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Governor Tony Evers
Secretary Emilie Amundson
Division of Safety and Permanence

May 1, 2020

Child Welfare Licensing Memo Series 2020-18-lic

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

From: Wendy Henderson
Administrator

A handwritten signature in black ink that reads "Wendy Henderson".

RE: Provider Cost & Service Report Requirements

PURPOSE

This is an update regarding the 2021 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 [2021 Provider Cost and Service Report](#) for agencies to complete by July 1, 2020. **Agencies cannot use the 2020 Provider Cost and Service Report; the new 2021 report must be used.** 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](#), under the Provider Cost and Service Report heading.

A modified timeline for non-compliance statements and forfeitures applies to the rate regulation process for 2021, due to the COVID-19 pandemic. Group home providers must complete the Provider Cost and Service Report by August 1, 2020. Group home providers will be exempt from non-compliance and forfeitures in response to late submissions in recognition of the challenges group homes may face completing timely audits for submission with the cost reports. An exception request for late submissions is not required if submitted by August 1, 2020.

Other provider types must complete submissions by July 1, 2020.

If a licensee fails to submit all relevant information required under DCF 52, 54 and 57, by July 1, 2020 for residential care centers and child placing agencies or by August 1, 2020 for group homes, the Department may 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, 2020. Agencies will have until no later than October 1, 2020 to submit to the Department a proposed rate for 2021 using Form DCF-F-2696-E (the 2021 version of the form will be published after 2021 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 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.

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 2021 Report.

CENTRAL OFFICE CONTACT: Out-of-Home Care Section
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MEMO WEB SITE: <http://dcf.wisconsin.gov/memos>

LINKS: <https://dcf.wisconsin.gov/ratereg>
<https://dcf.wisconsin.gov/files/ratereg/excel/costreport.xlsx>
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