

Date: September 11, 2025

To: Case Management Agencies, DMCPs Contracted Group Home Providers

From: DMCPs, Ongoing Services Section

Re: Extraordinary Payment Requests (EPR) for Group Home Placement Settings

The Division of Milwaukee Child Protective Services (DMCPs) has updated the Extraordinary Payment Request (EPR) review process for group home placement settings. This memo replaces the last communication regarding EPRs sent on June 8, 2000.

This memo outlines procedures for submitting an EPR to DMCPs and includes information on the following:

- Highlight form information accuracy and supporting documentation
- Review process
- Expectations when using 1x1 support services
- Single use for double occupancy room (extra bed) requests

Procedure for Submitting an EPR

- 1) Group home providers will contact Case Management (CM) once a youth has been identified as requiring additional placement supports and prior to submitting an EPR to DMCPs. The provider and CM team will collaboratively discuss the provider's observation of the youth's behavior/needs that require a higher level of intervention. The provider and CM must agree on specific supportive services to be provided to the youth that will directly address the behavior/need of the youth prior to submission of the EPR to DMCPs. The CM team must include the assigned case manager, case management supervisor and program manager.

The CM team, including placement staff, may NOT approve an EPR. CM works with providers to determine appropriate recommendations, which are then reviewed by DMCPs for approval. Approval can only be granted by a member of the DMCPs Ongoing Services Section or designee.

- 2) The [Extraordinary Payment Request Form](#) (DCF-F-2794) should be filled out by the group home provider according to requirements in administrative rule. See DCF [52.68](#), [54.11](#), [57.64](#), Wis. Admin. Code.

Information Accuracy

EPR forms are saved in eWiSACWIS and become a part of case history. Information on the form is used by DMCPs, Licensing, CM and DMS (Division of Management Services). It is required that the document is filled out entirely and accurately.

- There must be a start and end date that cannot exceed 6 months.
- DMCPs will typically approve EPRs for 3 months or less for extraordinary measures such as 2x1 staff or 1x1 staff support for 24 hours per day.
- Dates on the EPR must be within eWiSACWIS placement timeframe.
- EPRs will not be signed by DMPCS prior to a youth's placement date and cannot be submitted late or backdated.
- For EPR extensions, the end and start date cannot be the same. For example, if an EPR ends on 1/1/25 and extension is being requested, the start date must be at least 1/2/25.
- A daily amount must be identified and specific to the need for the child. Requested service or support cannot include anything that is already supported within the youth's basic rate. An extraordinary rate is something outside of the youth's basic rate.
 1. Note: An hourly rate will be needed when requesting additional staff support for a youth.
- Separate EPR forms must be filled out for each individual requested service. For example, if a youth requires both a single room and additional support staff, two EPR forms must be submitted.

Supporting Documentation

All supporting documents must be included as attachments upon submission of the EPR by the group home provider. Supporting documentation includes, and is not limited to:

- Written description of the following:
 - What are the presenting, observable concerns, behaviors with the identified youth?
 - What is the extra support needed to address or manage the presenting concern?
 - How is this support above and beyond what is expected by the provider and covered in the daily rate?
 - Summary of conversation with CM which includes the date and names of who was involved.
- Budget submitted by the group home provider which clearly identifies the support(s) being utilized and a breakdown of the daily cost associated with the support.

- Requests for 1x1 support staff must include hours and days 1x1 staff are used, along with their hourly wage.
- Budgets with daily rates for single use of double occupancy rooms will be provided by DMCPs via DCF Finance.

3) Submission

The EPR form and supporting documentation is to be sent by the group home provider to the Ongoing Services Section Inbox dcfdmcpsongoingservicessection@wisconsin.gov. Upon receipt, requests will be reviewed by DMCPs. The form will be returned immediately if information listed above is not included.

4) Review Process

DMCPs will thoroughly review the information submitted and also gather additional information, as needed. Typical outreach by DMCPs may include, but is not limited to, eWiSACWIS review, CM team, DCF licensing, and DMCPs contract managers. DMCPs will provide a response to the EPR within 5 business days from a completed EPR request, unless there is additional information required to be obtained. In those circumstances, a response will be provided as soon as practical and without unnecessary.

5) EPR Renewals

- When submitting an EPR renewal, the group home provider must follow steps 1-3 outlined above. Supporting documentation must also include how the service has been successful and why it's necessary to continue.
- Group home providers are encouraged to submit EPR renewals at least 15 days prior to expiration to allow time for review.
- DMCPs will allow a 14-day grace period for group home providers to submit an EPR renewal after the original expiration date. If submitted more than 14 days after the expiration date, backpay requests will be denied.

