




May 4, 2021

Child Welfare Licensing Memo Series 2021-14L

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

From: Wendy Henderson
Division Administrator 

RE: Provider Cost & Service Report Requirements

PURPOSE

This is an update regarding the 2022 Provider Cost & Service Report.

BACKGROUND

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

INFORMATION SUMMARY

DCF has published the [2022 Provider Cost and Service Report](#) for agencies to complete by July 1, 2021. **Agencies cannot use the 2021 Provider Cost and Service Report; the new 2022 Provider Cost and Service 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.

If a licensee fails to submit all relevant information required under Wis. Admin. Codes § DCF Chapters 52, 54 and 57 by July 2, 2021, for residential care centers, group homes, and child placing agencies, DCF will issue a non-compliance statement (DCF-F-2544) and a forfeiture of \$25.00 per day that the agency is out of compliance. DCF may also impose additional sanctions and penalties under these administrative rules and Wis. Stat. § 48.715, up to and including license revocation for failure to submit required information timely. DCF 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, 2021. Agencies will have no later than October 1, 2021 to submit to DCF a proposed rate for 2022 using [Form DCF-F-2696-E](#) (the 2022 version of the form will be published after 2022 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 a Request for Rate Regulation Exception, [Form DCF-F-2809-E](#), by May 1st of each year to the Child Welfare Program Specialist 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 1st and notify the licensee.

Agencies must submit the 2022 Provider Cost and Service Report by July 1, 2021. Provider Cost and Service Reports must be submitted to the Child Welfare Program Specialist at DCFCWLRateReg@wi.gov. Provider Cost and Service Reports received by fax or mail will not be accepted. If an agency submits an incorrect Provider Cost and Service Report, they will be required to resubmit the information using the correct 2022 Provider Cost and Service Report.

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

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