

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 2022

Item	Due Date	Agency	Report
1	Monthly	DHS	Supplier Diversity Report Link: <a href="#">Supplier Diversity Power Form</a> Contact: <a href="mailto:DHSContractCompliance@dhs.wisconsin.gov">DHSContractCompliance@dhs.wisconsin.gov</a>
2	February 28 + Monthly	DCF	January 2022 TSSF (Monthly) Cost Report <b>Note:</b> This report is due in SPARC by the 28th of each month in 2022; follows SPARC report <a href="https://dcfparc.wisconsin.gov/payment-schedule">https://dcfparc.wisconsin.gov/payment-schedule</a> Contact: <a href="mailto:DCFTSSF@wisconsin.gov">DCFTSSF@wisconsin.gov</a>
3	March 1	DCF	Child Support Cooperative Agreements Contact: DCF Regional Child Support Coordinators
4	March 18	DHS	2021 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>
5	March 25	DHS	Final Human Services Programs Cost Report CY2021 Contact: <a href="mailto:DHSDLDESBFSCARS@dhs.wisconsin.gov">DHSDLDESBFSCARS@dhs.wisconsin.gov</a> <a href="mailto:tanyab.holcomb@dhs.wisconsin.gov">tanyab.holcomb@dhs.wisconsin.gov</a>
6	March 25	DHS	Final IM-RMS Direct Expense Report Contact: <a href="mailto:tanyab.holcomb@dhs.wisconsin.gov">tanyab.holcomb@dhs.wisconsin.gov</a> Email Report to: <a href="mailto:DHSDLDESBFSCARS@dhs.wisconsin.gov">DHSDLDESBFSCARS@dhs.wisconsin.gov</a>
7	March 31	DCF	2022 Child Care Fraud Plans Contact: <a href="mailto:Molly.Hones@wisconsin.gov">Molly.Hones@wisconsin.gov</a>
8	March 31	DCF	TSSF annual report for CY 2021 (reporting period January 1 – December 31, 2021) Contact: <a href="mailto:DCFTSSF@wisconsin.gov">DCFTSSF@wisconsin.gov</a>
9	March 31	DCF	2021 Promoting Safe and Stable Families (PSSF) Annual Report Contact: <a href="mailto:sarah.hanson1@wisconsin.gov">sarah.hanson1@wisconsin.gov</a>
10	March 31	DCF	2021 Final Child Support Expense Report Submit Report Through SPARC Portal Contact: <a href="mailto:DCFFinanceGrants@wisconsin.gov">DCFFinanceGrants@wisconsin.gov</a>
11	March 31	DCF	2021 Final County Expense Report for DCF Human Services Submit Report Through SPARC Portal Contact: <a href="mailto:DCFFinanceGrants@wisconsin.gov">DCFFinanceGrants@wisconsin.gov</a>

