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Governor

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State of Wisconsin
Department of Corrections

Division of Juvenile Corrections
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Charles A. Tubbs
Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 07-09

DATE: October 17, 2007
TO: County Departments of Human/Social Services Directors
FROM: Charles A. Tubbs, Administrator
SUBJECT: Application Materials and Process for 2007 Youth Aids Emergency Funds

The purpose of this memo is to provide you with application information and materials for CY 2007 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 Wednesday, December 5, 2007.**

All application materials should be mailed or faxed (no emailed applications accepted) to:

Mail: Janell Lathrop, Juvenile Services Specialist
Dept. of Corrections, Division of Juvenile Corrections
P. O. Box 8930
Madison, WI 53708-8930
Fax: 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 2007 population estimates of the Wisconsin Demographic Services Center.

Department's Criteria for Emergency Funds Awards

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 2007 expenditures for unplanned, emergency placements of delinquent and JIPS youth. 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. These funds are NOT available to cover staff and administrative 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 5, 2007 deadline, the county application WILL NOT be considered for 2007 funding.

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 (RCCs), and juvenile correctional institutions (JCIs) for the Youth Aids defined target population.

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

- 1) **Cover letter** - describe in **narrative** form in your the reason(s) that your county meets the criteria for an emergency situation. Also in your cover letter, clearly identify the following:
 - a) Your county's **initial 2007 budget** for JCI and RCC placements for delinquent youth, as projected at the beginning of 2007, if available;
 - b) Your county's **2007 deficit amount** 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 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.
- 2) **Complete Attachment 1** which is a summary of the county's historical costs for juvenile delinquent and status offender youth for JCI and RCC services in 2004, 2005, and 2006 as well as year-to-date actual and total projected costs for CY 2007.
 - a) For the Youth Aids target population only, provide three years (2004, 2005, and 2006) of historical data for JCI and RCC expenditures. Also provide total

actual and projected RCC Youth Aids target population expenditures for 2007.

- b) In providing and projecting total costs for RCC placements, do not include expenditures for placement of children who are abused, neglected or otherwise in need of protection and services, or youth who are the subject of an order under Ch. 51. Reported unplanned or emergency placements which have caused a Youth Aids deficit **MUST BE** for the Youth Aids target population in order to qualify for Youth Aids emergency funds.
 - c) DJC will complete the section containing your JCI costs for the current year.
- 3) **Complete Attachment 2** which is a Juvenile-Specific Placement Data profile for each delinquent or JIPS youth your county considers to be an unplanned, unavoidable or emergency placement in a RCC and/or JCI during CY 2007. The form in Attachment 2 includes the placement begin and end (anticipated) dates, facility name, monthly cost, yearly cost (projected) for CY 2007 for the juvenile, the offense committed and a statutory reference, reason for placement, why placement was an emergency or unplanned, other alternatives considered and reason why those alternatives were not selected. Please make additional copies of that page as may be necessary to allow you to complete one for each identified juvenile. Do not name the juvenile.

Department Review and Award Process

Attached as Appendix D is the award process and formula that will be used by the Division in recommending emergency fund allocations. Questions regarding the information requested and process contained in this memo may be directed to Janell Lathrop at (608) 240-5938.

ENCLOSURES:

Informational Appendices

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

Appendix B - County 2004-2007 Youth Aids allocations

Appendix C - 2004, 2005, and 2006 county expenditures for JCIs

Appendix D - 2007 Youth Aids emergency funds process and formula

Attachments for Application

Attachment 1 - Summary of historical expenditures & Youth Aids allocations

Attachment 2 - Juvenile-specific placement information (complete one per juvenile)

cc: Rick Raemisch, Secretary, Department of Corrections
Amy Smith, Deputy Secretary, DOC
Susan Crawford, Executive Assistant, DOC
Silvia Jackson, Assistant Administrator, DOC/DJC
Reggie Bicha, Administrator, DCFS/DHFS
Jill Chase, Bureau of Regulation and Licensing, DCFS/DHFS

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Diane Waller, Director, Area Administration, DES/DHFS
DES Area Administrators
DES Human Service Area Coordinators for Children and Families
Division of Juvenile Corrections Management staff
County Youth Aids contacts
Greg Van Rybroek, Mendota Juvenile Treatment Center
Court-attached juvenile court intake offices