**Request for Rate Regulation Exception**

**Use of Form:** If a Child-Placing Agency, Group Home, or Residential Care Center is licensed by the Department of Children and Families (DCF) but does not receive funding from a Wisconsin Public Purchaser, the Child-Placing Agency, Group Home, or Residential Care Center is required to submit this exception request form to the DCF Rate Regulation email at [DCFCWLRateReg@wi.gov](mailto:DCFCWLRateReg@wi.gov) by May 1st of each year requesting an exception to the appropriate Administrative Rule: DCF 52.64 (Residential Care Center), DCF 54.07 (Child Placing Agency) or DCF 57.60 (Group Homes).

**Instructions:** The agency will need to complete this form in its entirety in order for the department to make a final determination. The department will review the form and send a final determination to the licensee by June 1st of each year. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

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| --- | --- | --- | --- | --- | --- | --- |
| Licensee Full Name | | | | | | |
| Licensee Contact Full Name | | | | | | Licensee Contact Telephone Number |
| Licensee Contact Email Address | | | | | | Date Licensed by DCF (mm/dd/yyyy) |
| Licensee Type  Child-Placing Agency  Residential Care Center  Group Home  Other – Specify type: | | | | | | |
| Funding Source(s)  Medicaid  Residential Care Center  Private Insurance  Other – Specify source(s): | | | | | | |
| Yes  No Does the licensee have children or youth placed by a Wisconsin Circuit Court? | | | | | | |
| Yes  No Does the licensee receive any funding from a Wisconsin Public Purchaser? | | | | | | |
| **FOR DEPARTMENT USE** | | | | | | |
| Date Form Received (mm/dd/yyyy) | Exception Decision  Licensee Granted Exception  Licensee Not Granted Exception | | | | | |
| If approved, time period approved for: |  | to | |  |  | |
|  | mm/dd/yyyy |  | | mm/dd/yyyy |  | |
| Date of Final Decision (mm/dd/yyyy) | | | Date Final Decision Emailed to Licensee (mm/dd/yyyy) | | | |

The department has the authority to determine if an exception is granted. The licensee does not have the ability to appeal the final decision. If a licensee is denied an exception, the licensee will be responsible for submitting all information by the required deadlines. If a licensee does not submit all information required under Chapters 52, 54 and 57, the department may impose sanctions and penalties under these Administrative Rules and s. 48.715, Stats., including license revocation.