



May 13, 2022

Child Welfare Licensing Memo Series 2022-13-lic

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

From: Wendy Henderson  
Division Administrator

**RE: Provider Cost and Service Report Requirements**

### **PURPOSE**

This is an update regarding the 2023 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 and Service Report to the Wisconsin Department of Children and Families (DCF).

### **INFORMATION SUMMARY**

DCF has published the [2023 Provider Cost and Service Report](#) for agencies to complete by July 1, 2022. **Agencies cannot use the 2022 Provider Cost and Service Report; the new 2023 Provider Cost and Service Report must be used.** To assist agencies in completing the Provider Cost and Service Report accurately, DCF has published training webinars which provide step-by-step directions and guidance for completing the report. The training webinars are available on the [Wisconsin Rate Regulation for Child Welfare Licensed Agencies](#) webpage under the Provider Cost and Service Report tab.

If a licensee fails to submit all relevant information required under DCF 52, 54 and 57 by July 1, 2022, 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 the agency is out of compliance. DCF may also impose additional sanctions and penalties under these Administrative Rules and s. 48.715, Stats, 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, 2022. Agencies will have until no later than October 1, 2022 to submit to DCF a proposed rate for 2023 using [Form DCF-F-2696-E](#) (the 2023 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 the Request for Rate Regulation Exception, [Form DCF-F-2809-E](#), by May 1 of each year to DCF 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 2023 Provider Cost and Service Report by July 1, 2022.**

Provider Cost and Service Reports must be submitted to DCF at [DCFCWLRateReg@wi.gov](mailto:DCFCWLRateReg@wi.gov). Provider 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 2023 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](mailto:DCFCWLRateReg@wi.gov)

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