



**State of Wisconsin**  
**Department of Health Services**  
Tony Evers, Governor  
Kirsten L. Johnson, Secretary

**Advisory Notification of Calendar Year 2025  
Contract Covering Social Services and Community Aids Allocations**

DATE: 10/3/2024

Signed by:  
*Deb Standridge*  
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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: Debra K. Standridge, Deputy Secretary  
Office of the Secretary  
Department of Health Services

The purpose of this communication is to provide information to support the Department of Health Services (DHS) State County Grant Award Contract process, by announcing the current calendar year (CY) Department of Health Services Final Allocation amounts, and to highlight major changes to language in the State and County Grant Award Contract template and the program profile requirements. The State and County Grant Award Contract establishes a contractual relationship between the local county agency and DHS.

The documents listed below are published on the [DHS State and County Contract webpage](#):

- Advisory Notification of Calendar Year 2025
- The Department of Health Services Final Allocations spreadsheet

**Open Public Participation Process**

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

**The Wisconsin Board for People with Developmental Disabilities (WBPDD)**

Under Wis. Stat. § 51.437(7)(a), WBPDD 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.

## CONTRACT REVISIONS

### State County Grant Award Contract Template:

Uniform Guidance updates effective October 1<sup>st</sup>, 2024

- **Assistance Listings:** refers to the publicly available listing of Federal assistance programs managed and administered by the General Services Administration, (GSA) at SAM.gov, pursuant to 2 C.F.R. § 200.1.
- **Section 5 PAYMENT FOR GRANT AWARD** updated to:
  - A. All payments will be made as electronic funds transfers (EFT), by the 5<sup>th</sup> of the month. GEARS agency reports are available not less than five (5) days prior to the scheduled payment date at the following website and should be reviewed and/or printed each month for each agency type for account reconciliation: GEARS Data Queries: <https://health.wisconsin.gov/cars/GetIndexServlet>.
  - B. DHS will assign a GEARS agency number to the Grantee.
  - C. The Grantee shall report all allowable costs plus any required matching funds stipulated in the reporting instructions for this Agreement, which are incorporated by reference in the Allowable Cost Policy Manual: <https://www.dhs.wisconsin.gov/business/allow-cost-manual.htm>.
  - D. Unless otherwise defined in the scope of work, the Grantee shall submit expenditures on the form required by DHS to the following email: [DHS600RCARS@dhs.wi.gov](mailto:DHS600RCARS@dhs.wi.gov).
  - E. Payments to the Grantee will be made on a monthly basis per the GEARS Processing Dates schedule (<https://www.dhs.wisconsin.gov/gears/gears-proc-pymnt.htm>) and based on expenditures submitted by the Grantee on the form required by DHS.
  - F. Payments to the Grantee shall not exceed the total Agreement award.
  - G. If DHS determines that payments were made that exceeded allowable costs, the Grantee will be notified and have an opportunity to respond. The Grantee shall either substantiate or refund the amount determined to be in excess within thirty (30) days of the initial notification by DHS. DHS may, at its sole discretion, make such refund by withholding money from future payments due the Grantee, at any time during or after the Agreement period. DHS reserves the right to recover such excess funds by any other appropriate legal means.
- **Section 7 FEDERAL AND STATE RULES AND REGULATIONS**
  - Part F – link to be updated to 2 CFR § 200. 322
- **Section 8 AFFIRMATIVE ACTION**
  - Updated “...Department of Industry, Labor and Human Relations, the Office of Federal Contract Compliance Programs or by another appropriate governmental entity.” to “...Wisconsin Department of Workforce Development (DWD), the Office of Federal Contract Compliance Programs or by another appropriate governmental entity.” in 3<sup>rd</sup> paragraph
- **Section 9 CIVIL RIGHTS COMPLIANCE**
  - Updated “If the Grantee employs fifty (50) or more employees and receives at least \$50,000 in funding, the Grantee must complete a Civil Rights Compliance Plan (CRC Plan).” in the 4<sup>th</sup> paragraph to add “...unless the grantee meets one of the limited exceptions.

