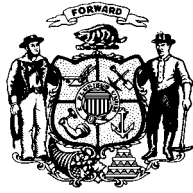


Jim Doyle
Governor

Matthew J. Frank
Secretary



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State of Wisconsin Department of Corrections

James P. Moeser, Administrator

ADMINISTRATOR'S MEMO SERIES for COUNTIES

MEMO NO. 03-11

DATE: November 3, 2003
TO: County Directors of Human/Social Service Departments
FROM: James P. Moeser, Administrator
SUBJECT: Application Materials and Process for 2003 Youth Aids Emergency Funds

The purpose of this memorandum is to provide you with application information and materials for Calendar Year 2003 Youth Aids Emergency Funds, and to notify you of the award process for these funds. **Application materials (Cover Letter and Attachments 1 and 2) as described below, must be received by the Division of Juvenile Corrections by 4:00 p.m. on Tuesday December 9, 2003.**

All application materials should be mailed to:

Pamela J. Eitland, Juvenile Services Specialist
Dept. of Corrections, Division of Juvenile Corrections
P. O. Box 8930
Madison, WI 53708-8930

Or faxed to: 608-240-3371

Statutory Authority

Authority for allocation of Youth Aids emergency funds is found in s. 301.26 (7) (e), Wis. Stats. By statute, eligibility for emergency funds is limited to counties with a total general population of no more than 45,000 people. **Please refer to Appendix A for a list of eligible counties** based on the January 1, 2003 est. final census according to the State of Wisconsin Department of Administration.

Department Criteria

An **emergency situation** is defined as an unforeseen and unavoidable combination of circumstances that creates a Youth Aids deficit and a financial hardship for the county.

The maximum amount of emergency funds that a county may request is the sum of the county's CY 2003 expenditures for unplanned, emergency placements. A county may NOT request emergency funds to cover the costs of placements that had been anticipated and/or budgeted. It is expected that most counties will have some placement-related expenses during the year. Emergency funds are NOT available to fund a county's budgeted and/or anticipated placement costs.

Counties that request funding in excess of the amount of their true emergency expenditures will have their applications returned for modification. If the requested modification is not received by the December 9, 2003 deadline, the county application WILL NOT be considered for 2003 funding.

To be eligible for Youth Aids emergency funds, a county must provide the following information:

- 1) Describe in **narrative** form in your **cover letter**, the reason(s) that your county meets the criteria for an emergency situation. Youth Aids emergency funds are limited to eligible counties experiencing an emergency and/or unplanned situation for the costs of placements in residential care centers (CCI's / RCC's), and juvenile correctional institutions (JCI's) for the Youth Aids defined target population.
- 2) Also in your **cover letter**, clearly identify:
 - a) Your county's initial 2003 budget for JCI and CCI/RCC placements for delinquent youth, as projected at the beginning of 2003, if available;
 - b) The amount of your county's deficit which is the result of unplanned/emergency placements for Youth Aids eligible clients;
 - c) The amount of emergency funds requested from the Division of Juvenile Corrections to offset the projected deficit. Please request emergency funds to cover ONLY the cost of any placements that meet the definition of an emergency, unplanned placement. Not all JCI and CCI/RCC placement costs meet the definition of an emergency, as most counties do budget for some placement expenditures during a particular year based on past experience.
 - d) Provide the name and phone number of a contact person who will be able to answer questions about the information in the application.
- 3) **Complete Attachment 1** which is a summary of the county's historical costs for juvenile delinquent and status offender youth for JCI and CCI/RCC services in 2000, 2001, and 2002 as well as year-to-date actual and total projected costs for CY 2003.
 - a) For the Youth Aids target population only, provide three years (2000, 2001, and 2002) historical data for JCI and CCI/RCC expenditures. Also provide total actual and projected JCI and CCI/RCC Youth Aids target population expenditures for 2003. In completing Attachment 1, use the tables with information excerpted from the HSRS data system for 2000 and 2001 and the Youth Aids Billing Report for 2000, 2001, and 2002 (Appendices B, C and D). 2002 CCI/RCC final expenditures per county are not available. Please refer to your records for 2002 CCI/RCC data.
 - b) In providing and projecting total costs for CCI/RCC placements, do not include expenditures for placement of children who are abused, neglected or otherwise in need of protection and services. Reported unplanned or emergency placements which have caused a Youth Aids deficit **MUST BE** for the Youth Aids target population of alleged or adjudicated delinquents or status offenders in order to qualify for Youth Aids emergency funds.

- c) In providing and projecting JCI costs for the current year, you may want to review the September State Charges billing which you should have recently received from our office. The State Charges billing for expenses through October will be sent to your office near the end of November. If you have not received the billing for October, please estimate your charges and we will confirm them for you. For JCI costs, ONLY include "Institution and MHI" (Mental Health Institution) costs. DO NOT include any costs for State aftercare services.
- 4) **Complete Attachment 2** which is a Juvenile-Specific Placement Data profile for each juvenile your county considers to be an unplanned, unavoidable or emergency placement in a CCI/RCC and/or JCI during CY 2003. The attachment includes the placement begin and end (anticipated) date, facility name, monthly cost, cost (projected) for CY 2003 for the juvenile, statutory offense committed, reason for placement, why placement was an emergency or unplanned, other alternatives considered and reason why those alternatives were not appropriate or selected. Please make additional copies of this page as may be necessary to allow you to complete one for each identified juvenile.

Department Review and Award Process

Attached, as Appendix E is the award process and formula that will be used by the Division of Juvenile Corrections in making the final recommendation for emergency fund allocations. Questions regarding the information requested and process contained in this memo may be directed to Pamela Eitland at (608) 240-5914.

ENCLOSURES:

-To be returned:

Cover Letter;

Attachment 1 - Summary of historical JCI and RCC/CCI expenditures & Youth Aids allocations;

Attachment 2 - Juvenile-Specific Placement Information (complete one per juvenile).

-Informational Appendices:

Appendix A - Counties with final estimated general populations of 45,000 or less

Appendix B - County 2000-2003 Youth Aids allocations

Appendix C - 2000 and 2001 reported county expenditures for RCC's/CCIs

Appendix D - 2000, 2001, and 2002 county expenditures for JCIs

Appendix E - 2003 Youth Aids emergency funds process and formula

cc: Matthew Frank, Secretary, Department of Corrections
Cynthia O'Donnell, Deputy Secretary, DOC
Deirdre Morgan, Executive Assistant, DOC
Silvia R. Jackson, Assistant Administrator, DOC/DJC
Kitty Kocol, Administrator, DCFS, DHFS
Diane Waller, Director, Bureau of Regional Operations, OSF, DHFS
OSF Area Administrators
OSF Assistant Area Administrators for Children and Families
Division of Juvenile Corrections Management staff
County Youth Aids contacts
Greg Van Rybroeck, Mendota Juvenile Treatment Center
Court Attached Juvenile Court Intake Offices