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Governor Scott Walker  
Secretary Eloise Anderson

Division of Safety and Permanence

April 27, 2016

Child Welfare Licensing Memo Series 2016-02L

To: Private Child Placing Agencies  
Residential Care Center Providers  
Group Home Providers  
Child Placing Agency Directors

From: Ron Hermes   
Bureau Director

RE: Provider Cost and Service Report Requirements

#### **PURPOSE**

This is an update regarding the 2017 Provider Cost & Service Report.

#### **BACKGROUND**

In accordance with Chapters 52.66(1), 54.09(1) and 57.62(1), agencies must annually submit a Provider Cost & Service Report to the Department.

#### **INFORMATION SUMMARY**

The Department of Children and Families (DCF) has published the 2017 Provider Cost and Service Report, <https://dcf.wisconsin.gov/files/ratereg/excel/costreport.xlsx> for agencies to complete by July 1, 2016. **Agencies cannot use the 2016 Provider Cost and Service Report; the new 2017 report must be used.** In an effort to assist agencies in completing the Provider Cost and Service Report accurately, DCF has published a Training Webinar which provides step-by-step directions and guidance for completing the report. The Training Webinar is available on the Rate Regulation website, <https://dcf.wisconsin.gov/ratereg> under the Prover Cost and Service Report Webinars.

If a licensee fails to submit all relevant information required under DCF 52, 54 and 57, by July 1, 2016 the Department will issue a non-compliance statement (DCF-F-2544) and a forfeiture of \$25.00 per day the agency is out of compliance. The Department may also impose additional sanctions and penalties under these Administrative Rules and s. 48.715, Stats, including license revocation, for failure to submit required information timely. The Department will compile the information received from the Provider Cost and Service Report 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, 2016. Agencies will have until no later than October 1, 2016 to submit to the Department a proposed rate for 2017 using Proposed Rate Request, DCF-F-2696-E, <https://dcf.wisconsin.gov/forms> (the 2017 version of the form will be published after 2017 maximum allowable rates are published).

If an agency does not receive funding from a Wisconsin Public Purchaser, but is a licensed entity by DCF, the agency is required to submit the Request for Rate Regulation Exception, Form DCF-F-2809-E, <https://dcf.wisconsin.gov/forms> by May 1 of each year to the DCF Rate

Regulation email at [DCFCWLRateReg@wi.gov](mailto:DCFCWLRateReg@wi.gov). The agency will need to provide information regarding the type of funding sources and/or type of agencies that utilize the services provided by the agency. DCF will make a final determination by June 1 and notify the licensee.

**Agencies must submit the 2017 Provider Cost and Service Report by July 1, 2016.** Cost and Service Reports must be submitted to the DCF Rate Regulation email at [DCFCWLRateReg@wi.gov](mailto:DCFCWLRateReg@wi.gov). Cost and Service Reports received by fax or mail will not be accepted. If an agency submits the incorrect Provider Cost and Service Report, they will be required to resubmit the information using the correct 2017 Report.

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