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**State of Wisconsin
Governor Jim Doyle**

TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators

FROM: Laura Saterfield, Section Chief
Bureau of Early Care and Education
Division of Early Care and Education

DCF OPERATIONS MEMO					
No: 08-41					
DATE: 07/11/2008					
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	CC	<input checked="" type="checkbox"/>
W-2	<input type="checkbox"/>	FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
		EP			
PRIORITY: HIGH					

SUBJECT: 2008 Child Care Survey - Wisconsin Shares Child Care Subsidy Program

EFFECTIVE DATE: Survey period – Aug 1 through September 30, 2008
Due Date: October 3, 2008

PURPOSE

This memo includes the materials and instructions needed to complete the annual child care rate survey.

BACKGROUND

The annual rate survey is required by federal regulations and state administrative rule and is used to establish a level of maximum reimbursement rates for the Wisconsin Shares Child Care Subsidy Program for each county/tribe. Last two years, the department kept the maximum rates frozen at 2006 level due to budget constraints. Even if the rates would remain frozen this year, the administrative rule mandates the counties to conduct the annual survey.

CHANGES IN 2008

Last two years, the survey collected part-time rates all age categories. In order to simplify the survey process, the survey form does not ask the provider/center to report part-time rates this year.

SURVEY PROCESS AND TIMELINE

The local agencies will again report their survey data in an electronic format. The rate survey process is described below:

1. **July 2008:** DCF child care staff will email to each county child care coordinator a spreadsheet that will include all licensed programs to be included in the survey. The email will also include mailing labels. The list of child care coordinators is found at: <http://dcf.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf>. If the coordinator information on this list is inaccurate, please email the correct information to lena.funseth@wisconsin.gov or pirkko.zweifel@wisconsin.gov.
2. **August-September 2008:** Counties will collect the price information from the providers and will enter the information on the spreadsheet provided to each agency.
3. **October 2008:** Local agencies email the spreadsheets back to the DCF Child Care by 10/3/08.
4. **October-November 2008:** State staff will calculate the maximum rates. The approved rates will be published by December 5th, 2008 or the department will notify the counties if the subsidy maximum rates will remain at the 2008 level.

Survey Tools

Below is a list of tools needed for this year's survey:

1. **Rate Survey Forms** – Survey forms for licensed family and group providers are included in this Operations Memo.
2. **Instructions** – Instructions on completing the spreadsheet are included.
3. **Excel Spreadsheet** – An Excel spreadsheet of licensed providers will be emailed to each Child Care Coordinator. If your agency has not received the spreadsheet by 7/31/08, please send an email to lena.funseth@wisconsin.gov or pirkko.zweifel@wisconsin.gov.
4. **Mailing Labels** – Mailing labels for the providers listed on the spreadsheet above will be emailed to each county.

Tribal Rates

The licensing database does not include tribes. The tribal coordinators will not be sent the provider listings. Licensed tribal programs are listed under the county where the tribe is located. The county should include those programs in the survey.

Tribes that have reservation located over multiple counties, can choose which county's rates are to be used for the subsidy program.

SURVEY TIMELINES

- Survey period - Aug. 1 through Sept. 30, 2008
- Deadline for returning the survey data to DCF staff - Oct. 3, 2008

- DCF publishes the 2009 maximum rates or informs the counties/tribes if the rates remain the same for another year - Dec. 5, 2008
- Mass change – Scheduled to run on December 20th with an effective date of December 29, 2008.

CONTACTS

Questions can be directed to:

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*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, *Other EP – Other Employment Programs.

DCF/DECE/BECE/PZ