



TO: **Child Care Eligibility and Authorization Workers and Supervisors**
Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
Training Staff
Child Care Coordinators

DECE/BCCSA OPERATIONS MEMO
No: 23-12
DATE: 04/21/2023
Child Care

FROM: Junior Martin, Director
Bureau of Child Care Subsidy Administration
Division of Early Care and Education
Department of Children and Families

SUBJECT: Date of Birth Verification for Wisconsin Shares

CROSS REFERENCE: [Wisconsin Shares Handbook](#),
Section 7.7 Nonfinancial Eligibility Verification

EFFECTIVE DATE: Immediately

PURPOSE: This memo announces a policy change to not require verification of an individual’s date of birth unless questionable.

BACKGROUND: Date of birth must be provided for all members in the Assistance Group (AG). This ensures that Wisconsin Shares eligibility is determined correctly. However, independent verification is often unnecessary because most individuals are able to provide the correct information and the Social Security Administration (SSA) data exchange within CWW can help identify discrepancies for the majority of individuals. Due to the high accuracy level of the information provided and the reliability of the SSA data exchange, Wisconsin Shares is removing the requirement to verify an individual’s date of birth unless it is questionable. Questionable information includes the SSA data exchange returning a discrepancy.

POLICY: The following new policy **highlighted in yellow** will be added to the Wisconsin Shares Handbook with the next update. Policy with ~~red-strikethrough~~ is being deleted. Only affected policy sections within Section 7.7 are indicated below. Other policy within Section 7.7 that is not being revised is not included.

Section 7.7 Nonfinancial Eligibility Verification

The following nonfinancial eligibility items must be verified. The only sources of verification accepted for Wisconsin Shares eligibility are listed below. For items that are verified through a data exchange, documentation from the parent is not required.

- ~~Date of Birth of each Assistance Group Member:~~
 - ~~Certified copy of Birth Certificate~~
 - ~~Driver's License~~
 - ~~U.S. Passport~~
 - ~~State-issued ID card~~
 - ~~Certificate of Naturalization~~
 - ~~Certificate of Citizenship~~
 - ~~Tribal ID card issued by a federally recognized tribe~~
 - ~~ID issued by USCIS~~
 - ~~Any immigration document that has name and date of birth~~
 - ~~CWW Birth Query (Wisconsin births)~~
 - ~~Medicaid Birth Record~~
 - ~~SSA data exchange~~

The following nonfinancial eligibility items must only be verified if questionable.

- **Date of Birth of each Assistance Group member:** Self-declaration unless questionable (i.e., the SSA data exchange returns a discrepancy). If questionable: certified copy of Birth Certificate; Driver's License; U.S. Passport; State-issued ID card; Certificate of Naturalization; Certificate of Citizenship; Tribal ID card issued by a federally recognized tribe; ID issued by USCIS; Any immigration document that has name and date of birth; CWW Birth Query (Wisconsin births only); Medicaid Birth Record
- **Marital status:** Self-declaration unless questionable. If questionable: certified copy of Marriage Certificate or Judgement of Divorce or Legal Separation
- **Legal Parentage:** Self-declaration unless questionable. If questionable: Certified copy of the child's birth certificate; CWW Birth Query (Wisconsin births only); adoption records; a copy of a receipt from Vital Records showing that a Voluntary Paternity Acknowledgement was filed; copies of court documents showing that a paternity action was initiated; Wisconsin Circuit Court Access
- **Shared Placement:** Self-declaration unless questionable. If questionable: legal documents stating child placement as submitted by the parent
 - **Note:** Local agencies must not collect placement documents and make changes to the parent's case without the parent's knowledge.

CONTACTS:

For Wisconsin Shares policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at BROCCPolicyHelpDesk@wisconsin.gov.

For Program Integrity technical assistance, Child Care CARES/CWW and CSAW Processing Questions statewide, and policy questions in Milwaukee County, contact the Child Care Help Desk at: childcare@wisconsin.gov or 608-422-7200.