



Jim Doyle  
Governor

Kevin R. Hayden  
Secretary

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

**BRL Memo 2008-02**

March 17, 2008

TO: Private Child Placing Agencies (Treatment Foster Care)

FROM: Jill Chase   
Director

RE: Child Placing Agency Administrative Costs

The Bureau of Regulation and Licensing (BRL) would like to clarify the BRL Memo 2008-01 that was sent out on March 11, 2008. BRL Memo 2008-01 is meant for private child placing agencies only. The memo does not apply to county child placing agencies.

Private 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 private 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  
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