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**State of Wisconsin
Governor Scott Walker**

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: Jim Bates, Director
Bureau of Child Care Administration
Division of Early Childhood Education

BEPS/DFS OPERATIONS MEMO					
No:	11-72				
DATE:	12/15/2011				
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
BC+ Basic	<input type="checkbox"/>	BC+ CORE	<input type="checkbox"/>		
CC	<input checked="" type="checkbox"/>	W-2	<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	

SUBJECT: Including Child Support and Family Support Income in Child Care Financial Eligibility

CROSS REFERENCE: Child Care Policy Manual, Section 1.6.11 (Superseded)
2009 Wisconsin Act 28, Section 1207, 1209 and 1210

EFFECTIVE DATE: December 17, 2011

PURPOSE: The purpose of this operations memo is to inform agencies of programming changes made to Cares Worker Web (CWW) to implement certain sections of the 2009-2011 Biennial Budget Act. Specifically, CWW will now correctly count as income child support and family support when court-ordered payments to a household exceed \$1250 per month. This policy supersedes Section 1.6.11 of the current Child Care Policy Manual.

BACKGROUND: The 2009-2011 state budget, 2009 Wisconsin Act 28, changed the way that some child support income is counted for child care eligibility and copayment calculation. Act 28 included the following new provision: "In calculating the gross income of the family, the . . . agency determining eligibility shall include court-ordered child or family support payments received by the individual, if those payments exceed \$1,250 per month . . ."

CARES-Ongoing: The Department has completed programming in CWW to implement this provision and will put the programming into production on December 17, 2011. This programming will apply Child Care eligibility logic to unearned income reported under codes CSCC and CSFC. These are the codes that CWW Process Help identifies for use in entering child and family support into the Unearned Income pages. See Process Help section 62.2. All

new Child Care eligibility determined after that date will use the system logic implemented December 17.

CARES-Conversion of Existing Cases: The Department estimates that between 100 and 150 existing child care cases will be impacted by the new programming. This is based on a review of cases open for Child Care in July of 2011. Using the same data, 25% can be expected to close at Adverse Action as a result. The remaining impacted cases are likely to experience an increase in co-payments as a result of the additional income. The Department will run eligibility on these cases once the programming change is completed to apply the requirement to open cases. This will result in notices to these families telling them that their eligibility is closing or their copayment increasing on February 1, 2012. As always, the notices will include appeal information.

COMMUNICATION with PARENTS: The Department is sending letters to all Child Care families whose information in CWW as of 11/18/11 shows combined Child and Family Support of more than \$1250 per month. Workers can view this letter under "Worker Resources" at <http://dcf.wisconsin.gov/childcare/wishares/default.htm>. The Department will send local Child Care Coordinators a report showing cases affected by this change.

ACTION REQUIRED: Workers must be aware of the change in how CWW will handle these entries so that they can understand the results and respond to customer questions on the matter. If a parent challenges their inclusion in this change, but the amount of support entered in CWW is correct, workers can explain that the law passed in 2009 has now been implemented. Customers are welcome to request a Fair Hearing.

Example 1: Jerri Strauss is a single parent with one child, Jackson. She applies for Wisconsin Shares. Jerri earns \$1075 per month. Jerri receives \$1,000 per month in court-ordered child support from Jackson's father. There are no arrears. The worker should enter "Yes" for Child Support on the Unearned Income Gatepost; on the Detail Page, the worker should enter CSCC as the type of income, and \$1000 monthly as the amount. CWW will disregard this amount in the Child Care Budget. Jerri is financially eligible for Wisconsin Shares.

Example 2: Jerri Strauss gets an increase in court-ordered child support to \$1500 per month. The worker should revise the detail page by increasing the monthly amount to \$1500, retaining the "CSCC" income type. CWW will now count the entire \$1500 in the Child Care Budget. Jerri is no longer financially eligible for Wisconsin Shares, since her earnings of \$1075 per month, plus court-ordered child support of \$1500 per month equals \$2575 per month, which is above 200% of poverty for a household of 2.

CONTACTS:

Child Care Help Desk at: childcare@wisconsin.gov or (608) 264-1657

*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, BC+ Core – BadgerCare Plus Core, 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/BS