



DEPARTMENT OF  
**CHILDREN AND FAMILIES**  
 Secretary Reggie Bicha  
 201 East Washington Avenue, Room G200  
 P.O. Box 8916  
 Madison, WI 53708-8916  
 Telephone: 608-266-8684  
 Fax: 608-261-6972  
 www.dcf.wisconsin.gov

DEPARTMENT OF HEALTH SERVICES  
 Secretary Karen Timberlake  
 1 West Wilson Street  
 P.O. Box 7850  
 Madison, WI 53707-7850  
 Telephone: (608) 266-9622  
 FAX: (608) 266-7882  
 www.dhs.wisconsin.gov

**State of Wisconsin  
 Governor Jim Doyle**

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

**FROM:** Jim Bates, Director  
 Bureau of Child Care Administration  
 Division of Early Care and Education

DFES OPERATIONS MEMO					
<b>No:</b>	10-87				
<b>DATE:</b>	12/20/2010 <b>REVISED 5/25/11</b>				
<b>FS</b>	<input type="checkbox"/>	<b>MA</b>	<input type="checkbox"/>	<b>BC+</b>	<input type="checkbox"/>
<b>SC</b>	<input type="checkbox"/>	<b>CTS</b>	<input type="checkbox"/>	<b>CC</b>	<input checked="" type="checkbox"/>
<b>W-2</b>	<input checked="" type="checkbox"/>	<b>FSET</b>	<input type="checkbox"/>	<b>EA</b>	<input type="checkbox"/>
<b>CF</b>	<input type="checkbox"/>	<b>JAL</b>	<input type="checkbox"/>	<b>JC</b>	<input type="checkbox"/>
<b>RAP</b>	<input type="checkbox"/>	<b>WIA</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/> *
				<b>EP</b>	
<b>PRIORITY: HIGH</b>					

**SUBJECT: Administering Shares Authorizations During License Revocation or Suspension Actions**

**CROSS REFERENCE:** Child Care Manual Chapter 3

**EFFECTIVE DATE:** **Immediately**

**PURPOSE**

This Operations Memo is issued to describe the policies and procedures for ending Wisconsin Shares authorizations when action is taken to revoke, suspend, or deny the provider's child care license.

**BACKGROUND**

Child care providers must be regulated under s. 48.65 or s. 48.651. Providers who are licensed under s. 48.65 may have their license revoked, suspended, or denied for a variety of reasons described in Wisconsin Statutes and Administrative Rule (DCF 250, 251, and 252). If the provider appeals such a decision, the provider may be able to continue to operate until a final decision is made on the appeal. Past policy has been to continue existing Shares Authorizations during the appeals process but not allow new children to be authorized.

DCF 201.04(5)(cr), contained in Emergency Rule 1027 (effective date July 9, 2010), provides authority for the department or child care administrative agency to refuse to issue new child care authorizations, revoke existing child care authorizations, or refuse to issue payments to providers who are in violation of applicable licensing rules. Similar authority existed in DCF 201.04(5)(c) prior to the issuance of the emergency rule.

**POLICY CLARIFICATION**

It is not appropriate to continue Wisconsin Shares payments to a provider after the department has notified the provider that the department is suspending, revoking, or denying the provider's license due to violation(s) of applicable licensing rules. Action to revoke, suspend or deny a license is only taken after a careful review of the evidence and indicates a provider who either: 1) has a long history of program violations and has not responded to progressive disciplinary actions, or 2) has conditions present in the facility that present a serious risk to the health and/or safety of children. In either case, the department believes that it is an appropriate exercise of discretion to stop authorizations in order to ensure that child care dollars are spent to provide quality care.

This policy **does not** apply to certified providers.

