable administration expenses are limited to 7% of the CCOP base Sub B service allocation (up to 10% with an approved variance)
 Refer to your annual CCOP financial summary document for more information on your base CCOP allocations*

CWA: Pleasantville

Initial CCOP Administrative Expenses

A	Total CCOP administration expenses <i>Include CCOP admin expenses above the 7% of Base Sub B allocation maximum, administrative expenses offset by TCM revenue, and administrative expenses being paid by CCOP risk reserve funds</i>	\$	2,000.00
B	CCOP admin expenses paid by CCOP targeted case management revenue <i>(from appendix B)</i>	\$	17.50
C	CCOP admin expenses paid by CCOP risk reserve funds <i>(from appendix C)</i>	\$	-
D	Remaining unreimbursed CCOP admin expenses <i>(D = A - B - C)</i>	\$	1,982.50
E	Administrative reimbursement requested from CCOP allocation <i>CCOP administrative reimbursements will not exceed 7% (10% with a variance) of the CCOP Base Sub B allocation</i>	\$	1,982.50
F	Reported unreimbursed, and unrequested, CCOP admin <i>(Does not include CCOP administrative requests denied due to policy maximums)</i>	\$	-
G	Do you wish to request a variance for CCOP admin expenses exceeding 7% of the CCOP Base Sub B allocation? <i>(If yes, fill out the chart below. Subject to DHS review/approval)</i>		Yes

Variance Request Chart

If requesting a COP admin variance, use the fields below to demonstrate why a variance is needed

Ref ID	Reason why additional CCOP costs were incurred and a variance is needed	Associated expense
I	Additional HSRS training time required due to an unanticipated employee retirement	\$ 500.00
II		
III		
IV		
V		
Total variance request:		\$ 500.00

Please include any additional notes and/or explanations about your CCOP administrative expenses below:

APPENDIX D - CONTACT INFO AND CERTIFICATION

Children's Community Options Program (CCOP) Reconciliation Fiscal Staff Contact Information

Please fill out the contact information requested below for the **primary and secondary county waiver agency fiscal contacts** for the **Children's Community Options Program (CCOP)** reconciliation process.

The **primary CCOP** fiscal contact person should be the individual who is best able to address any questions or concerns related to these forms. All Department communications will begin with this person.

The **secondary CCOP** fiscal contact person should be the individual who is best able to address any questions or concerns related to these forms if the primary contact is unavailable. This person will only be contacted in the event that the primary contact is unavailable. The secondary contact will be copied on the final reconciliation communication.

Responses on this form are used to generate the **Children's Community Options Program (CCOP)** fiscal contact list for the current calendar year, which is used for sharing county-specific information and contract update letters. **If the fiscal contact person is someone other than the two contacts listed, please inform the CLTS Fiscal Team when you submit these forms.**

SECTION XI - CONTACT INFORMATION

Primary CCOP Fiscal Contact	
County Waiver Agency:	Pleasantville
Last Name:	Jim
First Name:	Fiscalperson
Phone Number:	(555) 123-4567
Email Address:	Fiscalperson@pleasantville.gov
Fax Number:	(555) 765-4321
Street Address:	1234 Main St
City:	Nicotown
Zip Code:	00001-2345

Secondary CCOP Fiscal Contact	
Last Name:	Wanda
First Name:	Accountster
Phone Number:	(555) 234-5678
Email Address:	Accountster@pleasantville.gov
Fax Number:	(555) 765-4321
Street Address:	1234 Main St
City:	Nicotown
Zip Code:	00001-2345

SECTION XII - CERTIFICATION

Statement of Approval and Accuracy

The signing County Waiver Agency (CWA) representative certifies that the total service expenditure and administrative costs reported in this form are accurate and correct and were incurred solely in connection with **Children's Community Options Program (CCOP) Reconciliation** activities. All allocations used to derive these costs follow federally mandated cost accounting principles and adhere to all applicable State and Federal regulations specified in the State and County Contract for Social Services, Community Programs, and Income Maintenance. Additionally, the signing CWA CCOP representative certifies that none of the costs claimed for reimbursement on this form have also been claimed, or allocated, through any other source of reimbursement.

NAME - CWA Representative	CWA Approval Date
Jenny Programlead	03/28/22
Title / Position	
Program Manager	

DISTRIBUTION:

Please email the completed form to:
DHCLTSFiscal@dhs.wisconsin.gov

WISCONSIN DEPARTMENT OF HEALTH SERVICES
 Division of Medicaid Services
 F-01997 (02/2022)