

DEPARTMENT OF CHILDREN AND FAMILIES

Regional Operations

Jeff Pertl
Secretary- Designee**DEPARTMENT OF HEALTH SERVICES**

Area Administration

Kirsten Johnson
Secretary**State of Wisconsin**Tony Evers
Governor

DHS and DCF COUNTY AGENCY REPORTS
DUE TO REGIONAL OR CENTRAL OFFICE IN 2025

Item	Due Date	Agency	Report
1	February 28 + Monthly	DCF	January 2025 TSSF (Monthly) Cost Report Note: This report is due in SPARC by the 28th of each month in 2025; follows SPARC report https://dcfsparc.wisconsin.gov/payment-schedule Contact: DCFTSSF@wisconsin.gov
2	February 28	DCF	2024 Final Child Support Expense Report Submit Report Through SPARC Portal Contact: DCFFinanceGrants@wisconsin.gov
3	February 28	DCF	2024 Final County Expense Report for DCF Human Services Submit Report Through SPARC Portal Contact: DCFFinanceGrants@wisconsin.gov
4	February 28	DCF/DHS	Final 2024 DCF/DHS Shared Cost Report Submit Report Through SPARC Portal Contact: DCFFinanceGrants@wisconsin.gov
5	March 1	DCF	Child Support Cooperative Agreements Contact: DCF Regional Child Support Coordinators

6	March 14	DCF	2024 Promoting Safe and Stable Families (PSSF) Annual Report Contact: DCFPSSFstatecoordinator@wisconsin.gov
7	March 25	DHS	Final Human Services Programs Cost Report CY2024 Email Report to: DHS600RCARS@dhs.wisconsin.gov
8	End of March	DHS	Final IM-RMS Direct Expense Report Email Report to: DHS600RCARS@dhs.wisconsin.gov
9	March 31	DCF	2025 Child Care Fraud Plans Contact: childcare@wisconsin.gov
10	March 31	DCF	TSSF annual report for CY 2024 (reporting period January 1 – December 31, 2024) Contact: DCFTSSF@wisconsin.gov
11	March 31	DHS	2024 Alzheimer’s Family and Caregiver Support Program Annual Fiscal Report Contact: Lynn.Gall@dhs.wisconsin.gov
12	Spring	DHS	CY2023 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
13	Spring	DHS	Findings of Non-Compliance Data Clarification Contact: DHSB3datamanager@dhs.wisconsin.gov
14	April 4	DHS	Birth to 3 Program Reconciliation DHSB23Fiscal@dhs.wisconsin.gov
15	April 4	DHS	CLTS CY2024 Reconciliation DHSCLTSFiscal@dhs.wisconsin.gov WARP@pcgus.com
16	April 4	DHS	CCOP CY2024 Reconciliation DHSCLTSFiscal@dhs.wisconsin.gov
17	April 30	DHS	F-20942 – Expense Report for Human Service Programs Contact: daniel.devalve@dhs.wisconsin.gov
18	April 30	DHS	F-22540 – Human Services Revenue Report Contact: daniel.devalve@dhs.wisconsin.gov

19	April 30	DHS	APS Direct Service Expenditures Report Contact: gena.schupp@dhs.wisconsin.gov
20	Mid May	DHS	Mental Health Block Grant Community Aids Report F-00251 Contact: hannah.foley@dhs.wisconsin.gov
21	Mid May	DHS	Final SAP-SIS Submission https://www.dhs.wisconsin.gov/aoda/sapsis/index.htm Contact: alexandria.berg@dhs.wisconsin.gov
22	Mid May	DHS	Substance Use Block Grant Report Contact: jason.cram@dhs.wisconsin.gov
23	Mid May	DHS	F-01684 Community Mental Health Allocation Report Contact: hannah.foley@dhs.wisconsin.gov
24	Spring/Summer	DHS	Cost reporting <u>begins</u> for CY2024 WIMCR, CCS, and CRS dates of service. Contact: WIMCR@pcgus.com
25	July 1	DCF/DHS	2025 Public Participation Planning Process per Wis. Stat. § 46.031(3) Contact: Regional DCF Area Administrators Regional DHS Area Administrators
26	Summer	DHS	Determinations Contact: DHSB3datamanager@dhs.wisconsin.gov
27	Summer	DHS	Findings of Non-Compliance issuance Contact: DHSB3datamanager@dhs.wisconsin.gov
28	Summer	DHS	DHS processes revised CY2023 cost settlements for CCS and CRS. Contact: WIMCR@pcgus.com
29	Mid-September	DHS	Birth to 3 Program Year End Data Certification Contact: DHSB3datamanager@dhs.wisconsin.gov
30	Due prior to contract implementation	DHS	Audit Waiver Requests https://www.dhs.wisconsin.gov/document/f-00945 Contact: Regional DHS Area Administrators

31	September 27	DCF	CY 2024 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
32	September 30	DCF/DH S	Annual Agency Single Audit Report Email to: DCFAuditors@wisconsin.gov (DCF) Email to: dhsauditors@dhs.wisconsin.gov (DHS)
33	October 24	DHS	Intoxicated Driver Program Supplemental Funds Request Contact: katie.behl@dhs.wisconsin.gov
34	October 27	DCF	CY 2025 Title IV-E Reimbursement Applications Legal Services, Legal Representation and eWiSACWIS Costs Contact: DCFIV-EProgram@wisconsin.gov Foster Parent Training Contact: DCFDSPPGeneralFosterCare@wisconsin.gov
35	October 31	DCF	2024 Child Care Annual Agency Summary (DCF-F-425E) Contact: BRO Child Care Regional Coordinator
36	October 31	DHS	Birth to 3 Program October 1 Child Count Certification Contact: DHSB3datamanager@dhs.wisconsin.gov
37	November 15	DCF	SFY24 Community Intervention Program Final Evaluation Contact: DCFYJ@wisconsin.gov
38	November 28	DHS	2026 Alzheimer's Family and Caregiver Support Program Annual Budget Contact: Lynn.Gall@dhs.wisconsin.gov
39	December	DHS	DHS processes first-time CY2024 cost settlements for WIMCR, CCS, and CRS, and revised CY2023 cost settlements for WIMCR. Contact: WIMCR@pcgus.com
40	December 31	DHS	2026 Signed State County Grant Award Contracts for Social Services and Community Programs Contact: Regional DHS Area Administrators

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