

Emilie Amundson  
Secretary



Kirsten Johnson  
Secretary

**State of Wisconsin**

Tony Evers  
Governor

DHS and DCF COUNTY AGENCY REPORTS  
DUE TO REGIONAL OR CENTRAL OFFICE IN 2024

Item	Due Date	Agency	Report
1	February 28 + Monthly	DCF	January 2024 TSSF (Monthly) Cost Report <b>Note:</b> This report is due in SPARC by the 28th of each month in 2024; follows SPARC report <a href="https://dcfsparc.wisconsin.gov/payment-schedule">https://dcfsparc.wisconsin.gov/payment-schedule</a> Contact: <a href="mailto:DCFTSSF@wisconsin.gov">DCFTSSF@wisconsin.gov</a>
2	February 29	DCF	2023 Final Child Support Expense Report Submit Report Through SPARC Portal Contact: <a href="mailto:DCFFinanceGrants@wisconsin.gov">DCFFinanceGrants@wisconsin.gov</a>
3	February 29	DCF	2023 Final County Expense Report for DCF Human Services Submit Report Through SPARC Portal Contact: <a href="mailto:DCFFinanceGrants@wisconsin.gov">DCFFinanceGrants@wisconsin.gov</a>
4	February 29	DCF/DHS	Final 2023 DCF/DHS Shared Cost Report Submit Report Through SPARC Portal Contact: <a href="mailto:DCFFinanceGrants@wisconsin.gov">DCFFinanceGrants@wisconsin.gov</a>
5	March 1	DCF	Child Support Cooperative Agreements Contact: <a href="#">DCF Regional Child Support Coordinators</a>
6	March 15	DHS	2023 Alzheimer's Family and Caregiver Support Program Annual Fiscal Report Contact: <a href="mailto:Lynn.Gall@dhs.wisconsin.gov">Lynn.Gall@dhs.wisconsin.gov</a>
7	March 25	DHS	Final Human Services Programs Cost Report CY2023 Contact: <a href="mailto:DHSDESBFSGEARS@dhs.wisconsin.gov">DHSDESBFSGEARS@dhs.wisconsin.gov</a>
8	March 25	DHS	Final IM-RMS Direct Expense Report Email Report to: <a href="mailto:DHSDESBFSGEARS@dhs.wisconsin.gov">DHSDESBFSGEARS@dhs.wisconsin.gov</a>
9	March 31	DCF	2024 Child Care Fraud Plans Contact: <a href="mailto:childcare@wisconsin.gov">childcare@wisconsin.gov</a>
10	March 31	DCF	TSSF annual report for CY 2023 (reporting period January 1 – December 31, 2023) Contact: <a href="mailto:DCFTSSF@wisconsin.gov">DCFTSSF@wisconsin.gov</a>

11	March	DCF	2023 Promoting Safe and Stable Families (PSSF) Annual Report (Mid to end of March, exact date TBD) Contact: <a href="mailto:DCFPSSFstatecoordinator@wisconsin.gov">DCFPSSFstatecoordinator@wisconsin.gov</a>
12	Spring	DHS	Findings of Non-Compliance Data Clarification Contact: <a href="mailto:DHSB3datamanager@dhs.wisconsin.gov">DHSB3datamanager@dhs.wisconsin.gov</a>
13	First week of April	DHS	Birth to 3 Program Reconciliation <a href="mailto:DHSB23Fiscal@dhs.wisconsin.gov">DHSB23Fiscal@dhs.wisconsin.gov</a>
14	April 30	DHS	F-20942 – Expense Report for Human Service Programs Contact: <a href="mailto:daniel.devalve@dhs.wisconsin.gov">daniel.devalve@dhs.wisconsin.gov</a>
15	April 30	DHS	F-22540 – Human Services Revenue Report Contact: <a href="mailto:daniel.devalve@dhs.wisconsin.gov">daniel.devalve@dhs.wisconsin.gov</a>
16	April 30	DHS	APS Direct Service Expenditures Report Contact: <a href="mailto:gena.schupp@dhs.wisconsin.gov">gena.schupp@dhs.wisconsin.gov</a>
17	May 15	DHS	Mental Health Block Grant Community Aids Report F-00251 Contact: <a href="mailto:hannah.foley@dhs.wisconsin.gov">hannah.foley@dhs.wisconsin.gov</a>
18	Mid May	DHS	Final SAP-SIS Submission <a href="https://www.dhs.wisconsin.gov/aoda/sapsis/index.htm">https://www.dhs.wisconsin.gov/aoda/sapsis/index.htm</a> Contact: <a href="mailto:yolanda.candler@dhs.wisconsin.gov">yolanda.candler@dhs.wisconsin.gov</a>
19	May 15	DHS	Substance Abuse Block Grant Report Contact: <a href="mailto:Ryan.Stachoviak@dhs.wisconsin.gov">Ryan.Stachoviak@dhs.wisconsin.gov</a>
20	May 15	DHS	F-01684 Community Mental Health Allocation Report Contact: <a href="mailto:hannah.foley@dhs.wisconsin.gov">hannah.foley@dhs.wisconsin.gov</a>
21	July 1	DCF/DHS	2025 Public Participation Planning Process per Wis. Stat. § 46.031(3) Contact: <a href="#">Regional DCF Area Administrators</a> <a href="#">Regional DHS Area Administrators</a>
22	Spring	DHS	CY2022 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: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
23	Spring/Summer	DHS	Cost reporting <u>begins</u> for CY2023 WIMCR, CCS, and CRS dates of service. Contact: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
24	Summer	DHS	Determinations Contact: <a href="mailto:DHSB3datamanager@dhs.wisconsin.gov">DHSB3datamanager@dhs.wisconsin.gov</a>
25	Summer	DHS	Findings of Non-Compliance issuance Contact: <a href="mailto:DHSB3datamanager@dhs.wisconsin.gov">DHSB3datamanager@dhs.wisconsin.gov</a>

