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DMS Numbered Memo 2024-03

To: DMCPs/DCF Administrators  
DCF Area Administrators  
Child Placing Agency Directors  
Child Welfare Agency Directors  
County Departments of Community Programs Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Group Home Providers  
Tribal Social Service/Indian Child Welfare Directors  
Private Child Placing Agencies  
Residential Care Center Providers  
Shelter Care Providers  
Tribal Chairpersons  
DHS Bureau Directors  
DHS Section Chiefs/Licensing Chiefs

From: Andy Forsaith, Administrator  
Office of Policy Initiatives and Budget  
Department of Health Services

John Elliott, Administrator  
Division of Safety and Permanence  
Department of Children and Families

## Social Services Block Grant – 2025 Eligibility Requirements

### Purpose

This memo states the eligibility categories and standards for the 2025 Social Services Block Grant. It supersedes Numbered Memo 2023-03/Numbered and DSP Memo Series 2016-27.

### Policy and Procedure Requirements

The policy and procedure requirements for the Social Services Block Grant are outlined in the SSBG Intended Use Plan located at [www.dhs.wisconsin.gov/opib/ssbg.htm](http://www.dhs.wisconsin.gov/opib/ssbg.htm). The eligibility categories for the 2025 Social Services Block Grant are:

- Recipients of medical assistance.
- Individuals with income at 75% or below the state's median income. The income eligibility standard for all Social Services Block Grant services has been revised in the Intended Use Plan to reflect the 2024 median income for Wisconsin as published in the Federal Register.
- Recipients of the Wisconsin Shares Child Care Subsidy Program.
- Counties shall continue to provide services funded by the Social Service Block Grant to "qualified aliens," as defined by Section 402(b) of the Personal Responsibility and Work Opportunity Reconciliation Act.

### **eWiSACWIS Documentation**

There are no changes to eWiSACWIS documentation associated with this policy or procedure.

### **Action Summary**

- County departments of social and/or human services must establish the following written policies, which must be kept on file and made available to the public:
  - A list of social services provided by the department
  - Eligibility for services (including assets and targeting if these eligibility policies are used)
  - A schedule of fees for social services
  - Procedures to follow for clients who request fair hearings
- Counties will be required to report on services provided and actual expenditures on the Human Services Reporting System (HSRS) through the following reports:
  - [Total Expenses All Sources by Target Group and Standard Program Cluster Worksheet, F-20942A](#)
  - [Human Service Revenue Reporting – Expenditures by Revenue Source for Human Service Programs, F-22540](#)

### **Regional Office Contact**

Area Administrators

### **Central Office Contact**

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Department of Health Services  
608-266-8399

### **References**

- <https://dcf.wisconsin.gov/cwportal/policy>
- <https://www.dhs.wisconsin.gov/opib/ssbg.htm>