



May 8, 2026

Child Welfare Licensing Memo Series 2026-14L

To: DCF/DMCPS Administrator
DCF Area Administrators
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
Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons

From: John Elliott
Division Administrator

Re: Provider Cost & Service Report Requirements

PURPOSE:

This memo provides updates regarding the Provider Cost & Service Report for rate setting year 2027.

BACKGROUND:

In accordance with Wis. Admin. Code §§ DCF 52.66(1), DCF 54.09(1), and DCF 57.62(1) agencies must annually submit a Provider Cost & Service Report (cost report) to the Wisconsin Department of Children and Families (DCF).

INFORMATION SUMMARY

DCF has published the cost report forms for the 2027 rate setting. **Providers must submit completed cost reports by July 1, 2026.** DCF uses cost report data to set maximum rates, and timely submission is essential to ensure the department has complete data to calculate maximum rates that incorporate all providers' costs.

Please be sure to use the cost report version that is appropriate for your agency:

- Group Homes and Residential Care Centers only - [Cost Report for 2027 - GH and RCC Version](#)
- Child Placing Agencies only - [Cost Report for 2027 - CPA Version](#)

DCF has updated its cost report training videos to assist agencies in completing the cost report accurately. On the [Wisconsin Rate Regulation for Child Welfare Licensed Agencies](#) website, training webinars are available under the Provider Cost and Service Report tab, and the [Cost Report Tips and Tricks](#) document is located under the Cost Report Guidance tab.

DCF will compile the information received from the cost reports to set the maximum daily administrative rate for child placing agencies, and the maximum daily rates for group homes and residential care centers. DCF will publish the maximum allowable rates no later than September 1, 2026. Agencies will have until no later than October 1, 2026, to submit to the department a proposed rate using [Form DCF-F-2696-E](#).

Failure to submit all required information by July 1, 2026, will result in a non-compliance statement (DCF-F-2544) and possible forfeiture. DCF may also impose additional sanctions and penalties as allowed under Wis. Stat. § 48.715 and Wis. Admin. Code chs. DCF 52, DCF 54, and DCF 57, up to and including license revocation.

If an agency does not receive funding from a Wisconsin public purchaser but is a DCF-licensed entity, the agency is required to submit the Request for Rate Regulation Exception, [Form DCF-F-2809-E](#), by May 1 of each year to the DCF rate regulation email at DCFCWLRateReg@wi.gov.

Cost reports must be submitted to the DCF rate regulation email at DCFCWLRateReg@wi.gov. Cost reports received by fax or mail, or submitted using outdated report forms, will not be accepted.

CENTRAL OFFICE CONTACT: Child Welfare Program Specialist
Bureau of Permanence and Out-of-Home Care
Department of Children and Families
(262) 446-7856
DCFCWLRateReg@wi.gov

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>