

Northeast Wisconsin Partnership for Children and Families
Pre-Service Training Match Policy
October 23, 2008

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

According to the State of Wisconsin's "Title IV-E Guidelines", staff salaries and fringe benefits can be claimed at the enhanced rate on behalf of trainees who are in initial in-service (pre-service) training of at least one week before assuming primary caseload responsibilities. Staff costs for the pre-service training can include an OJT component for the trainee to apply the skills taught and other agency orientation activities.

All newly hired child protective services staff with job functions in the areas of Access / CPS Intake, Initial Assessment, and Ongoing are required to complete pre-service training of at least full-time for one week prior to being assigned as a primary caseworker. Each county agency has submitted an agency training plan (per DHFS Numbered Memo 2008-02) that identifies the length and components of pre-service training for their new hires. These training plans are shared with the training partnerships by DCF. The training partnerships utilize the time spent in pre-service training activities as IV-E match for the new hires within their training partnership region.

According to the Training Council's "Pre-Service Soft Match Model" (approved 1-26-06), the training partnerships use the actual salary and fringe benefit information for each individual new hire completing pre-service training in determining the salary and fringe benefit cost. Agencies submit to their training partnership a match form that indicates the number of days of pre-service training and the worker salary / fringe benefit rate per hour. The match form is completed by the employing agency once a worker completes the pre-service training. The match form is submitted to the local training partnership so the partnership can claim match. The NEW Partnership's "Pre-Service Registration and Match Procedure" identifies the process by which agencies complete and submit the pre-service match form within the NEW Partnership. Match is documented and calculated as defined within the NEW Partnership's "Pre-Service 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".

Approved by the NEW Partnership Steering Committee on October 23, 2008. Signed on behalf of the Steering Committee by:

Marty Bonk, Chair – Steering Committee

Stephanie Reilly, Director – NEW Partnership