

Tribal Agency Report Submission by Program Name			
Program Name	Report Name	Schedule/Cadence	Point of Contact
ALL PROGRAMS except Kinship Care	SPARC Expense Reports	Monthly by the 23rd of the month	SPARC Website SPARC email
Brighter Futures Initiative	Annual Budget and Plan	October 1 annually	Bureau of Youth Services <i>Program and Policy Analyst – Advanced Faith Price</i>
	Semi-Annual Progress Report	August 1 and February 1 semi-annually	
Child Care	Child Care Annual Agency Summary (All Contract Functions DCF-F-425E and Certification Contract Function Only DCF-F-425B-E)	October 31 annually	Bureau of Regional Operations (BRO) <i>Child Care Coordinator</i> Rebecca Burdick
	Child Care Subsidy Fraud Plan	March 31 annually	Bureau of Child Care Subsidy Administration BCCSA Child Care Help Desk
Domestic Violence Program	Annual Report	November 1 annually	Bureau of Safety and Well-Being <i>Domestic Abuse Coordinator</i> Stacey Cicero <i>Sexual Assault and Domestic Violence Prevention Coordinator</i> Kristen Olsen
FFTA Family First Funds	No annual report, voluntary survey may be requested		Bureau of Safety and Well-Being DCFMBBSWBCWPP@wisconsin.gov
Family Foundations Home Visiting	Program reports	January 15, April 15, July 15, October 15 quarterly	Bureau of Safety and Well-Being <i>Family Foundation Home Visiting Coordinator</i> Terri Enters
Family Services Program	Grant application and budget	June 15 annually	BRO Central Office Contact: <i>Strategic Initiatives Coordinator</i> Chelsey Carmody BRO Regional Office Contact: <i>DCF BRO Area Administrators</i> Kim Edwards , Northern Region Kelly Williams , Northeast Region Jamie Fawcett , Western Region
	Annual Report	October 30 annually	

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Foster Parent Grant Program	Monthly Report	Monthly, by the 28 th of the month in SPARC	<u>Bureau of Permanence and Out-of-Home Care</u> Program & Policy Analyst – Advanced Moe Green
Head Start State Supplement	Head Start State Supplement Narrative Quarterly Report	Within 30 days of the end of the quarter	<u>Division of Early Care and Education</u> Head Start Agency Liaison Jillian Clemens
High Cost Pool	High Cost Pool Fund Application (DCF-F-CFS2428-E)	Annually, due date set by DSP Informational Memo each year	<u>DSP Central Office</u> Tribal Affairs Specialist Tania Cornelius
Independent Living	Tribal Independent Living Biannual Report	May 15 and November 15	<u>Bureau of Youth Services</u> Independent Living Policy Coordinator DCFILCoordinator@wisconsin.gov
	Annual Plan and Program Outcomes	May 30	
Kinship Care	Kinship Care Tracking System	Monthly reporting due by 10 th of each month for the previous month caseloads/updates	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer
	Semi-annual SPARC expenses	July 31 and November 30	
Relative Caregiver Support (Promoting Safe and Stable Families)	Semi-annual survey report	April 30 and October 31	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer Program and Policy Analyst – Advanced Britny Isaacs DCFDSPKinshipNavigator@wisconsin.gov
Subsidized Guardianship	Annual contract monitoring template included in the Subsidized Guardianship contract appendix	December 31 for the prior fiscal year (October 1 – September 30)	<u>Bureau of Permanence and Out-of-Home Care</u> Program and Policy Analyst – Advanced Britny Isaacs

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Targeted Safety Support Funds (TSSF) TANF	Annual Report	November 28 (60 days post contract end)	<u>Bureau of Safety and Well-Being</u> DCFTSSF@wisconsin.gov
Title IV–E Pass through	No program reporting requirements		<u>Bureau of Compliance, Research and Analytics</u> <i>Title IV–E Program Coordinator</i> Amy Vietze DCFIV-EProgram@wisconsin.gov

