



DEPARTMENT OF CHILDREN AND FAMILIES  
DIVISION OF FAMILY AND ECONOMIC SECURITY  
ADMINISTRATOR'S MEMO SERIES

**DFES 22-07**

ISSUE DATE: 11/3/2022

DISPOSAL DATE: 12/31/2024

ACTION

NOTICE

**PROGRAM CATEGORIES:**

- W-2 - Wisconsin Works
- RA - Refugee Assistance
- CS - Child Support
- CF - Children First
- TJ - Transitional Jobs
- TMJ - Transform Milwaukee Jobs

**DATE:** 11/3/2022

**TO:** Child Support Agency Directors

**FROM:** Connie M. Chesnik  
Division Administrator

**RE:** CY2023 State-County Child Support Draft Contract

**PURPOSE:**

To share a copy of the CY2023 State-County Child Support Draft Contract with local agencies.

**BACKGROUND:**

The Department of Children and Families (DCF) has finalized the language for the CY2023 State-County Contract for the child support program. The contract consists of a base section applicable to all county contracts and a program-specific scope of services that defines the responsibilities of the Department and county agencies administering the child support program.

Representatives from DCF and the Wisconsin Child Support Enforcement Association (WCSEA) Contract Committee met to discuss proposed changes to the contract language for CY2023. The attached contract and related documents are the outcome of those meetings.

## **ACTION SUMMARY STATEMENT:**

### **Notable Changes**

In the base contract, the DCF Bureau of Finance changed the final reporting for a contract from 90 days to 60 days. This means that final SPARC (System for Payments and Reports of Contracts) reports are due for reimbursement by March 1, rather than March 31.

There are two changes to the Cost Allocation and Federal Indirect Cost Rate Agreement submission:

- 1) Document submission has been changed from 30 days to 60 days
- 2) If your county does not have one of these documents, no submission is needed

In addition, please remember to upload the Cost Allocation and Federal Indirect Cost Rate Agreement documents into SPARC whenever there is a new document available.

Most of the other base language changes are being done to be consistent with federal regulations.

There were no changes to [Exhibit 1 Scope of Services](#) or [Exhibit 2 Performance Monitoring](#).

Attachments: [CY2023 Draft State-County Base Contract](#)  
[CY2023 Contract Exhibit 1 Scope of Services](#)  
[CY2023 Contract Exhibit 2 Performance Monitoring](#)  
[CY2023 State-County Base Summary of Language Changes](#)