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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 Care and Education**

DECE/BCCA OPERATIONS MEMO					
No:	12-10				
DATE:	02/10/2012				
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: Managing Child Care Cases in the IM Consortia Model**

**CROSS REFERENCES:** DHCAA Administrator's Memo 11-02,  
DECE Administrator's Memo 11-03,  
Operations Memo 11-66 Request for Assistance Telephonic  
Signature Policy and Process,  
Operations Memo 11-64 New FoodShare Requirements for  
Reporting Income Changes on the Six Month Report Form,  
Operations Memo 11-55 The Centralized Document  
Processing Unit

**EFFECTIVE DATE:** January 3, 2012

**PURPOSE:**

This Operations Memo provides instructions to Wisconsin Shares Child Care Administrative agencies for the implementation of the Wisconsin Shares program under the IM Consortia model. For simplicity, this memo will refer to Wisconsin Shares Child Care as simply, child care.

**BACKGROUND:**

DECE Administrator's Memo 11-03 provided high level guidance and described the Division's expectations regarding the administration of the child care program at the local level. This Operations Memo provides additional detail regarding program operations at the local level.

## ***CASE PROCESSING:***

### Case Leveling

Child care cases cannot be included in administrative caseload leveling. Any child care case that is currently closed but was open any time in the previous six months also cannot be included in caseload leveling. Administrative caseload leveling means re-assigning the case to a worker in a county within the consortium, outside the county of residence.

### RFA, Application Interview, and Eligibility Determination in CWW

The initial child care request, application and eligibility interview must be completed in the applicant's county of residence. ACCESS applications for child care will be routed to the county of residence and must be processed at the county of residence.

If a case with an existing, open IM program has been "leveled" and makes a new request for child care, the case will need to be returned to the county of residence before the RFA can be processed and linked or merged to the existing case. That case then must be assigned to a worker and caseload in the county of residence.

The 'Child Care Eligibility Worker' field is an optional field on the Child Care Activity Status page in CWW. The field should be completed when the Child Care Eligibility Worker is not the Primary Worker on the case so that alerts are sent to this worker and so that this worker will be identified on the child care eligibility notice.

**Child Care Activity Status** Cancel  Reset

Child Care Activity Details				
Individual	Effective Month	Activity	Activity Type	Last Updated
GENA SMITH DR PP	11/2011	Y - Yes	EMPL - EMPLYMT/UN SUBSIDIZED WORK	11/30/2011

**Worker Details**

Child Care Worker Details

Child Care Eligibility Worker:

*If the Child Care Eligibility Worker is not the Primary Worker, enter the Worker ID here.*

### Reporting Changes

Child care recipients can report changes through the local call/change center and eligibility changes resulting from the change can be confirmed by any consortia county staff member that has consortia-wide update access in CWW.

### Notices and Letters

Cases that are open for at least one IM program and child care will use the CDPU return address for notices and mailings. Cases that are open only for child care will use the return address of the county worker for the return address on notices and mailings.

### Document Processing and Scanning into ECF

Cases that are open for child care and at least one IM program will use the CDPU for document processing and scanning. If the case is open only for child care the local agency will be responsible for document processing and scanning.

Six Month Review of Eligibility

The six month eligibility review may be completed by any member of the consortium when that case is open for both an IM program and child care. If the Six Month Report Form (SMRF) is completed through ACCESS, call/change center staff will be able to process the SMRF. The county of residence will remain responsible for the accuracy of the eligibility determination when a call/change center staff person processes the SMRF.

If the case is only open for child care, all communication, including ACCESS SMRFs, will be directed to the assigned worker in the county of residence and a worker in the county of residence must process the SMRF.

Annual Review of Eligibility

The annual child care eligibility review must be completed in the county of residence for all cases, including those that are open for an IM program and child care.

If the case is only open for child care, all communication will be directed to the assigned worker in the county of residence and a worker in the county of residence must process the eligibility review.

Authorizations:

The initial child care authorization for all cases must be completed in the county of residence. If a call/change center staff person writes a child care authorization, that worker **must not change** the Auth Worker ID. The authorization letter will identify the worker listed in the Auth Worker ID field, and alerts regarding the authorization and the child care attendance report will be directed to the location of the worker identified in this field, this field must identify a worker in the county of residence.

When a subsequent authorization is written, the Auth Worker ID field will default to the previous worker. This ID **must not be updated or changed unless the family has moved to a new county of residence or the case has been reassigned to a new worker in the county of residence.**

If the Auth Worker ID is updated to a worker ID outside of the case county of residence, a child care authorization will not be allowed.

If counties in any consortium plan to split up functions by agency, such as one county writes the child care authorization but another county enters attendance into CCPI and/or confirms attendance reporting, a change in CSAW and CCPI programming is needed. The timeline to complete this accommodation is not yet known. Please contact your Regional Child Care Coordinator or the Child Care Call Center if your consortium plans to make this change.

**CONTACTS:**

Regional Child Care Coordinators or the Child Care Call center at [childcare@wisconsin.gov](mailto: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/RMP