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**Date:** April 10, 2013

DQA Memo 13-010

**To:** [Personal Care Providers](#)

PCP-02

**From:** Cremear Mims, Director  
Bureau of Health Services

**Via:** Otis Woods, Administrator  
Division of Quality Assurance

**Personal Care Providers  
Annual Reporting and Fee Submission**

The purpose of this memo is to remind Personal Care Providers of the annual reporting and fee requirements.

On December 16, 2009, the emergency rule for DHS 105.17 and DHS 106.06 went into effect creating certification standards for persons wanting to directly bill and be reimbursed by the Medical Assistance (MA) program for personal care services. Personal care certification standards include annual reporting and fee requirements.

Wisconsin Chapter DHS 105.17(5) (d) 1. states that, "Every 12 months, on a schedule determined by the department, a certified freestanding personal care agency shall submit an annual report to the department in the form and containing the information that the department requires. The freestanding personal care agency shall submit with the report a fee in an amount determined by the department. If a complete annual report and fee are not timely submitted to the department, the department shall issue a warning to the freestanding personal care agency."

Wisconsin Chapter DHS 105.17(5) (d) 2 states that, "the department may terminate certification of a freestanding personal care agency that does not submit a completed report and fee to the department within 60 days after the date established by the department in subd. 1."

Beginning April 2013, and each year thereafter, the Department will send each certified freestanding personal care agency an annual report form along with a fee calculation form to be completed and returned to the Department in the required time frame.

If you have any questions regarding this memo, please call or email the Bureau of Health Services, Director at (414) 227-4556 or [dhswebmaildqa@wisconsin.gov](mailto:dhswebmaildqa@wisconsin.gov).