

Emilie Amundson
Secretary

Karen E. Timberlake
Secretary



State of Wisconsin

Tony Evers
Governor

DHS and DCF COUNTY AGENCY REPORTS
DUE TO REGIONAL OR CENTRAL OFFICE IN 2023

Item	Due Date	Agency	Report
1	February 28 + Monthly	DCF	January 2023 TSSF (Monthly) Cost Report Note: This report is due in SPARC by the 28th of each month in 2023; follows SPARC report https://dcfsparc.wisconsin.gov/payment-schedule Contact: DCFTSSF@wisconsin.gov
2	March 1	DCF	Child Support Cooperative Agreements Contact: DCF Regional Child Support Coordinators
3	March 17	DHS	2022 Alzheimer’s Family and Caregiver Support Program Annual Fiscal Report Contact: Lynn.Gall@dhs.wisconsin.gov
4	March 25	DHS	Final Human Services Programs Cost Report CY2022 Contact: DHSDLDESBFSCARS@dhs.wisconsin.gov
5	March 25	DHS	Final IM-RMS Direct Expense Report Email Report to: DHSDLDESBFSCARS@dhs.wisconsin.gov
6	March 31	DCF	2023 Child Care Fraud Plans Contact: Molly.Hones@wisconsin.gov
7	March 31	DCF	TSSF annual report for CY 2022 (reporting period January 1 – December 31, 2022) Contact: DCFTSSF@wisconsin.gov
8	March 31	DCF	2022 Promoting Safe and Stable Families (PSSF) Annual Report Contact: DCFPSSFstatecoordinator@wisconsin.gov
9	March 31	DCF	2022 Final Child Support Expense Report Submit Report Through SPARC Portal Contact: DCFFinanceGrants@wisconsin.gov
10	March 31	DCF	2022 Final County Expense Report for DCF Human Services Submit Report Through SPARC Portal Contact: DCFFinanceGrants@wisconsin.gov
11	March 31	DCF/DHS	Final 2022 DCF/DHS Shared Cost Report Submit Report Through SPARC Portal Contact: DCFFinanceGrants@wisconsin.gov

12	Spring	DHS	Findings of Non-Compliance Data Clarification Contact: DHSB3datamanager@dhs.wisconsin.gov
13	First week of April	DHS	Birth to 3 Program Reconciliation DHSB23Fiscal@dhs.wisconsin.gov
14	April 28	DHS	F-20942 – Expense Report for Human Service Programs Contact: daniel.devalve@dhs.wisconsin.gov
15	April 28	DHS	F-22540 – Human Services Revenue Report Contact: daniel.devalve@dhs.wisconsin.gov
16	May 12	DHS	Mental Health Block Grant Community Aids Report F-00251 Contact: Ryan.Stachoviak@dhs.wisconsin.gov
17	May 12	DHS	Final SAP-SIS Submission https://www.dhs.wisconsin.gov/aoda/sapsis/index.htm Contact: Allison.Weber@dhs.wisconsin.gov
18	May 12	DHS	Substance Abuse Block Grant Report Contact: sarah.boulton@dhs.wisconsin.gov
19	May 12	DHS	F-01684 Community Mental Health Allocation Report Contact: Ryan.Stachoviak@dhs.wisconsin.gov
20	July 1	DCF/DHS	2024 Public Participation Planning Process per Wis. Stat. § 46.031(3) Contact: Regional DCF Area Administrators Regional DHS Area Administrators
21	Spring	DHS	CY2021 cost reporting corrections (if any) for Wisconsin Medicaid Cost Reporting (WIMCR), Comprehensive Community Services (CCS), and Community Recovery Services (CRS). Note: Participation is only required if an agency needs to adjust its prior year cost report. Contact: WIMCR@pcgus.com
22	Spring/Summer	DHS	Cost reporting <u>begins</u> for CY2022 WIMCR, CCS, and CRS dates of service. Contact: WIMCR@pcgus.com
23	Summer	DHS	Determinations Contact: DHSB3datamanager@dhs.wisconsin.gov
24	Summer	DHS	Findings of Non-Compliance issuance Contact: DHSB3datamanager@dhs.wisconsin.gov
25	Summer/Fall	DHS	DHS processes revised CY2021 cost settlements for CCS and CRS. Contact: WIMCR@pcgus.com
26	December	DHS	DHS processes first-time CY2022 cost settlements for WIMCR, CCS, and CRS, and revised CY2021 cost settlements for WIMCR. Contact: WIMCR@pcgus.com
27	Fall	DHS	Birth to 3 Program Year End Data Certification Contact: DHSB3datamanager@dhs.wisconsin.gov
28	Due PRIOR TO contract implementation	DHS	Audit Waiver Requests https://www.dhs.wisconsin.gov/forms/f0/f00945.docx Contact: Regional Area Administrator

29	September 30	DCF	CY 2023 Title IV-E Amendments (if any) to: Legal Services, Legal Representation and eWiSACWIS Costs Contact: DCFIV-EProgram@wisconsin.gov Foster Parent Training Contact: DCFDSPPGeneralFosterCare@wisconsin.gov
30	September 30	DCF/DHS	Annual Agency Single Audit Report Email to: DCFAuditors@wisconsin.gov (DCF) Email to: DHSAuditors@Wisconsin.gov (DHS)
31	October 28	DCF	CY 2024 Title IV-E Reimbursement Applications Legal Services, Legal Representation and eWiSACWIS Costs Contact: DCFIV-EProgram@wisconsin.gov Foster Parent Training Contact: DCFDSPPGeneralFosterCare@wisconsin.gov
32	October 28	DCF	2023 Child Care Annual Agency Summary (DCF-F-425E) Contact: BRO Child Care Regional Coordinator
33	October 31	DHS	Birth to 3 Program October 1 Child Count Certification Contact: DHSB3datamanager@dhs.wisconsin.gov
34	October 27	DHS	Intoxicated Driver Program Supplemental Funds Request Contact: katie.behl@dhs.wisconsin.gov
35	November	DCF	SFY22 Community Intervention Program Final Evaluation Contact: DCFYJ@wisconsin.gov
36	November 30	DHS	2024 Alzheimer's Family and Caregiver Support Program Annual Budget Contact: Lynn.Gall@dhs.wisconsin.gov
37	December 29	DHS	2024 Signed State County Grant Award Contracts for Social Services and Community Programs Contact: Regional Area Administrator

Please note that these dates are intended to be guidelines -- submission dates are subject to change.
Please send updates to DHSAreaAdmin@wisconsin.gov