

**Northeast Wisconsin Partnership for Children and Families**  
**Meeting and Training Session Match Policy**  
**October 14, 2005**

**Purpose:** To identify how the NEW Partnership assures compliance with the meeting and training session match expenditure and certification requirements contained within the State of Wisconsin's "Title IV-E Guidelines". Match policy related specifically to pre-service training is contained within the Pre-Service Training Match Policy.

**Policy:** In utilizing Title IV-E funds, the NEW Partnership provides training to individuals performing public child welfare activities that are integral to the Title IV-E program. The specific public child welfare activities/functions that are considered Title IV-E eligible activities and claimed for reimbursement by NEW Partnership are defined within the State of Wisconsin's "Title IV-E Guidelines". Training costs applicable to any trainees who are not employees of agencies providing public child welfare services, or for activities or training topics that are not considered IV-E eligible activities or topics, are not claimed by the NEW Partnership for reimbursement under Title IV-E.

The counties who are members of the NEW Partnership pay an assessment/membership fee to the partnership that is used as match. The Annual Contribution Policy defines how the annual contribution level is calculated and how the contributions are utilized by the NEW Partnership. These funds count as cash match when expended on training activities. Additionally, in order to draw IV-E reimbursement, non-federal state or local (from state, county, tribe, university, or any other public entity in the state) matching expenditures must be provided.

Counties appoint staff to various committees for the administration of the NEW Partnership for whom the cost associated with meetings (attendee mileage and hourly salary cost) is claimed as a training cost. In regard to actual training sessions, the registration fee and other costs of the attendees (such as mileage, per diem, salaries & fringe benefits for travel time to training, or any other reimbursable costs) are claimed as a training cost for IV-E eligible trainees and training topics. The mileage reimbursement rate for university employees is utilized to claim costs associated with meeting attendee and trainee mileage.

In determining the salary and fringe benefit cost of staff attending training committee meetings or of trainees when the nature of the training allows the claiming of such costs, the training partnerships uses salary information from the employing agency. The NEW Partnership collects salary information, via survey as defined within the Child Welfare Salary Survey Procedure, to determine the salary and fringe benefit cost for meeting and training attendees. Meeting attendee costs are claimed as an enhanced cost and training attendee costs are claimed as an administrative cost for IV-E eligible attendees. Match is documented and calculated as defined within the Meeting and Training Match Documentation and Calculation Procedure.

The entity providing the match must provide a certification to the effect that the funds or expenditures being utilized as match are not federal funds and are not reported to the state in any CARS line being utilized by the state to claim federal funds under any other program regulations. The NEW Partnership provides quarterly reports of the documented match to agencies for their review and certification as defined within the Quarterly Match Report Procedure.

**Rationale:** Title IV-E funds are available for training staff who provide public or tribal child welfare services as employees of state, county or tribal child welfare agencies or agencies under contract to perform child welfare functions. In order to claim eligible Title IV-E reimbursement, match expenditures must be documented, calculated and certified. This policy and the other policy and procedures noted above indicated how the NEW Partnership assures compliance with the State of Wisconsin's "Title IV-E Guidelines".

Initially approved by the NEW Partnership Steering Committee on October 14, 2005. Revisions approved by the NEW Partnership Steering Committee on 1-19-07 and 10-19-07. No changes were recommended upon annual review by the NEW Partnership Steering Committee on 10-23-08. Signed on behalf of the Steering Committee by:

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Marty Bonk, Chair – Steering Committee

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Stephanie Reilly, Director – NEW Partnership