Tribal Agency Report Submission by Calendar Date		
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January	10 – Kinship Care Tracking System	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer
	15 – Family Foundations Home Visiting Quarterly Program Report	<u>Bureau of Safety and Well-Being</u> Family Foundations Home Visiting Coordinator Terri Enters
	23 – SPARC Expense Report	SPARC Website SPARC email
	28 - Foster Parent Grant Program Monthly Report	<u>Bureau of Permanence and Out-of-Home Care</u> Program & Policy Analyst – Advanced Moe Green
	30 – Head Start State Supplement Narrative Quarterly Report	<u>Division of Early Care and Education</u> Head Start Agency Liaison Jillian Clemens
February	1 – Brighter Futures Initiative Semi–Annual Report	<u>Bureau of Youth Services</u> Program and Policy Analyst – Advanced Faith Price
	10 – Kinship Care Tracking System	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer
	23 – SPARC Expense Report	SPARC Website SPARC email
	28 - Foster Parent Grant Program Monthly Report	<u>Bureau of Permanence and Out-of-Home Care</u> Program & Policy Analyst – Advanced Moe Green
March	10 – Kinship Care Tracking System	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer
	23 – SPARC Expense Report	SPARC Website SPARC email
	28 - Foster Parent Grant Program Monthly Report	<u>Bureau of Permanence and Out-of-Home Care</u> Program & Policy Analyst – Advanced Moe Green

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March Cont'd	31 – Child Care Subsidy Fraud Plan	<u>Bureau of Child Care Subsidy Administration</u> BCCSA Child Care Help Desk
	DATE ESTABLISHED BY DSP MEMO– High Cost Pool Fund Application (DCF-F-CFS2428-E)	<u>DSP Central Office Contact:</u> <i>Tribal Affairs Specialist</i> Tania Cornelius
April	10 – Kinship Care Tracking System	<u>Bureau of Permanence and Out-of-Home Care</u> <i>Kinship Care Specialist</i> Holly Telfer
	15 – Family Foundations Home Visiting Quarterly Program Report	<u>Bureau of Safety and Well-Being</u> <i>Family Foundations Home Visiting Coordinator</i> Terri Enters
	23 – SPARC Expense Report	SPARC Website SPARC email
	28 - Foster Parent Grant Program Monthly Report	<u>Bureau of Permanence and Out-of-Home Care</u> <i>Program & Policy Analyst – Advanced</i> Moe Green
	30 – Head Start State Supplement Narrative Quarterly Report	<u>Division of Early Care and Education</u> <i>Head Start Agency Liaison</i> Jillian Clemens
	30 – Relative Caregiver Support (Promoting Safe and Stable Families) Semi-annual Survey	<u>Bureau of Permanence and Out-of-Home Care</u> <i>Kinship Care Specialist</i> Holly Telfer <i>Program and Policy Analyst – Advanced</i> Britny Isaacs DCFDSPKinshipNavigator@wisconsin.gov
May	10 – Kinship Care Tracking System	<u>Bureau of Permanence and Out-of-Home Care</u> <i>Kinship Care Specialist</i> Holly Telfer
	15 – Tribal Independent Living Biannual Report	<u>Bureau of Youth Services</u> <i>Independent Living Policy Coordinator</i> DCFILCoordinator@wisconsin.gov
	23 – SPARC Expense Report	SPARC Website SPARC email

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May Cont'd	30 – Annual Plan and Program Outcomes	<u>Bureau of Youth Services</u> Independent Living Policy Coordinator DCFILCoordinator@wisconsin.gov
June	10 – Kinship Care Tracking System	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer
	15 th – Family Services Program Application	<u>BRO Central Office Contact:</u> Strategic Initiatives Coordinator Chelsey Carmody <u>BRO Regional Office Contact:</u> DCF BRO Area Administrators Kim Edwards , Northern Region Kelly Williams , Northeast Region Jamie Fawcett , Western Region
	23 – SPARC Expense Report	SPARC Website SPARC email
	28 – Foster Parent Grant Program Monthly Report	<u>Bureau of Permanence and Out-of-Home Care</u> Program & Policy Analyst – Advanced Moe Green
July	10 – Kinship Care Tracking System	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer
	23 – SPARC Expense Report	SPARC Website SPARC email
	15 – Family Foundations Home Visiting Quarterly Program Report	<u>Bureau of Safety and Well-Being</u> Family Foundations Home Visiting Coordinator Terri Enters
	28 – Foster Parent Grant Program Monthly Report	<u>Bureau of Permanence and Out-of-Home Care</u> Program & Policy Analyst – Advanced Moe Green
	31 – Kinship Care Program Semi-annual SPARC expense report	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer

