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Governor Scott Walker
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Division of Safety and Permanence

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Child Welfare Licensing Memo Series 2018-16-lic

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 2019 Provider Cost and 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 2019 Provider Cost and Service Report, <https://dcf.wisconsin.gov/ratereg> for agencies to complete by July 2, 2018. **Agencies cannot use the 2018 Provider Cost and Service Report; the new 2019 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 at <https://dcf.wisconsin.gov/ratereg>, under the Resources heading.

If a licensee fails to submit all relevant information required under DCF 52, 54 and 57, by July 2, 2018 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, 2018. Agencies will have until no later than October 1, 2018 to submit to the Department a proposed rate for 2019 using the form Proposed Rate Request, DCF-F-2696-E, <https://dcf.wisconsin.gov/forms> (the 2019 version of the form will be published after 2019 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, the form Request for Rate Regulation Exception, 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. 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 2019 Provider Cost and Service Report by July 2, 2018. Cost and Service Reports must be submitted to the DCF Rate Regulation email at 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 2019 Report.

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

Rate Regulation Website <https://dcf.wisconsin.gov/ratereg>
2019 Provider Cost & Service Report

Forms Website: <https://dcf.wisconsin.gov/forms>
Proposed Rate Request Form, DCF-F-2696
Request for Rate Regulation Exception, DCF-F-2809