



May 8, 2023

Child Welfare Licensing Memo Series 2023-06i

To: Private Child Placing Agencies  
Residential Care Center Providers  
Group Home Providers

From: Wendy Henderson  
Division Administrator

Re: Provider Cost & Service Report Requirements

**PURPOSE:**

This is an update regarding the 2024 Provider Cost & Service Report.

**BACKGROUND:**

In accordance with Chapters 52.66(1), 54.09(1) and 57.62(1) agencies must annually submit a Provider Cost & Service Report (Cost Report) to the Wisconsin Department of Children and Families (DCF).

**INFORMATION SUMMARY**

The Department of Children and Families (DCF) has published the 2024 Cost Service for agencies to complete by **July 1, 2023**. Agencies may not use the 2023 Provider Cost and Service Report; the new 2024 report must be used.

DCF has created two Provider Cost and Service Reports. Please be sure to use the version that is appropriate for your facility.

- Group Homes and Residential Care Centers only - [Cost Report for 2024 - GH and RCC Version](#)
- Child Placing Agencies only - [Cost Report for 2024 - CPA Version](#)

To assist agencies in completing the Provider Cost and Service Report accurately, DCF has published updated training webinars which provide guidance for completing the report. On the [Wisconsin Rate Regulation for Child Welfare Licensed Agencies](#) website, training webinars are available under the Provider Cost and Service Report tab, and the [Cost Report Tips and Tricks](#) document under the Cost Report Guidance tab has also been updated.

If a licensee fails to submit all relevant information required under DCF 52, 54, and 57, by July 1, 2023, for Residential Care Centers, Group Homes, and Child Placing Agencies, DCF will issue a non-compliance statement (DCF-F-2544) and a forfeiture of \$25.00 per day the agency is out of compliance. DCF may also impose additional sanctions and

penalties under these Administrative Rules and s. 48.715, Wis. Stats., up to and including license revocation, for failure to submit required information timely. DCF will compile the information received from the Provider Cost and Service Report to set the maximum daily administrative rate for Child Placing Agencies, and the maximum daily rates for Group Homes and Residential Care Centers. DCF will publish the maximum allowable rates no later than September 1, 2023. Agencies will have until no later than October 1, 2023, to submit to the department a proposed rate for 2023 using [Form DCF-F-2696-E](#).

If an agency does not receive funding from a Wisconsin public purchaser, but is a licensed entity by DCF, the agency is required to submit the Request for Rate Regulation Exception, [Form DCF-F-2809-E](#), by May 1 of each year to the DCF rate regulation email at [DCFCWLRateReg@wi.gov](mailto:DCFCWLRateReg@wi.gov).

Cost and Service Reports must be submitted to the DCF rate regulation email, using the correct 2024 report form, at [DCFCWLRateReg@wi.gov](mailto:DCFCWLRateReg@wi.gov). Cost and Service Reports received by fax or mail, or submitted using outdated report forms, will not be accepted.

CENTRAL OFFICE CONTACT: Child Welfare Program Specialist  
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Department of Children and Families  
(262) 446-7856  
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MEMO WEB SITE: <http://dcf.wisconsin.gov/memos>