

Rate Regulations

All applicants must receive an approved rate from the Department prior to being issued a license. See below for instructions and related websites to obtain information and the required forms in establishing an approved rate for Group Homes and Residential Care Centers, and the administrative rate for Child Placing Agencies. Use the following link to review the Provider Cost & Service Report Requirements:

<https://dcf.wisconsin.gov/files/cwportal/policy/pdf/memos/2018-16-lic.pdf>.

All new Group Homes, Residential Care Centers and Child Placing Agencies (that license level 3 or 4 foster homes) must comply with Rate Regulation and must submit a Provider Cost & Service Report (available here:

<https://dcf.wisconsin.gov/files/ratereg/excel/costreport.xlsx>) , as well as a Proposed Rate Request form (available here: <https://dcf.wisconsin.gov/files/forms/doc/2696.docx>) electronically to DCFCWLRateReg@wisconsin.gov. The proposed rate that the provider submits must be at or below the maximum rate established by the Department, unless the agency wishes to request a rate above the maximum by submitting the information required in Administrative Rule (DCF 54.09(3)(b), DCF 57.62(3)(b), or DCF 52.66(3)(b), which is explained further on the Proposed Rate Request form. The Department will review the Provider Cost & Service Report and the Proposed Rate Request form and will notify the licensee of their approved rate.

We encourage you to review the information on the Department's Rate Regulation website, located at the following link: <https://dcf.wisconsin.gov/ratereg>. You will find helpful information, including a webinar designed to assist you in completing the Provider Cost & Service Report.

After your submission of your initial proposed rate, providers will be required to complete the Rate Regulation process on an annual basis, including the submission of the Provider Cost & Service Report, and the submission of the Proposed Rate Request form. The below dates explain the established timeline for the process:

Timeline for Rate Regulation	
July 1	Completed Provider Cost & Service Reports must be submitted to the Department.
September 1	The Department publishes maximum daily rates for each provider type.
October 1	All agencies submit proposed rate using form F-2696-E on or before this date . <i>Failure to meet the deadline will result in the provider waiving the right to mediation. If a licensee does not submit all information required under Chapters 52, 54 and 57, the department may impose sanctions and penalties under these Administrative Rules and s. 48.715, Stats, including license revocation.</i>
October 1-31	The Department reviews proposed rates submitted by agencies. Proposed rates may be negotiated during this time period with the Department and the agency.
November 1	By this date, the Department will notify agencies of their approved rate. If an approved rate is not acceptable an agency shall request mediation within 5 days of receiving the notification of the approved rate from the Department. The notification will include information on requesting mediation of the rate. If mediations are not successful the Department will order a rate. If the agency does not agree; the agency will have 30 days to appeal the decision to the Division of Hearings and Appeals
January 1	Rates are effective for all placements regardless of placement date.

Providers that do not intend accept placements from Wisconsin public purchasers may request an exception to Rate Regulation using the following form: <https://dcf.wisconsin.gov/files/forms/doc/2809.docx>. If you have any questions regarding Rate Regulation, please email DCFCWLRateReg@wisconsin.gov.

The Department of Children and Families (DCF) is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please contact the Division of Safety and Permanence at (608) 266-8787 or 711 TTY. For civil rights questions call (608) 422-6889 or 711 TTY (Toll Free).