26	Summer/Fall	DHS	DHS processes revised CY2022 cost settlements for CCS and CRS. Contact: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
27	December	DHS	DHS processes first-time CY2023 cost settlements for WIMCR, CCS, and CRS, and revised CY2022 cost settlements for WIMCR. Contact: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
28	Fall	DHS	Birth to 3 Program Year End Data Certification Contact: <a href="mailto:DHSB3datamanager@dhs.wisconsin.gov">DHSB3datamanager@dhs.wisconsin.gov</a>
29	Due prior to contract implementation	DHS	Audit Waiver Requests <a href="https://www.dhs.wisconsin.gov/document/f-00945">https://www.dhs.wisconsin.gov/document/f-00945</a> Contact: <a href="#">Regional DHS Area Administrators</a>
30	September 27	DCF	CY 2024 Title IV-E Amendments (if any) to: Legal Services, Legal Representation and eWiSACWIS Costs Contact: <a href="mailto:DCFIV-EProgram@wisconsin.gov">DCFIV-EProgram@wisconsin.gov</a> Foster Parent Training Contact: <a href="mailto:DCFDSPPGeneralFosterCare@wisconsin.gov">DCFDSPPGeneralFosterCare@wisconsin.gov</a>
31	September 30	DCF/DHS	Annual Agency Single Audit Report Email to: <a href="mailto:DCFIAuditors@wisconsin.gov">DCFIAuditors@wisconsin.gov</a> (DCF) Email to: <a href="mailto:dhsauditors@dhs.wisconsin.gov">dhsauditors@dhs.wisconsin.gov</a> (DHS)
32	October 27	DCF	CY 2025 Title IV-E Reimbursement Applications Legal Services, Legal Representation and eWiSACWIS Costs Contact: <a href="mailto:DCFIV-EProgram@wisconsin.gov">DCFIV-EProgram@wisconsin.gov</a> Foster Parent Training Contact: <a href="mailto:DCFDSPPGeneralFosterCare@wisconsin.gov">DCFDSPPGeneralFosterCare@wisconsin.gov</a>
33	October 31	DCF	2024 Child Care Annual Agency Summary (DCF-F-425E) Contact: <a href="#">BRO Child Care Regional Coordinator</a>
34	October 25	DHS	Birth to 3 Program October 1 Child Count Certification Contact: <a href="mailto:DHSB3datamanager@dhs.wisconsin.gov">DHSB3datamanager@dhs.wisconsin.gov</a>
35	October 25	DHS	Intoxicated Driver Program Supplemental Funds Request Contact: <a href="mailto:katie.behl@dhs.wisconsin.gov">katie.behl@dhs.wisconsin.gov</a>
36	November	DCF	SFY23 Community Intervention Program Final Evaluation Contact: <a href="mailto:DCFYJ@wisconsin.gov">DCFYJ@wisconsin.gov</a>
37	November 29	DHS	2025 Alzheimer's Family and Caregiver Support Program Annual Budget Contact: <a href="mailto:Lynn.Gall@dhs.wisconsin.gov">Lynn.Gall@dhs.wisconsin.gov</a>
38	December 29	DHS	2025 Signed State County Grant Award Contracts for Social Services and Community Programs Contact: <a href="#">Regional DHS Area Administrators</a>

Please note that these dates are intended to be guidelines -- submission dates are subject to change.  
Please send updates to [DHSAreaAdmin@wisconsin.gov](mailto:DHSAreaAdmin@wisconsin.gov)