12	March 31	DCF/DHS	Final 2021 DCF/DHS Shared Cost Report Submit Report Through SPARC Portal Contact: <a href="mailto:DCFFinanceGrants@wisconsin.gov">DCFFinanceGrants@wisconsin.gov</a>
13	First week of April	DHS	Birth to 3 Program Reconciliation <a href="mailto:jacobs.jokisch@dhs.wisconsin.gov">jacobs.jokisch@dhs.wisconsin.gov</a>
14	April 29	DHS	F-20942 – Expense Report for Human Service Programs Contact: <a href="mailto:Michael.Christopherson@dhs.wisconsin.gov">Michael.Christopherson@dhs.wisconsin.gov</a>
15	April 29	DHS	F-22540 – Human Services Revenue Report Contact: <a href="mailto:Michael.Christopherson@dhs.wisconsin.gov">Michael.Christopherson@dhs.wisconsin.gov</a>
16	May 13	DHS	Mental Health Block Grant Plan & Report Contact: <a href="mailto:madeline.johnson@dhs.wisconsin.gov">madeline.johnson@dhs.wisconsin.gov</a>
17	May 13	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@dhs.wisconsin.gov">Allison.Weber@dhs.wisconsin.gov</a>
18	May 13	DHS	Substance Abuse Block Grant Report Contact: <a href="mailto:sarah.boulton@dhs.wisconsin.gov">sarah.boulton@dhs.wisconsin.gov</a>
19	May 13	DHS	F-01684 Community Mental Health Allocation Report Contact: <a href="mailto:madeline.johnson@dhs.wisconsin.gov">madeline.johnson@dhs.wisconsin.gov</a>
20	July 1	DCF/DHS	2023 Public Participation Planning Process per Wis. Stat. § 46.031(3) Contact: Regional DCF/DHS Area Administrators
21	Spring	DHS	CY2020 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>
22	Spring/Summer	DHS	Cost reporting <u>begins</u> for CY2021 WIMCR, CCS, and CRS dates of service. Contact: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
23	Summer/Fall	DHS	DHS processes revised CY2020 cost settlements for CCS and CRS. Contact: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
24	December	DHS	DHS processes first-time CY2021 cost settlements for WIMCR, CCS, and CRS, and revised CY2020 cost settlements for WIMCR. Contact: <a href="mailto:WIMCR@pcgus.com">WIMCR@pcgus.com</a>
25	Fall	DHS	Birth to 3 Program Year End Data Certification Contact: <a href="mailto:SarahKate2.Johnson@dhs.wisconsin.gov">SarahKate2.Johnson@dhs.wisconsin.gov</a>
26	Fall	DHS	Audit Waiver Requests – Due prior to contract completion <a href="https://www.dhs.wisconsin.gov/forms/f0/f00945.docx">https://www.dhs.wisconsin.gov/forms/f0/f00945.docx</a> Contact: <a href="#">Regional Area Administrator</a>
27	End of August – exact date TBD	DCF	2022 TSSF Mid-year reports <u>for new agencies</u> (reporting period January 1 – June 30, 2022) Contact: <a href="mailto:DCFTSSF@wisconsin.gov">DCFTSSF@wisconsin.gov</a>
28	September 30	DCF	CY 2022 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:DCFDSPGeneralFosterCare@wisconsin.gov">DCFDSPGeneralFosterCare@wisconsin.gov</a>
29	September 30	DCF/DHS	Annual Agency 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)
30	September 30 or may be eliminated	DHS	Children's COP Plan Contact: <a href="mailto:DHSCCOP@dhs.wisconsin.gov">DHSCCOP@dhs.wisconsin.gov</a> <a href="mailto:Susan.Larsen@dhs.wisconsin.gov">Susan.Larsen@dhs.wisconsin.gov</a>
31	October 28	DCF	CY 2023 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:DCFDSPGeneralFosterCare@wisconsin.gov">DCFDSPGeneralFosterCare@wisconsin.gov</a>
32	October 28	DCF	2022 Child Care Annual Agency Summary (DCF-F-425E) Contact: BRO Child Care Regional Coordinator <a href="mailto:Carla.Sumner@wisconsin.gov">Carla.Sumner@wisconsin.gov</a>
33	October 28	DHS	Birth to 3 Program October 1 Child Count Certification Contact: <a href="mailto:SarahKate2.Johnson@dhs.wisconsin.gov">SarahKate2.Johnson@dhs.wisconsin.gov</a>
34	October 28	DHS	Intoxicated Driver Program Supplemental Funds Request Contact: <a href="mailto:katie.behl@dhs.wisconsin.gov">katie.behl@dhs.wisconsin.gov</a>
35	November 30	DHS	2023 Alzheimer's Family and Caregiver Support Program Annual Budget Contact: <a href="mailto:Lynn.Gall@dhs.wisconsin.gov">Lynn.Gall@dhs.wisconsin.gov</a>
36	December 30	DHS	2023 Signed State County Grant Award Contracts for Social Services and Community Programs Contact: <a href="#">Regional Area Administrator</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)