



**State of Wisconsin**  
Tony Evers  
Governor

**DHS AND DCF COUNTY AGENCY REPORTS  
DUE TO REGIONAL OR CENTRAL OFFICE IN 2019**

	<b>Date</b>	<b>Agency</b>	<b>Report</b>
1)	February 15	DCF	2018 Independent Living Annual Report (only applicable for counties that have not regionalized—Walworth, Kenosha and Racine) Contact: <a href="mailto:KelseyR.Hill@wisconsin.gov">KelseyR.Hill@wisconsin.gov</a>
2)	February 28	DCF	2018 (Q4) PS/IHSS Cost Report Contact: <a href="mailto:David.Berndt@wisconsin.gov">David.Berndt@wisconsin.gov</a> Email Report to: <a href="mailto:DCFPSProgram@wisconsin.gov">DCFPSProgram@wisconsin.gov</a> Email Report to: <a href="mailto:DCFIHSSProgram@wisconsin.gov">DCFIHSSProgram@wisconsin.gov</a>
3)	February 28 + Monthly	DCF	January 2019 IHSS (Monthly) Cost Report <b>Note:</b> This report is due in SPARC at the end of each month in 2019; follows SPARC report Contact: <a href="mailto:David.Berndt@wisconsin.gov">David.Berndt@wisconsin.gov</a>
4)	March 1	DCF	Child Support Cooperative Agreements Contact: DCF Regional Child Support Coordinators
5)	March 29	DHS	2018 Alzheimer's Family and Caregiver Support Program Annual Fiscal Report Contact: <a href="mailto:Lynn.Gall@wisconsin.gov">Lynn.Gall@wisconsin.gov</a>
6)	March 25	DHS	Final Human Services Programs Cost Report CY2018 Contact: <a href="mailto:DHSDLDESBFSCARS@dhs.wisconsin.gov">DHSDLDESBFSCARS@dhs.wisconsin.gov</a>
7)	March 29	DHS	Final IM-RMS Direct Expense Report Contact: <a href="mailto:Komlan.Assignon@dhs.wisconsin.gov">Komlan.Assignon@dhs.wisconsin.gov</a> Email Report to: <a href="mailto:DHSDLDESBFSCARS@dhs.wisconsin.gov">DHSDLDESBFSCARS@dhs.wisconsin.gov</a>
8)	March 29	DCF	2018 Promoting Safe and Stable Families (PSSF) Annual Report Contact: <a href="mailto:Angela.Krueger@wisconsin.gov">Angela.Krueger@wisconsin.gov</a>
9)	March 29	DCF	2019 Child Care Fraud Plans Contact: <a href="mailto:Molly.Frisch@wisconsin.gov">Molly.Frisch@wisconsin.gov</a>

DHS and DCF County Agency Reports Due to Regional or Central Office in 2019

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10)	March 31	DHS	Birth to 3 Program Reconciliation Contact: <a href="mailto:Elizabeth.Stephenson@dhs.wisconsin.gov">Elizabeth.Stephenson@dhs.wisconsin.gov</a>
11)	April 1	DCF	2018 Final Child Support Expense Report Submit Report Through SPARC Portal Contact: <a href="mailto:DCFFinanceGrants@wisconsin.gov">DCFFinanceGrants@wisconsin.gov</a>
12)	April 1	DCF	2018 Final County Expense Report for DCF Human Services Submit Report Through SPARC Portal Contact: <a href="mailto:DCFFinanceGrants@wisconsin.gov">DCFFinanceGrants@wisconsin.gov</a>
13)	April 1	DHS	F-01684 Community Mental Health Allocation Report Contact: Heather.Leach@dhs.wisconsin.gov <a href="https://www.dhs.wisconsin.gov/dcts/memos/201613actionmemo.pdf">https://www.dhs.wisconsin.gov/dcts/memos/201613actionmemo.pdf</a>
14)	April 1	DCF/DHS	Final 2018 DCF/DHS Shared Cost Report Submit Report Through SPARC Portal Contact: <a href="mailto:DCFFinanceGrants@wisconsin.gov">DCFFinanceGrants@wisconsin.gov</a>
15)	May 1	DHS	F-20942 – Expense Report for Human Service Programs Contact: <a href="mailto:DHSSOSHelp@dhs.wisconsin.gov">DHSSOSHelp@dhs.wisconsin.gov</a> 608-266-9198
16)	May 1	DHS	F-22540 – Human Services Revenue Report Contact: <a href="mailto:DHSSOSHelp@dhs.wisconsin.gov">DHSSOSHelp@dhs.wisconsin.gov</a> 608-266-9198
17)	May 1	DHS	Mental Health Block Grant Plan & Report Contact: <a href="mailto:Ryan.Stachoviak@wisconsin.gov">Ryan.Stachoviak@wisconsin.gov</a>
18)	May 10	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:Allison.Weber@wisconsin.gov">Allison.Weber@wisconsin.gov</a>
19)	May 10	DHS	Substance Abuse Block Grant Report Contact: <a href="mailto:Michael.Derr@wisconsin.gov">Michael.Derr@wisconsin.gov</a> Counties to submit information via select survey
20)	May 30	DCF	PS and IHSS Program (Q1 2019) Cost Reporting for 2018 Enrollees Contact: <a href="mailto:David.Berndt@wisconsin.gov">David.Berndt@wisconsin.gov</a> Email Report to: <a href="mailto:DCFPSProgram@wisconsin.gov">DCFPSProgram@wisconsin.gov</a> Email Report to: <a href="mailto:DCFIHSSProgram@wisconsin.gov">DCFIHSSProgram@wisconsin.gov</a>

