

Scott Walker  
Governor

Edward F. Wall  
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State of Wisconsin  
Department of Corrections

Division of Juvenile Corrections  
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Paul J. Westerhaus  
Administrator

ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 15-08

**DATE:** May 20, 2015  
**TO:** County Departments of Human/Social Services Directors  
**FROM:** Paul J. Westerhaus, Administrator   
**SUBJECT:** Community Intervention Program SFY 16: Application for Funding

Funding Available in SFY 2016

This memo is to notify you of the availability of state fiscal year 2016 funds for the Community Intervention Program and explain the criteria for receiving these funds.

The Department of Corrections distributes Community Intervention Program funds each state fiscal year to counties on the basis of a statutory formula. The anticipated Community Intervention Program funding amount for SFY 2016 is \$3,712,500. By law, Community Intervention Program funds are to be used for early intervention services for first time offenders and for intensive community-based intervention services for seriously chronic offenders {s. 301.263}.

Please note that the 2015-17 Biennial Budget Bill includes a proposal to transfer responsibilities for the Community Intervention Program to the Department of Children and Families effective January 1, 2016. If that proposal is enacted, the Department of Corrections and the Department of Children and Families will collaborate to ensure a smooth transition.

Your county's initial SFY 16 allocation (July 1, 2015, through June 30, 2016), based on the statutory formula, is listed on an attachment to this memo. The SFY 16 allocations are based on juvenile arrest and secured correctional facility placement data from calendar years 2012 and 2013.

Plan and Evaluation Requirements

1) Plan for SFY 2016 DUE JUNE 12, 2015

Each county seeking to receive Community Intervention Program funds is required to submit a plan to the Division of Juvenile Corrections to develop or expand early intervention services for first time offenders and/or for intensive community-based intervention services for seriously chronic offenders.

The plan must demonstrate:

- a **commitment** to increase services to either or both of the target groups;
- a **collaborative approach** to program development and implementation;
- a **focus on community protection, youth accountability and youth competency development; and**
- **goals that are clearly defined and have measurable outcomes**

## 2) Plan and Budget Review

For SFY 16, ALL counties are required to submit the actual plans, along with their budgets. Although many counties continue to use their allocated funds to support the same high quality programs as in previous years, it is for the integrity of these programs that counties review their goals and desired outcomes annually for optimal success. You are encouraged to send plans that contain clear goals and measurable objectives, and explain how your county will evaluate the program's success in meeting the goals and objectives. Plans that state "same budget as previous year" with no actual plan detailed with goals and objectives will not be accepted.

The Division of Juvenile Corrections will review each plan and budget to assure that they meet the following criteria:

- The strengths and needs of the county's juvenile justice system, including the rationale for the proposed program initiation/expansion, are clearly stated.
- The strategies proposed to deal with the identified needs are well defined.
- The work plan for each of the program components clearly describes the means to be used to accomplish the strategies.
- The county has existing qualified personnel to staff the program or has adequate staffing proposed.
- The plan shows evidence of coordination and collaboration with related agencies (i.e., schools, courts, law enforcement, service providers), including contracts and working agreements.
- The county's proposed budget is adequate to support the proposed activities.

**The Division of Juvenile Corrections should receive all required county plans and budgets for the SFY 16 Community Intervention Program funds in complete form no later than 4:00 pm on Friday, JUNE 12, 2015.**

## 3) Evaluation of SFY 15

In August 2015 the Department will provide each county that received funds in SFY15 with instructions and forms for completing the evaluation of those programs. The evaluation should cover services delivered and clients participating between July 1, 2014 and June 30, 2015. The evaluation must clearly state the extent to which the county's measurable objectives were met.

4) **Submitting SFY 16 Plans and Budgets** DUE JUNE 12, 2015

The required plan and budget information should be submitted to the Division via:

Mail:

DOC - Division of Juvenile Corrections  
ATTN: Michelle Buehl, Juvenile Services Specialist  
3099 East Washington Avenue  
P. O. Box 8930  
Madison, WI 53708-8930

Faxed to Mrs. Buehl's attention at (608) 240-3371

Emailed to Mrs. Buehl at [michelle.buehl@wisconsin.gov](mailto:michelle.buehl@wisconsin.gov)

**Reimbursement**

An award letter allocating SFY 16 Community Intervention Program funds will be sent to each county after the county's complete application for funds has been received and approved by the Division.

**If your county will not spend the entire amount of your allocation from SFY 15 notify Michelle Buehl in writing of the amount remaining and your VIN number no later than June 15, 2015.**

Please contact Michelle Buehl with any questions. She can be reached by mail at the address above, by phone at 608-240-5914, or by e-mail at [michelle.buehl@wisconsin.gov](mailto:michelle.buehl@wisconsin.gov).

**Attachments:** 1 - Explanation of Formula Factors  
2- 2016 Allocation Detail / Initial SFY 16 County Allocations

cc: Edward F. Wall, Secretary, DOC  
Deirdre Morgan, Deputy Secretary, DOC  
Scott Legwold, Assistant Deputy Secretary, DOC  
Freda-Ellen Bove, Administrator, DCF/DSP  
Ron Hermes, Director, Bureau of Permanence and Out of Home, DCF/DSP  
Wendy Henderson, Director, Office of Youth Services, DCF/DSP  
John Tuohy, Director, Bureau of Regional Operations, DCF/DES  
Emily Tofte, Section Chief, Child Welfare Licensing Section, DCF/DSP  
Bill Hanna, DHS Area Administrator  
Greg Van Rybroek, Director, DHS/MJTC  
DHS/DCF Area Administrators  
DHS/DCF Human Service Area Coordinators  
DOC/DJC Management staff  
County Youth Aids contacts  
Court-attached juvenile court intake offices