

Wisconsin ServicePoint

INITIAL LICENSE FEES AND RENEWALS

Policy:

Department of Commerce will bill the agency for the HMIS participation fee. The fee covers agency set-up, training and support.

Standard:

Commerce will bill the agency for the initial HMIS participation fee. The license fee covers agency set-up training and support. The fee is payable within 60 days following date of the invoice. Regardless of when in the fiscal year a fee is paid, the fee covers the fiscal year in which it is paid. A fiscal year is July 1st through June 30th. Billing for the renewal of Wisconsin ServicePoint (WISP) licenses will occur once annually in September.

Resources:

HMIS WEB SITE (WISP)

<https://wisconsin.servicept.com>

HMIS INFOmed

www.hmis.info/default.asp

Wisconsin HMIS

<http://wisp.wi.gov>

WISP HELP

sphelp@wisconsin.gov

Purchasing New Licenses

Agencies may purchase licenses at any time. License fees are calculated on a sliding scale. The total number of licenses an agency holds determines the cost of each additional license. For example, if an agency purchased one license in 2004 it would cost \$350, but if the agency later decided in 2005 that it wanted two additional licenses it would pay the three license rate \$850 minus the \$350 from their initial purchase. Billing for new licenses will take place immediately after a request for new licenses is received.

Wisconsin ServicePoint License Renewal

Billing for the renewal of Wisconsin HMIS licenses will occur once annually in June. The renewal fee will cover the subsequent fiscal year. The renewal fee will be 25% of all licenses ever purchased. The Renewal Fee is payable within 60 days following date of the invoice.

License Fees:

# USERS	License Fee	Annual Renewal Fee	# USERS	License Fee	Annual Renewal Fee
1	\$350	\$87.50	12	\$2,200	\$550.00
2	\$650	\$162.50	13	\$2,300	\$575.00
3	\$850	\$212.50	14	\$2,400	\$600.00
4	\$1,050	\$262.50	15	\$2,500	\$625.00
5	\$1,250	\$312.50	16	\$2,600	\$650.00
6	\$1,400	\$350.00	17	\$2,700	\$675.00
7	\$1,550	\$387.50	18	\$2,800	\$700.00
8	\$1,700	\$425.00	19	\$2,900	\$725.00
9	\$1,850	\$462.50	20	\$3,000	\$750.00
10	\$2,000	\$500.00	21	\$3,100	\$775.00
11	\$2,100	\$525.00			

Other Information-

- All fees charged will be rounded to the nearest \$5.00
- Make checks payable to the Department of Commerce
- **Mail checks to:** **Address all billing inquiries to:**
 Dept of Commerce sphelp@wisconsin.gov
 Division of Housing and Community Development,
 ATTN: WISP FEES
 PO Box 78257
 Milwaukee, WI 53293-0257