



May 8, 2024

Child Welfare Licensing Memo Series 2024-08-lic

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

From: John Elliott
Division Administrator

Re: Provider Cost & Service Report Requirements

PURPOSE:

This is an update regarding the Provider Cost & Service Report for rate setting year 2025.

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 updated and published the Cost and Service Report for the rate setting year 2025 for agencies to complete by **July 1, 2024**. Agencies must use this new Provider Cost and Service Report.

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

- Group Homes and Residential Care Centers only - [Cost Report for 2025 - GH and RCC Version](#)
- Child Placing Agencies only - [Cost Report for 2025 - CPA Version](#)
 - In an effort to clarify the wording on the Verification tab, the program staffing beds was changed to case management child capacity. Please review the Training Webinars, Session 2 for specifics on the rate regulation webpage at <https://dcf.wisconsin.gov/ratereg>.

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.

If a licensee fails to submit all relevant information required under DCF 52, 54, and 57, for their respective agency type by July 1, 2024, 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, 2024. Agencies will have until no later than October 1, 2024, to submit to the department a proposed rate 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.

Cost and Service Reports must be submitted to the DCF rate regulation email, using this updated version at 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
Bureau of Permanence and Out-of-Home Care
Department of Children and Families
(262) 446-7856
DCFCWLRateReg@wi.gov

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>