



*Human Services Department – Contract Services*  
*County of La Crosse, Wisconsin*

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La Crosse, WI 54601-3228  
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Web site: [www.co-la-crosse.wi.us](http://www.co-la-crosse.wi.us)

August 25, 2016

Dear Human Services Provider:

**PLEASE READ THIS COVER LETTER CAREFULLY BEFORE COMPLETING THE PACKET!!**

Attached is a packet of information with numerous forms to complete and return to us for 2017.

Also attached is the estimated # of units that we anticipate purchasing from you for each contracted service in 2017. These units are in no way a guarantee, but should be used as a tool in preparing your budget. They reflect a projection of utilization by our section managers as to whether there will be an increase, decrease, or the same utilization for next year.

If there are questions regarding the # of units, or you feel there may be significant discrepancies in the amount of units estimated, please contact Paul Medinger by e-mail at [pmedinger@lacrossecounty.org](mailto:pmedinger@lacrossecounty.org).

Unless otherwise negotiated, your agency will be expected to enter in to a 3-year contract with our agency that includes annual increases based on each year's July Consumer Price Index for Urban Regions (CPI-U). These changes in rates are limited to no lower than 0% and no higher than 3%.

**If you will NOT be asking for an increase in rates for 2017, you will NOT be required to fill out a budget request form.** You will only be required to sign the enclosed spreadsheet labeled "2017 Budget Packet Estimates" with 2016 rates and estimated units on it and mail it back indicating that you agree to those rates. **If you will be asking for an increase in rates, you will be required to fill out the budget request form.**

The required materials, as outlined on the Checklist of Items to be returned, should be returned to the La Crosse County Human Services Department by **September 9th, 2016**. **If they are not received by our agency by the due date, or an extension date is not met, our department may not be able to contract with your agency for 2017. Please send these completed materials to Paul Medinger, La Crosse County Human Services, PO Box 4002, La Crosse, WI 54602-4002 or via email at [pmedinger@lacrossecounty.org](mailto:pmedinger@lacrossecounty.org).** The budget request form contains enough space for two programs. If you have more than two programs that you contract with Human Services for, please make copies. Also, the budget forms should not be filled out for programs where you would be reimbursed the Medical Assistance rate or retail rates. If you would like to download any of these documents from our website, please visit [www.co.la-crosse.wi.us/HumanServices](http://www.co.la-crosse.wi.us/HumanServices); scroll

down to the bottom where it says “Vendors>>” and click on that. Scroll down until you get to Budget Packet Information; then pick the document you would like to download.

Our intent is to have all 2017 contracts completed prior to January 1, 2017. If you have not heard from anyone in our Department by November 1, 2016, in regards to your 2017 proposal, please contact Paul Medinger at [pmedinger@lacrossecounty.org](mailto:pmedinger@lacrossecounty.org).

**QUESTIONS:**

If you have any questions or would need an extension for completing the forms enclosed please email Chris Sander at [csander@lacrossecounty.org](mailto:csander@lacrossecounty.org).

**BACKGROUND CHECKS:**

Providers shall ensure they comply with the provisions of HFS 12, Wis. Admin Code. The expense of these shall not be billed to Human Services separately. It should be built into the unit rate submitted at this time.

**INTERPRETERS:**

Providers of services, not goods, are required by contract to sign a Letter of Assurance for Civil Rights Compliance. This document requires providers of services to provide those services without discrimination, which means that they will need to provide an interpreter/translator at no separate cost to the client or the County. Plan and budget accordingly.

**AUDITS:**

Wisconsin Statutes 46.036(4)(c) requires that any Purchase of Service contract vendor with a contract in excess of \$25,000 must provide the County with an annual audit report unless waived by the State Department of Health Services or the Department of Children and Families. La Crosse County has obtained an exemption to the mandate that requires an audit for vendors of \$25,000 or more. This exemption increases the audit requirement to vendors that receive \$75,000 or more in annual governmental funding (no matter the source or entity of the funding). If your funding from La Crosse County is between \$25,000 and \$75,000, you will be asked to submit a Statement of Income and Expenses in lieu of an audit. The only exception to this is Child Residential Care Centers or Child Group Homes licensed under HFS 52 and HFS 57 respectively are required to submit an audit to the Purchaser if the total amount of annual governmental funding through this and other contracts is \$25,000 or more. If your contract exceeds these limits, an audit will be expected. Plan and budget accordingly.

**INSURANCE REQUIREMENTS:**

Providers will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:

Workers' Compensation: minimum amount statutory  
Comprehensive general liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage  
Auto Liability (if applicable): \$1,000,000 per occurrence and in aggregate for bodily injury and property damage  
Professional Liability (if applicable): minimum amount \$500,000  
Excess Liability Coverage: \$1,000,000 over the General Liability and Automobile Liability Coverages.

Again, please plan and budget accordingly.

The Department has, and will continue to evaluate our programs with our Board to determine areas where we can prioritize services. We look forward to our continuing working relationship.

Sincerely,

Paul Medinger  
Contract Coordinator  
La Crosse County Human Services

Enclosures