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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

Janice Peters, Director
Bureau of Working Families
Division of Family and Economic Security

DECE/DFES OPERATIONS MEMO					
No: 12-39					
DATE: 07/27/12					
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 checked="" 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: Wisconsin Shares Child Care and Minor Teen Parents in W-2 Households

CROSS REFERENCE: Child Care Policy Manual, Chapter 1
Wisconsin Works Policy Manual 7.5.2

EFFECTIVE DATE: Immediately

PURPOSE:

This memo is a reminder to W-2 agencies that minor teen parents living in households in which their custodial parent is in a W-2 employment position may be eligible for Wisconsin Shares child care while attending high school or its equivalent.

BACKGROUND:

Minor teen parents may be eligible for Wisconsin Shares child care subsidy while attending high school or its equivalent when they are living with a custodial parent or other supervised living arrangement, including W-2 households in which the parent is in a W-2 employment position. This group is easily overlooked when assessing the needs of the family.

POLICY:

In order for Wisconsin Shares eligibility all eligible adults and minor teen parents must be engaged in an activity as described in the Child Care Policy Manual; Approved Activities for Wisconsin Shares Child Care Assistance.

Minor teen parents who are residing with a parent who is enrolled in a W-2 employment position may be eligible for Wisconsin Shares Child Care subsidy while attending high school.

W-2 agencies are encouraged to inform W-2 households with minor teen parents that they may be eligible for child care assistance and should encourage them to apply for this assistance at the local Income Maintenance agency.

The parent that is enrolled in a W-2 employment position may be eligible for Wisconsin Shares child care subsidy and any minor teen parent in this household may also be eligible for Wisconsin Shares child care subsidy.

Approved activities for unmarried minor teen parents include Learnfare, high school, or the high school equivalency. Approved activities for the adult may include any activity assigned by the W-2 agency as part of the W-2 employment position.

The authorization for child care should be written to cover the overlapping times that the adult and minor teen parents are both engaged in an approved activity.

CONTACTS:

For child care related policy questions from outside of Milwaukee County:
County and tribal Child Care Coordinators should contact their Bureau Regional Operations (BRO)
Child Care Coordinators at http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf.

For child care related policy questions for Milwaukee County:
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/RMP