



Jim Doyle  
Governor

Kevin R. Hayden  
Secretary

**State of Wisconsin**  
Department of Health and Family Services

**BRL Memo 2008-01**

March 6, 2008

TO: Child Placing Agencies (Treatment Foster Care)

FROM: Jill Chase  
Director

A handwritten signature in cursive script that reads 'Jill O. Chase'.

RE: Child Placing Agency Administrative Costs

Child Placing Agency's (CPA's) are required to report their administrative activities and costs to the Department in order to support the Department's Title IV-E claiming process. The Federal Division of Cost Allocation (DCA) has issued new requirements for submitting Title IV-E administrative claims for treatment foster care agency costs. The DCA is requiring that Title IV-E claims for the administrative activities performed by treatment foster care staff is based on 100% time reporting, rather than quarterly submissions for time reporting.

The Department has scheduled a meeting to review this new federal requirement and to discuss how the new requirement will affect Child Placing Agencies that provide treatment foster care. The meeting will be held on **March 28, 2008 from 1:00-2:00 at the Risser Center, 120 Martin Luther King Blvd., Room 150A, Madison, WI.**

If you have any questions, please feel to contact Mary Morse at (608) 266-0415.

Cc: Licensing Chiefs  
Child Welfare licensing staff  
Michelle Rawlings  
Dale Crapp  
John Tuohy