

Child Care Acknowledgements

By signing this application, I understand and agree to the following:

- I understand that by applying for child care, I am applying for child support services under the state title IV-D program and that I must cooperate with the child support agency by providing information that affects my case and by keeping appointments with the agency. Additional information regarding child support applications can be found at:
http://dcf.wisconsin.gov/bc/wi_shares.htm.
- I understand that I will have to pay back any child care benefits received by mistake or fraud regardless of who made the mistake.
- I understand that child care agency and the Department of Children and Families may ask for any information needed to determine eligibility for the Child Care program. This may include financial, employment or educational information. The information may be requested from places such as the Internal Revenue Service, Social Security Administration, Unemployment Insurance Division, the Department of Transportation and any financial institution, credit reporting agency, employer, etc.
- As a Wisconsin Shares Child Care Subsidy applicant and recipient, I have the responsibility to:
 - Report any changes in employment or approved activity, schedule, household composition, address, child support received, or other eligibility-related fact within 10 days of the change.
 - Report any increase in income of \$250 per month or increase that raises my income above 200% of poverty within 10 days of the change.
 - Report any decrease in earned income of \$100 per month or any decrease in work hours within 10 days of the change.
 - Report any increase in child or family support received if the amount of child or family support received is over \$1250 per month.
 - Report any change in my need for child care so my authorization can be adjusted. This includes any on-going reduced use of child care.
 - Treat agency staff with respect.
 - Honestly and accurately answer all questions.
 - Provide all required proof within the timelines given in my notice.
 - Help the agency get verification if needed from other sources, like employers, landlords, physicians and others.
 - Cooperate with the Child Support Agency for any child in my home with an absent parent, and any child of mine who lives elsewhere.
 - Attend all appointments set up for me or timely notify the agency that I need to cancel the appointment.
 - Notify the agency if I stop using subsidized child care, and
 - Report to the agency or the state anyone who asks me to lie or leave out information regarding my eligibility for the Wisconsin Shares Child Care Subsidy.
- As a Wisconsin Shares Child Care Subsidy applicant and recipient, I have the right to:
 - Be treated with respect by agency staff.
 - Have my civil rights upheld.

- Have my private information treated confidentially.
- Ask the agency worker to explain anything on this application or other materials that I do not understand.
- Have my application or review form accepted as submitted on the day received or the next business day.
- Get timely notice of any additional information or proof I need to provide, appointments for phone or in-person interviews, and any decisions on my case.
- Have my application and proof fairly and accurately evaluated.
- Choose my own qualified child care provider, within limits set by law.
- Have unlimited access to my children when they are in child care.
- Request language or disability accommodations if needed to complete the application or review process, and
- Request a fair hearing if I disagree with any action of the agency.