

County Contract Change Matrix

Calendar Year: 2025

#	Issue or Topic	Contract Section	Goal/purpose (why)	Description and considerations	Proposed text
1	Payment and Billing	County contract: VII. Billing and Payment Terms	Update to specify "actual" and "incurred" cost terms		<p>1. Allowable Costs The Department will make payments for incurred allowable costs that are consistent with the DCF Allowable Cost Policy Manual and applicable Federal allowable cost policies.</p> <p>3. Reimbursement (3rd paragraph) Total net reimbursement to the Contractor for incurred allowable expenses shall not exceed the contracted amounts specified in the funding allocation table on P.2 of this Contract, excluding FFP or other non-State funds. Net reimbursements under this Contract may be adjusted for other amounts owed the Department as described in VII.B.</p> <p>4. Final Submission The County shall report all incurred allowable expenses for reimbursement under this Agreement to the Department within sixty (60) days of the end of the Contract period unless a different date is mutually agreed upon by the County and the Department as specified. If allowable under Federal law and funding is available, the Department will not unreasonably withhold approval for expenditures eligible for Federal financial participation.</p>

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2	Single state audit submission	XII. Auditing requirements, D. Single Audit Reporting package	Specify where counties submit their audit packages.	Identify that counties submit their single state audit directly to the federal audit clearinghouse, not to DCF. References: - The <i>Uniform Guidance</i> , 45 CFR Part 75.500, <i>Audit Requirement</i> - State single audit guide DCF appendix to the state single audit guide	D. Single Audit Reporting package The County shall separately submit to DCF and to DHS a single audit reporting package which includes the following:- 1. All financial statements and other audit schedules and reports required for the type of audit applicable to the County;- 2. A summary schedule of prior year findings and the status of addressing these findings;- 1. The county will submit their annual single audit package must be submitted to the Federal Audit Clearinghouse (FAC) within nine (9) months of after the county's year-end close. 2. 3. The county will submit to DCF the auditor-issued Management Letter if not included in the package submitted to the FAC to DCFAuditors@wisconsin.gov (or similar document conveying auditor's comments issued as a result of the audit) or written assurance that a Management Letter was not issued with the audit report; and 3. 4. The county will submit to DCF at DCFAuditors@wisconsin.gov the management responses/corrective action plan for each audit issue identified in the audit if not included in the package submitted to the FAC.
3	Audit requirement	XII. Auditing Requirements F. Submitting the Reporting Package to DCF	Add language stating that delays in audit submission will delay issuance of future contracts.	DCF received questions, most specifically from Child Support Agencies, about delays in contract issuance due to a lack of audit submissions. This is not new practice; contracts are not issued for an upcoming year until audits are received and DCF can complete risk assessments. This added language more clearly communicates this potential delay.	Added language: F. Submitting the Reporting Package to DCF The County shall separately submit the required reporting package to both DHS and DCF the Federal Audit Clearinghouse within 9 months of the end of the County's fiscal year-its fiscal year-end. <u>Audits not submitted within 9 months will delay issuance of future DCF Contracts.</u> In the event a county cannot meet this provision, they can contact DCF to discuss the circumstances and any next steps. DCF expects electronic submission of the reporting package.—DCF Electronic Reporting Packages should be sent to:- DCFAuditors@wisconsin.gov Telephone: (608) 422-6378-

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4	Customer complaints	County contract: XIII. Monitoring and Compliance Reviews Monitoring	Complaints may come from any party and are not limited to customers.	Remove the word "customer."	The Department may also monitor customer complaints regarding the operation of the program by the Contractor. The Contractor shall provide the Department with access to all customer relevant records upon request, including the results of Contractor administrative reviews of customer complaints. DCF administrative review of complaints are required as specified by DCF program policies.