Tribal Agency Report Submission by Calendar Date		
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August	1 – Brighter Futures Initiatives Semi-Annual Progress Report	<u>Bureau of Youth Services</u> Program and Policy Analyst – Advanced Faith Price
	10 – Kinship Care Tracking System	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer
	23 – SPARC Expense Report	SPARC Website SPARC email
	28 – Foster Parent Grant Program Monthly Report	<u>Bureau of Permanence and Out-of-Home Care</u> Program & Policy Analyst – Advanced Moe Green
	30 – Head Start State Supplement Narrative Quarterly Report	<u>Division of Early Care and Education</u> Head Start Agency Liaison Jillian Clemens
September	10 – Kinship Care Tracking System	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer
	23 – SPARC Expense Report	SPARC Website SPARC email
	28 – Foster Parent Grant Program Monthly Report	<u>Bureau of Permanence and Out-of-Home Care</u> Program & Policy Analyst – Advanced Moe Green
October	1 – Brighter Futures Initiative Annual Budget and Plan	<u>Bureau of Youth Services</u> Program and Policy Analyst – Advanced Faith Price
	10 – Kinship Care Tracking System	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer
	15 – Family Foundations Home Visiting Quarterly Program Report	<u>Bureau of Safety and Well-Being</u> Family Foundations Home Visiting Coordinator Terri Enters
	23 – SPARC Expense Report	SPARC Website SPARC email

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October Cont'd	28 – Foster Parent Grant Program Monthly Report	<u>Bureau of Permanence and Out-of-Home Care</u> Program & Policy Analyst – Advanced Moe Green
	30 – Family Services Program Annual Report	<u>BRO Central Office Contact:</u> Strategic Initiatives Coordinator Chelsey Carmody <u>BRO Regional Office Contact:</u> DCF BRO Area Administrators Kim Edwards , Northern Region Kelly Williams , Northeast Region Jamie Fawcett , Western Region
	31 – Child Care Annual Agency Summary	<u>Bureau of Regional Operations (BRO)</u> Child Care Coordinator Becky Burdick
	30 – Relative Caregiver Support (Promoting Safe and Stable Families) Semi-annual Survey	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer Program and Policy Analyst – Advanced Britny Isaacs DCF DSP Kinship Navigator@wisconsin.gov
November	1 – Brighter Futures Initiative Annual Plan and Budget	<u>Bureau of Youth Services</u> Program and Policy Analyst – Advanced Faith Price
	1 – Domestic Violence Program Annual Report	<u>Bureau of Safety and Well-Being</u> Domestic Abuse Coordinator Stacey Cicero Sexual Assault and Domestic Violence Prevention Coordinator Kristen Olsen
	10 – Kinship Care Tracking System	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer

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November Cont'd	15 – Tribal Independent Living Biannual Report	<u>Bureau of Youth Services</u> Independent Living Policy Coordinator DCFILCoordinator@wisconsin.gov
	23 – SPARC Expense Report	<u>SPARC Website</u> <u>SPARC email</u>
	28 – Foster Parent Grant Program Monthly Report	<u>Bureau of Permanence and Out-of-Home Care</u> Program & Policy Analyst – Advanced Moe Green
	28 – Targeted Safety Support Funds (TSSF) Annual Report	<u>Bureau of Safety and Well-Being</u> DCFTSSF@wisconsin.gov
	30 – Kinship Care Program Semi-annual SPARC expense report	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer
December	10 – Kinship Care Tracking System	<u>Bureau of Permanence and Out-of-Home Care</u> Kinship Care Specialist Holly Telfer
	28 – Foster Parent Grant Program Monthly Report	<u>Bureau of Permanence and Out-of-Home Care</u> Program & Policy Analyst – Advanced Moe Green
	31 – Subsidized Guardianship Annual Contract Monitoring Template	<u>Bureau of Permanence and Out-of-Home Care</u> Program and Policy Analyst – Advanced Britny Isaacs

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