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**State of Wisconsin  
Governor Scott Walker**

**TO: Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
W-2 Agencies  
Training Staff  
Child Care Coordinators**

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

<b>DECE/BCCA OPERATIONS MEMO</b>		
<b>No:</b>	12-21	
<b>DATE:</b>	4/13/2012	
<b>FS</b>	<input type="checkbox"/>	<b>MA</b> <input type="checkbox"/>
<b>SC</b>	<input type="checkbox"/>	<b>CTS</b> <input type="checkbox"/>
<b>BC+ Basic</b>	<input type="checkbox"/>	<b>BC+ CORE</b> <input type="checkbox"/>
<b>CC</b>	<input checked="" type="checkbox"/>	<b>W-2</b> <input type="checkbox"/>
<b>CF</b>	<input type="checkbox"/>	<b>JAL</b> <input type="checkbox"/>
<b>RAP</b>	<input type="checkbox"/>	<b>EA</b> <input type="checkbox"/>
		<b>JC</b> <input type="checkbox"/>
		<b>Other</b> <input type="checkbox"/> *
		<b>EP</b>

**SUBJECT: Child Care Copayment Adjustments**

**CROSS REFERENCE:** Operations Memo 12-06

**EFFECTIVE DATE:** April 29, 2012

**PURPOSE:**

This memo introduces a change to the family copayment for child care assistance. This change is the result of changes in the Federal Poverty Level (FPL) as was introduced in Operations Memo 12-06.

**BACKGROUND:**

Each year the FPL is adjusted based on changes to the Consumer Price Index and this change effects the copayment for child care assistance. There is no change to the formula that is used to calculate the copayment; it is adjusted based on the change to the FPL.

**POLICY CHANGES:**

CHILD CARE COPAYMENT

A link to the 2012 Copayment Chart can be found on the Wisconsin Shares web page at <http://dcf.wisconsin.gov/childcare/wishares/default.htm>.

CHILD CARE COPAYMENT CHANGES TO EXISTING AUTHORIZATIONS

The new copayment schedule will be effective April 29, 2012 and will effect all authorizations beginning that week. All child care cases with an authorization will go through a mass change on April 21st to update the copayment calculation that will be effective the following week. Rate Change notices will be mailed to families and child care providers on April 23rd as a result of this change.

NEW CHILD CARE AUTHORIZATIONS

All authorizations written on or after April 30, 2012 that have a begin date of April 29<sup>th</sup> or later will use the new copayment chart to determine the family copayment. However, if a retro authorization is needed and the begin date of the authorization is for a period prior to April 29<sup>th</sup>, the worker will receive an error message and the worker will need to create two authorizations; one for the period prior to April 29<sup>th</sup> and a second one that will begin on or after April 29<sup>th</sup>.

The error message will state, "AUTHORIZATION PERIOD CANNOT EXTEND BEYOND APRIL 28<sup>TH</sup> DUE TO A CHANGE IN THE COPAYMENT SCHEDULE. PLEASE END THE AUTHORIZATION EFFECTIVE APRIL 28<sup>TH</sup> AND WRITE A NEW AUTHORIZATION TO BEGIN ON OR AFTER APRIL 29<sup>TH</sup>."

**CONTACTS:**

Please contact the Child Care Helpdesk for questions or comments regarding this memo at either (608) 264-1657 or [childcare@wisconsin.gov](mailto:childcare@wisconsin.gov).

\*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