



DEPARTMENT OF CHILDREN  
AND FAMILIES  
Secretary Eloise Anderson  
201 East Washington Avenue, Room G200  
P.O. Box 8916  
Madison, WI 53708-8916  
Telephone: 608-266-8684  
Fax: 608-261-6972  
www.dcf.wisconsin.gov

DEPARTMENT OF HEALTH SERVICES  
Kitty Rhoades, Secretary-Elect  
1 West Wilson Street  
P.O. Box 7850  
Madison, WI 53707-7850  
Telephone: (608) 266-9622  
FAX: (608) 266-7882  
www.dhs.wisconsin.gov

**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: Sue Mathison, Section Chief  
Wisconsin Shares Policy Section  
Bureau of Child Care Administration  
Division of Early Care and Education  
Department of Children and Families**

<b>BEPS/DFES/DECE OPERATIONS MEMO</b>					
<b>No:</b> 13-15					
<b>DATE:</b> 05/02/2013					
<b>FS</b>	<input type="checkbox"/>	<b>MA</b>	<input type="checkbox"/>	<b>BC+</b>	<input type="checkbox"/>
<b>SC</b>	<input type="checkbox"/>	<b>CTS</b>	<input type="checkbox"/>	<b>FSET</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>EA</b>	<input type="checkbox"/>
<b>CF</b>	<input type="checkbox"/>	<b>JAL</b>	<input type="checkbox"/>	<b>JC</b>	<input type="checkbox"/>
<b>RAP</b>	<input type="checkbox"/>	<b>WIA</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/> *
				<b>EP</b>	

**SUBJECT: Incomplete or Inaccurate Child Care Attendance Report Forms (ARF)**

**CROSS REFERENCE:** Child Care Manual Chapter 3, Section 3.10.0 Payment Process

**EFFECTIVE DATE:** Immediately

**PURPOSE**

This Operations Memo introduces an expansion of Child Care Manual, Chapter 3, Section 3.10.1 relating to processing Attendance Reporting Forms (ARF) for Wisconsin Shares payments.

**BACKGROUND**

Chapter 3 of the Child Care Manual provides guidance to local agencies on processing ARF. Subsection 3.10.1 of Section 3.10.0, Payment Process, is being expanded to provide guidance for processing incomplete or inaccurate attendance report forms.

**CURRENT POLICY**

The current policy is silent regarding how to process ARF that are incomplete or inaccurate.

**NEW POLICY**

The new policy applies only to paper attendance forms and not to attendance records submitted online through the Child Care Provider Information (CCPI) system. The Milwaukee Early Care Administration (MECA) or local agency outside of Milwaukee County must process payment

requests only for the completed attendance information that has been submitted by a provider on a signed ARF unless there are identified program integrity concerns. Incomplete or inaccurate attendance on the ARF may be returned to the provider for corrections and unsigned forms must be returned to the provider for a signature.

The department recommends that local agency workers should not modify ARF attendance errors submitted by providers. However, local agency workers have discretion to either correct errors or send the ARF back to the provider for corrections with the appropriate Child Care Attendance Correction Request Form located at one of the following links:

[http://dcfweb/forms/doc/DCF\\_f\\_211.doc](http://dcfweb/forms/doc/DCF_f_211.doc) (In Milwaukee County for use by MECA)  
<http://dcf.wisconsin.gov/forms/doc/399.doc> (Agencies outside of Milwaukee County)

All changes made to an ARF by MECA or a local agency worker must be initialed and dated by the worker or local agency representative. The change or mailing of the ARF to the provider for corrections must also be noted in the comment section in the provider's record in Child Care Administration on the Web (CSAW).

Examples of changes which may be made to the ARF by MECA or local agency workers include:

- Simple mathematical errors.
- Omission of weekly total.
- Blanks replaced with zeroes.

Examples of when to return an ARF to a provider with a Child Care Attendance Correction Request Form:

- Illegible writing.
- Severe mathematical errors.
- Significant omissions.

Corrected ARF received by the MECA or the local agency must be re-signed and dated by the provider and are to be processed for payment according to the Child Care Manual, Chapter 3, Section 3.10.0 and the new policies contained in this Operations Memo.

The MECA or local agencies should consider changing a provider's attendance reporting to either the "In and Out" or "Daily" mode in accordance with Child Care Manual, Chapter 3, Section 3.10.1.1 if they receive ARF that are incomplete or inaccurate.

### **CONTACTS:**

For Child Care policy questions outside of Milwaukee County: Bureau of Regional Operations (BRO), Child Care Coordinators at

[http://dcf.wisconsin.gov/regional\\_operations/pdf/contact\\_list.pdf](http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf)

For Child Care CARES/CWW, CSAW and CCPI IT systems processing questions statewide and policy questions in Milwaukee County: Child Care Help Desk at [childcare@wisconsin.gov](mailto:childcare@wisconsin.gov) or (608) 264-1657.

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.

DHS/DHCAA/BEPS/PZ\_