6) EPRs for Emergency Placement(s):

- Verbal or email approval for an EPR can be provided only by DMCPs Designee for emergency placements. CM and CM placement teams may not approve an EPR.
- A 14-day grace period will be permitted for group home providers to submit the EPR form from the time verbal approval was given. Any EPR forms received over 14 days from when the service began will not be considered for approval. The group home provider must follow the outlined process in this memo.
- Group home providers must immediately initiate the EPR process outlined above in sections 1-3 at the time they believe extra support in the form of an EPR will be needed for a youth in their care. **EPRs must be approved by DMCPs prior to implementation of services.** DMCPs will not approve back payment for services provided that were not approved.

Support Staff Requests

Youth with high needs that require direct supervision and/or assistance from staff may be considered for 1x1 staff support. Group home providers must clearly identify what the youth's needs are and how the support staff meet those needs. All of the following apply when 1x1 support staff are approved.

- 1x1 staff must be with the identified youth during all times outlined in the EPR.
- The identified 1x1 staff may not be used for the facility's staff/resident ratio.
- 1x1 staff will not be approved for hours when the youth is at school or on extended visits outside of the group home.
- DCF Licensing and DMCPs may review the facility log and facility schedule or payroll to ensure the 1x1 staff is being provided for the youth.
- CM will review the need for 1x1 during their monthly contacts with the youth and provider.
- Salaried staff can provide 1x1 support, however they **may not** be included for exceptional payment.

Support Staff Documentation

If a youth is approved to have additional support staff, the provider must fill out the EPR Support Staff Tracking Sheet which is located on the monthly invoice submitted to DFC Finance. Information on this sheet must include the name of the support staff and dates/times spent with the identified youth per day. Daily documentation should also include notes of significant events that occurred with that youth and what intervention was used by the support staff.

DMCPs will review monthly invoice information from DCF Finance. DMCPs and DCF Licensing is able request this information directly from the provider for any reason during the course of the approved EPR or any other time.

Billing for Extra Support Staff

Providers will use an hourly billing system to ensure accurate account of funds spent. Under any circumstance, providers will not bill for extra staff support hours when the youth is not physically present at the facility. DMCPs will monitor billing and request reimbursement for misused dollars.

Single Use for Double Occupancy Room Requests (Extra Bed Request)

DMCPs encourages group homes to have options for youth that require single room occupancy. Facilities have the responsibility to manage their census and should not accept youth who require a single room if one is not available.

Additional payment for a youth to have their own room will only be considered when:

- Case Management has identified the youth as being unable to share a room due to behavioral or mental health conditions which impact the vulnerability of the youth and safety of others in a shared space.
- There are no single rooms available and other room modifications cannot be made at the time the youth is placed.
- The facility has two or fewer vacancies of their total licensing capacity.
- There are no other youth placed who are receiving an EPR for a single room.

Daily rate for Single Use for Double Occupancy Room Requests (Extra Bed Request)

The daily rate for each youth includes all allowable expenses that are incurred to care for the youth as documented in the cost reports submitted annually. Certain fixed expenses are incurred and associated to a bed, whether used or not, such as rent/lease. DMCPs will work with DCF finance to identify specific fixed expenses and associated per diems when requesting to use a double occupancy room as single occupancy. This amount will be used when a youth is approved and is based on the current calendar year's rate for the provider, as outlined in the Rate Regulation Process.

Providers can request this rate from OSS at any time when an EPR is needed. The amount will remain the same for the entire calendar year.

Monitoring

With the submission of an EPR, the provider is identifying a necessary service for youth in their care that is not included in the youth's basic rate. If approved, it is the provider's full responsibility to ensure the extraordinary funds provided by DMCPs are used for the identified service the youth is approved for. DMCPs will monitor the use of extraordinary payment funds and has the responsibility and authority to request reimbursement for misused dollars. In accordance with DCF [52.11\(20\)](#), [54.06\(7\)](#), and [57.045\(4\)](#), Wis. Admin. Code, licensees are required to ensure that information that the licensee submits to or shares with the department, a placing agency, or any other governmental agency is current and accurate.

Questions/Concerns

At any time, a provider can speak with a member of DMCPs to clarify any questions/concerns. A provider should email DCFDMCPsOngoingServicesSection@wisconsin.gov to request assistance and/or a meeting.

Forms:

[Extraordinary Payment Request Form](#) (DCF-F-2794)

References:

DCF [52.68](#), [54.11](#), [57.64](#), Wis. Admin. Code.