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Division of Safety and Permanence
Informational Memo 2015-17
October 30, 2015
Division of Juvenile Corrections
Administrator's Memo Series to Counties #15-14

To: DHS/DCF Area Administrators
County Youth Aids Contacts
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
Child Protective Services and Juvenile Justice Supervisors/Managers
Court Attached Juvenile Court Intake Workers
Division of Juvenile Corrections Management Staff

From: Fred-Ellen Bove *Fred-Ellen Bove*
Administrator
DCF/Division of Safety and Permanence

Paul Westerhaus *Paul Westerhaus*
Administrator
DOC/Division of Juvenile Corrections

Re: Youth Aids Transfer Effective January 1, 2016

PURPOSE

The intent of this memo is to notify agencies about the transfer of Youth Aids administration and community-based juvenile justice oversight from the Department of Corrections to the Department of Children and Families.

BACKGROUND

As directed in Act 55, the 2015-17 biennial budget bill, in January 2016 administrative and oversight responsibility for the community-based juvenile justice system transfers from the Department of Corrections (DOC) to the Department of Children and Families (DCF). Through this transfer, DCF becomes the state agency responsible for fiscal and programmatic oversight for the Youth Aids allocation and the community-based juvenile justice system, including:

- Standards of practice
- Training, including juvenile court intake worker training
- Data collection and analysis

- Program monitoring
- Technical assistance to counties
- Fiscal administration

DOC maintains its juvenile justice direct service responsibilities; specifically:

- Operation and oversight of secure correctional facilities for juveniles
- Oversight of the Serious Juvenile Offender (SJO) program, including supervision of serious juvenile offenders after release into the community
- Providing aftercare supervision (for non-SJOs) under contract with contracting counties

DCF and DOC have been working together and in collaboration with counties to ensure a smooth transition. This memo informs counties of the status of the transition planning and the new state agency roles effective January 2016.

Contracts

Closeout and reconciliation of Calendar Year 2015 Youth Aids contracts, including contract supplements, will be handled by DOC. As in prior years, this process will extend through the spring of 2016.

DCF will issue the Calendar Year 2016 Youth Aids contract. The contracts will be issued in late/October early November via separate DCF memo, using the same funding formulas as in the past. Statutory and administrative formulas are based on the most recent available data. As a result of the new data, county allocations may change. As in previous years, most counties' allocations will be within a few percentage points of the prior years.

Instead of having separate state and community allocations, there will be one consolidated basic Youth Aids allocation in CY2016; DCF will not be continuing the DOC practice of withholding funds for juvenile correctional services. Counties will be billed by DOC for juvenile correctional services provided by DOC. Counties will be responsible for paying DOC invoices for juvenile correctional services.

Responsibility for existing FY16 contracts transfers from DOC to DCF effective January 2016. More detailed information regarding billing and reimbursement processes for these contracts will be provided via a separate memo.

A chart included as an appendix to this memo explains the transition times for each type of funding.

Administrative Rules

Departmental responsibility for several administrative rules will transfer from DOC to DCF. The content of the rules will remain the same, but they will become DCF rules, and will be renumbered beginning with DCF 80. These rules are:

- DOC 397 - Services for Youth Who Are Adjudicated Delinquent
- DOC 398 – Intensive Supervision Program
- DOC 399 – Intake Worker Training

Several administrative rules will have notes added to indicate joint responsibility of DOC and DCF. These rules are:

- DOC 346 - Secure Detention for Juveniles
- DOC 392 - Drug Testing of Youth on County Supervision, Type 2 Status or Aftercare
- DOC 393 - Youth Aftercare Conduct and Revocation
- DOC 394 - Type 2 Child Caring Institutions

Other DOC juvenile justice rules related to Type 1 and Type 2 secured correctional facilities will remain the responsibility of DOC. These rules are:

- DOC 349 - Municipal Lockup Facilities

- DOC 371 - Youth Assessment and Case Management
- DOC 373 - Youth Conduct in Type 1 Secured Correctional
- DOC 374 - Administrative Confinement in Type 1 Secured
- DOC 375 - Observation Status in Type 1 Secured
- DOC 376 - Security in Type 1 Secured Correctional
- DOC 379 - Living Conditions for Youth in Type 1 Secured
- DOC 380 - Complaint Procedure for Youth in Type 1
- DOC 381 - Furloughs, Offgrounds Leave and Trial Visits Facilities in Type 1
- DOC 383 - Use of Psychotropic Medication (in Type 1 Facilities)
- DOC 396 - Type 2 Secured Correctional Facilities

Juvenile Court Intake Worker Training

DCF will maintain trainings as in the past through at least the end of June 2016. This includes contracting with WJCIA, and maintaining the current training and exam schedules. The Child Welfare Professional Development System (PDS), with the support of DOC, will support intake worker training after January 2016.

Long Term Planning

DCF plans to collaborate with counties, DOC, and other stakeholders in longer-term planning to strengthen the community-based juvenile justice system in ways that improve outcomes for youth and families involved in the system. Further information about longer-term planning will be developed and provided in the future.

INFORMATION SUMMARY

On January 1, 2016, responsibility for administration of Youth Aids and oversight for community-based juvenile justice will transfer to DCF. DOC maintains its direct service responsibilities.

Contacts

DCF and DOC are available to answer questions.

- Finance questions should be directed to Andrew Kleps at DCF, Andrew.kleps@wisconsin.gov, (608) 422-6895.
- Other questions for DCF should be directed to Wendy Henderson at DCF, wendy.henderson@wisconsin.gov, (608) 422-6989.
- Questions for DOC should be directed to Shelby McCulley at DOC, shelby.mcculley@wisconsin.gov, (608) 240-5900.

MEMO WEB SITES:

<http://dcf.wisconsin.gov/memos>

<http://doc.wi.gov/families-visitors/juvenile-services/administrators-memos-to-counties>

CC: Edward F. Wall, Secretary, DOC
Deirdre Morgan, Deputy Secretary, DOC
Don Friske, Assistant Deputy Secretary, DOC
Bill Hanna, DHS Area Administrator
Greg Van Rybroek, Director, DHS/MJTC

Attachment: [Funding Visual](#)