- **Section 17 AUDITS**
  - “...Audit Requirements for Federal Awards, Subpart F – Audits” updated to “...Audit Requirements for Federal Awards, Subpart F – Audit Requirements” in part B. *Audit Requirements* to align with the naming of Subpart F in the CFR.
  - The SSAG section was renumbered from 1.3 to 1.4 following the release of the SSAG for fiscal years starting after June 30, 2023.
  - CFDA reference removed in part C. *Source of Funding*
- **Section 29 ANTI-LOBBYING ACT**
  - Updated “...Standard Form LLL for Disclosure of Lobbying Activities...” to “...Standard Form LLL (SFLLL) for Disclosure of Lobbying Activities...” in 2<sup>nd</sup> paragraph.
  - Updated form link
- **Section 35 FEDERAL AWARD INFORMATION**
  - Tables updated to be consistent with how terms are reflected in the Uniform Guidance section 200.332.

### **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 based upon reimbursable Community Aids expenses.

### **State Match/County Match (681)**

This amount is based upon 9.89 percent of all match funds.

### **Total Match**

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

### **Adults at Risk/Adult Protective Services (312)**

This year’s funding includes the additional \$1,000,000 of funding provided annually through the 2023-25 biennial state budget distributed through the population-based allocation formula. Counties will see a decrease in this year’s allocation due to changes in census, as well as this year’s funding not including the additional \$500,000 included last year due to State Fiscal Year vs Calendar Year contracting.

### **Children’s Community Options Program (377)**

GEARS Profile 377 for the Children’s Community Options Program has shifted from a 4/12ths funding control to a 6/12ths funding control. Payments through 6/30/2025 are now limited to 6/12 of the contract amount, rather than 4/12 of the contract amount, with the balance paid after 6/30/2025 based on reported costs up to the contract level.

Reporting requirements related to form F-20942A and form F-22540 have been clarified to only include CCOP revenues and expenses incurred by the county.

There are no other funding or programmatic process changes detailed in the contract between CY 2024 and CY 2025.

### **Alzheimer’s Family and Caregiver Support (381)**

Counties will see a decrease in this year’s allocation due to changes in census, as well as this year’s funding not including the additional \$125,000 included last year due to State Fiscal Year vs Calendar Year contracting.

### **Coordinated Services Teams (515)**

Two of the 4 goal areas that are reflected in the work plan have changed. The 4 goal areas now include: data and reporting, quality of the wraparound process, system development, and CST outcomes.

### **Birth to Three Program (550)**

Reporting requirements related to form F-20942A and form F-22540 have been clarified to only include Birth to Three revenues and expenses incurred by the county.

Birth to Three allocations will remain at the funding levels set in CY 2024, and there are no other funding or programmatic process changes detailed in the contract between CY 2024 and CY 2025.

### **Children's Long Term Support Waiver Program (877, 878)**

Language added to III. (D) Conditions on the Earning and Use of Funds:

The County shall have capacity to ensure each CLTS participant has timely access to support and service coordination, according to the requirements Federally approved by CMS under s. 1915(b)(4). The Department agrees to work with the County if and when the County has difficulty in maintaining sufficient capacity. If the Department determines the County has failed to meet enrollment timelines required by the Medicaid Home and Community-Based Services (HCBS) Waiver as specified in the HCBS Manual for the CLTS Waiver Program (P-02256), the Department may, in its sole discretion, impose one or more of the following remedial actions and sanctions: issue a Corrective Action Plan directive, require the County to pay a non-compliance penalty to the Department, or withhold the County's CLTS administrative allocation.

Language added to IV. (D) Fiscal and Client Reporting Requirements:

**ANNUAL RECONCILIATION USING THE CLTS WARP TOOL:** The County must reconcile all CLTS expenditures incurred during the contract period and paid before an annually established CLTS cut-off date. Reconciled expenditures must be reported via the CLTS Waiver Administrative Reimbursement Process (WARP) Tool, a web-based cost report. CLTS service claim payments may be subject to adjustment to align with the County's reconciled service claims.

Revisions to IV. (B) and (C): Reporting requirements related to form F-20942A and form F-22540 have been clarified to only include CLTS revenues and expenses for county-provided services.

References to CLTS policy resources and related regulations have been updated, and references to end-dated requirements have been removed.

County CLTS administrative allocations (GEARS profiles 877/878) remain at the same levels that were established for CY 2024.

### **QUESTIONS:**

If you have any questions, please contact [DHS Area Administration](#).