



State of Wisconsin
Tony Evers
Governor

DHS and DCF COUNTY AGENCY REPORTS
DUE TO REGIONAL OR CENTRAL OFFICE IN 2020

Item	Due Date	Agency	Report
1	February 28 + Monthly	DCF	January 2020 TSSF (Monthly) Cost Report Note: This report is due in SPARC at the end of each month in 2020; follows SPARC report Contact: David.Berndt@wisconsin.gov DCFTSSF@wisconsin.gov
2	March 1	DCF	Child Support Cooperative Agreements Contact: DCF Regional Child Support Coordinators
3	March 25 April 15	DHS	Final Human Services Programs Cost Report CY2019 Contact: DHSDLDESBFSCARS@dhs.wisconsin.gov
4	March 27	DHS	2019 Alzheimer's Family and Caregiver Support Program Annual Fiscal Report Contact: Lynn.Gall@wisconsin.gov
5	March 27 April 30	DCF	2020 Child Care Fraud Plans Contact: Molly.Hones@wisconsin.gov
6	March 31	DHS	Final IM-RMS Direct Expense Report Contact: Komlan.Assignon@dhs.wisconsin.gov Email Report to: DHSDLDESBFSCARS@dhs.wisconsin.gov
7	March 31 April 30	DCF	2019 Promoting Safe and Stable Families (PSSF) Annual Report Contact: Angela.Krueger@wisconsin.gov
8	April 1	DCF	2019 Final Child Support Expense Report Submit Report Through SPARC Portal Contact: DCFFinanceGrants@wisconsin.gov
9	April 1 April 30	DCF	2019 Final County Expense Report for DCF Human Services Submit Report Through SPARC Portal Contact: DCFFinanceGrants@wisconsin.gov
10	April 1 April 30	DCF/DHS	Final 2019 DCF/DHS Shared Cost Report Submit Report Through SPARC Portal Contact: DCFFinanceGrants@wisconsin.gov
11	April 3	DHS	Birth to 3 Program Reconciliation Contact: Elizabeth.Stephenson@dhs.wisconsin.gov
12	May 1 June 12	DHS	F-01684 Community Mental Health Allocation Report Contact: Ryan.Stachoviak@dhs.wisconsin.gov https://www.dhs.wisconsin.gov/dcts/memos/201613actionmemo.pdf

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13	May 1	DHS	F-20942 – Expense Report for Human Service Programs Contact: DHSSOSHelp@dhs.wisconsin.gov 608-266-9198
14	May 1	DHS	F-22540 – Human Services Revenue Report Contact: DHSSOSHelp@dhs.wisconsin.gov 608-266-9198
15	May 1 June 12	DHS	Mental Health Block Grant Plan & Report Contact: Ryan.Stachoviak@wisconsin.gov
16	May 15	DHS	Final SAP-SIS Submission https://www.dhs.wisconsin.gov/aoda/sapsis/index.htm Contact: Allison.Weber@wisconsin.gov
17	May 15 June 12	DHS	Substance Abuse Block Grant Report Contact: Michael.Derr@wisconsin.gov Counties to submit information via select survey
18	July 1	DCF/DHS	2021 Public Participation Planning Process per Wis. Stat. § 46.031(3) Contact: Regional DCF/DHS Area Administrators
19	July 30	DCF	Initial TSSF (Targeted Safety Support) Program Report Reporting Period January 1, 2020 – June 30, 2020 Contact: DCFTSSF@wisconsin.gov
20	Winter/Spring	DHS	CY2018 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
21	Spring/Summer April 27	DHS	Cost reporting <u>begins</u> for CY2019 WIMCR, CCS, and CRS dates of service. Contact: WIMCR@pcgus.com
22	Summer/Fall	DHS	DHS processes revised CY2018 cost settlements for CCS and CRS. Contact: WIMCR@pcgus.com
23	December	DHS	DHS processes first-time CY2019 cost settlements for WIMCR, CCS, and CRS, and revised CY2018 cost settlements for WIMCR. Contact: WIMCR@pcgus.com
24	Mid-late September	DHS	Birth to 3 Program Year End Data Certification Contact: Jesse.Vail@wisconsin.gov
25	September 30	DCF	CY 2020 Amendments (if any) to Title IV-E Reimbursement Due for Legal Services, Legal Representation, eWiSACWIS Costs and Foster Parent Training Contact: David.Berndt@wisconsin.gov (Legal Services) David.Berndt@wisconsin.gov (eWiSACWIS Costs) Lindsay.Wood@wisconsin.gov (FP Training)
26	September 30	DCF/DHS	Annual Agency Single Audit Report Email to: DCFAuditors@wisconsin.gov (DCF) Email to: DHSAuditors@Wisconsin.gov (DHS)
27	October 1	DHS	Children's COP Plan Contact: DHSCCOP@dhs.wisconsin.gov

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28	October 30	DCF	CY 2021 Title IV-E Reimbursement Applications (Legal Services, Legal Representation, eWiSACWIS Costs and Foster Parent Training) Contact: David.Berndt@wisconsin.gov (Legal Services) David.Berndt@wisconsin.gov (eWiSACWIS Costs) Lindsay.Wood@wisconsin.gov (FP Training)
29	October 30	DCF	2020 Child Care Annual Agency Summary (DCF-F-425E) Child Care Fraud Plan Contact: BRO Child Care Regional Coordinator
30	November 2	DHS	Birth to 3 Program October 1 Child Count Certification Contact: Jesse.Vail@wisconsin.gov
31	November 13	DHS	Intoxicated Driver Program Supplemental Funds Request Contact: LeeAnn.Mueller@wisconsin.gov AndreaL.Jacobson@dhs.wisconsin.gov
32	November 30	DHS	2021 Alzheimer's Family and Caregiver Support Program Annual Budget Contact: Lynn.Gall@wisconsin.gov
33	December 30	DHS	2021 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