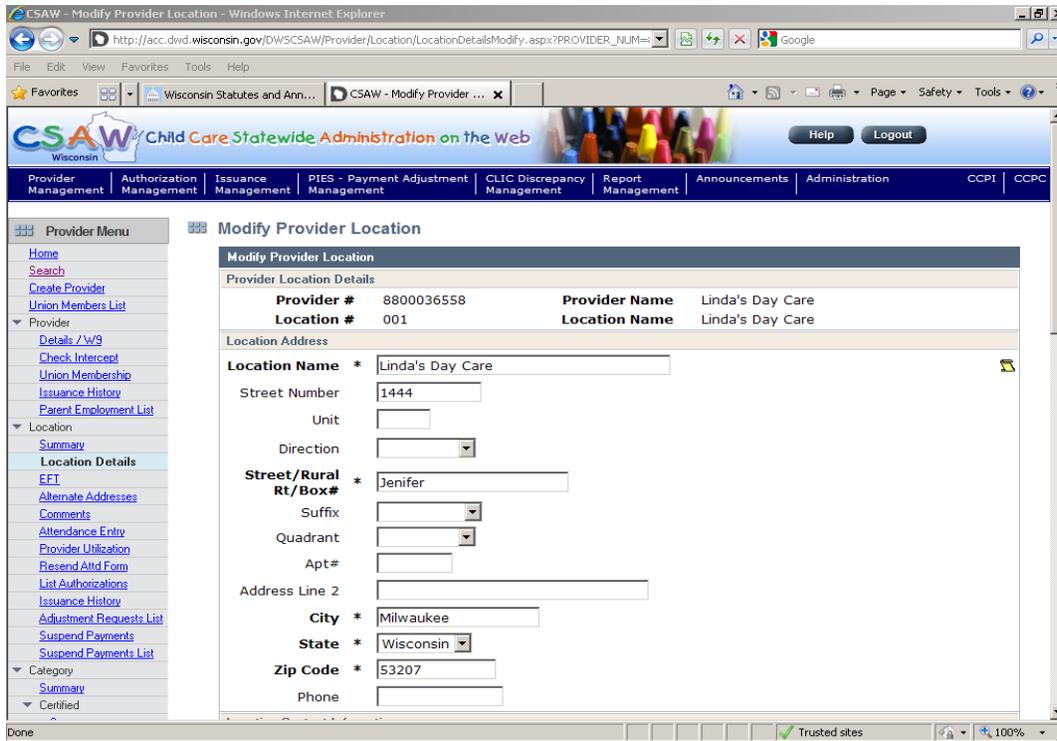
**PROCEDURE**

Effective immediately, child care administrative agencies will end all Wisconsin Shares authorizations to providers upon receiving notification from the department that the provider's license is being revoked, suspended, or denied. **This procedure does not apply to revocations that have been imposed prior to the date of this memo.** However, in all cases, agencies will continue to deny authorizations for new children effective the date of the licensing action. CSAW will automatically send notification to both the provider and affected parents.

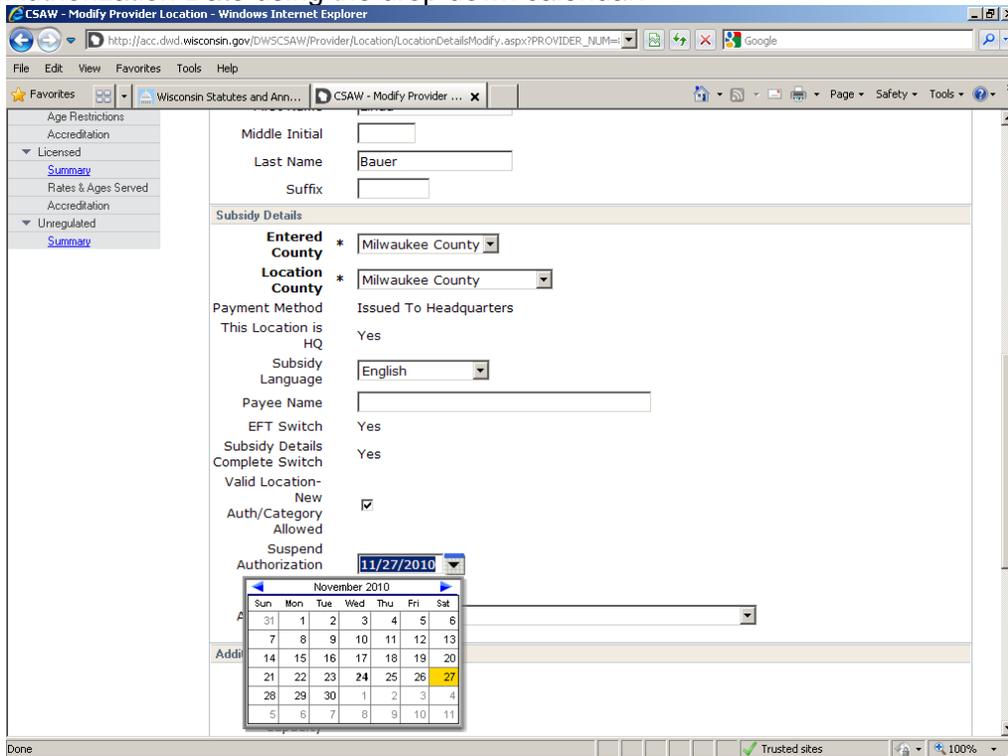
Summary Suspensions – if a child care provider has their license summarily suspended, end all authorizations effective the Saturday of the week of the suspension.

Revocations/Denials – if a child care provider has their license revoked or denied, end all authorizations effective the Saturday of the week that the notice of revocation/denial is received by the provider.

To end the authorizations, go to the Location Details screen in CSAW for the provider in question:



On the Location Details page, enter the effective end date of the authorizations as the Suspend Authorization Date using the drop down calendar:



Select "Licensing/Certification Violation Has Not Been Corrected" reason from the "Suspend Authorization Reason" drop down list:

CSAW - Modify Provider Location - Windows Internet Explorer

http://acc.dwd.wisconsin.gov/DWCSAW/Provider/Location/LocationDetailsModify.aspx?PROVIDER\_NUM=...

File Edit View Favorites Tools Help

Subsidy Details

Entered County \* Milwaukee County

Location County \* Milwaukee County

Payment Method Issued To Headquarters

This Location is HQ Yes

Subsidy Language English

Payee Name

EFT Switch Yes

Subsidy Details Complete Switch Yes

Valid Location- New Auth/Category Allowed

Suspend Authorization Date 11/27/2010

Suspend Authorization Reason

Additional Details

Licensing/Certification Violation Has Not Been Corrected

Provider Has Submitted False Information

Provider Refuses To Submit Documentation

Payments Have Been Discontinued During Appeal Process

Other

Appeal In Progress. No New Authorizations Allowed

Day Time Capacity

Night Time Capacity

Hours of Operation

Operating Days

Operating Months

Done Trusted sites 100%

Click the Modify Button at the bottom of the page to submit the change. CSAW will generate an End Authorization Notice to both the parent and the provider informing them of the authorizations being ended and the effective date. The notices include the right to appeal the action for both parents and the provider. Electronic copies of these notices can be found in the Client Correspondence area of CARES Worker Web (CWW).

Agencies are reminded that these actions do not change the parents' need for an authorization. Agencies should work with the parent to authorize to a new provider of the parents' choice.

Parents seeking child care should be referred to the local child care Resource and Referral agency.

## CONTACTS

Child Care Help Desk at [childcare@wisconsin.gov](mailto:childcare@wisconsin.gov) or 608-261-6317, option 2.

\*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/bcca/jb