DHS and DCF County Agency Reports Due to Regional or Central Office in 2019

	<b>Date</b>	<b>Agency</b>	<b>Report</b>
21)	July 1	DCF/DHS	2020 Public Participation Planning Process per Wis. Stat. § 46.031(3) Contact: Regional DCF/DHS Area Administrators
22)	Winter or Spring	DHS	CY2017 Cost Report Corrections for WIMCR (Wisconsin Medicaid Cost Reporting) Contact: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
23)	Summer	DHS	CY2018 Cost Reports for WIMCR (Wisconsin Medicaid Cost Reporting) Contact: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
24)	Winter or Spring	DHS	Comprehensive Community Services (CCS) CY2017 Cost Settlement Corrections Contact: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
25)	Summer	DHS	Comprehensive Community Services (CCS) CY2018 Cost Settlement Contact: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
26)	Winter or Spring	DHS	Community Recovery Services (CRS) CY2017 Cost Settlement Corrections Contact: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
27)	Summer	DHS	Community Recovery Services (CRS) CY2018 Cost Settlement Report Contact: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
28)	August 30	DCF	PS/IHSS Program (Q2 2019) Cost Report for 2018 Enrollees Contact: <a href="mailto:David.Berndt@wisconsin.gov">David.Berndt@wisconsin.gov</a> Email Report to: <a href="mailto:DCFPSProgram@wisconsin.gov">DCFPSProgram@wisconsin.gov</a>
29)	Mid-late September	DHS	Birth to 3 Program Year End Data Certification Contact: <a href="mailto:Jesse.Vail@wisconsin.gov">Jesse.Vail@wisconsin.gov</a>
30)	September 27	DCF	CY 2019 Amendments (if any) to Title IV-E Reimbursement Due for Legal Services, eWiSACWIS Costs and Foster Parent Training Contact: <a href="mailto:David.Berndt@wisconsin.gov">David.Berndt@wisconsin.gov</a> (Legal Services) <a href="mailto:David.Berndt@wisconsin.gov">David.Berndt@wisconsin.gov</a> (eWiSACWIS Costs) <a href="mailto:Lindsay.Wood@wisconsin.gov">Lindsay.Wood@wisconsin.gov</a> (FP Training)
31)	September 30	DCF/DHS	Annual County Single Audit Report Email to: <a href="mailto:DCFAuditors@wisconsin.gov">DCFAuditors@wisconsin.gov</a> (DCF) Email to: <a href="mailto:DHSAuditors@Wisconsin.gov">DHSAuditors@Wisconsin.gov</a> (DHS)

DHS and DCF County Agency Reports Due to Regional or Central Office in 2019

	<b>Date</b>	<b>Agency</b>	<b>Report</b>
32)	October 1	DHS	Children's COP Plan Contact: <a href="mailto:DHSCCOP@dhs.wisconsin.gov">DHSCCOP@dhs.wisconsin.gov</a>
33)	October 31	DCF	CY 2020 Title IV-E Reimbursement Applications (Legal Services, eWiSACWIS Costs and Foster Parent Training) Contact: <a href="mailto:David.Berndt@wisconsin.gov">David.Berndt@wisconsin.gov</a> (Legal Services) <a href="mailto:David.Berndt@wisconsin.gov">David.Berndt@wisconsin.gov</a> (eWiSACWIS Costs) <a href="mailto:Lindsay.Wood@wisconsin.gov">Lindsay.Wood@wisconsin.gov</a> (FP Training)
34)	October 31	DCF	2019 Child Care Annual Agency Summary (DCF-F-425E) Child Care Fraud Plan Contact: BRO Child Care Regional Coordinator
35)	November 1	DHS	Birth to 3 Program October 1 Child Count Certification Contact: <a href="mailto:Jesse.Vail@wisconsin.gov">Jesse.Vail@wisconsin.gov</a>
36)	November 15	DHS	Intoxicated Driver Program Supplemental Funds Request Contact: <a href="mailto:LeeAnn.Mueller@wisconsin.gov">LeeAnn.Mueller@wisconsin.gov</a> □
37)	November 29	DHS	2020 Alzheimer's Family and Caregiver Support Program Annual Budget Contact: <a href="mailto:Lynn.Gall@wisconsin.gov">Lynn.Gall@wisconsin.gov</a>
38)	November 30	DCF	PS/IHSS Program (Q3 2019) Cost Report for 2018 Enrollees Contact: <a href="mailto:David.Berndt@wisconsin.gov">David.Berndt@wisconsin.gov</a> Email Report to: <a href="mailto:DCFPSProgram@wisconsin.gov">DCFPSProgram@wisconsin.gov</a>
39)	December 30	DCF/DHS	2020 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](mailto:DHSAreaAdmin@wisconsin.gov)