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

BEPS/DFES/DECE OPERATIONS MEMO					
No: 13-41					
DATE: 12/10/2013					
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: Child Care Manual Updates, Chapter 1 and 3

CROSS REFERENCE: Operations Memos: 05-29, 12-07, 12-08, 12-10, 13-15, 13-20, and 13-24

Child Care Manual Chapter 1, Sections 1.1.1, 1.2.0, 1.3.1, 1.3.9, 1.4.1, 1.4.7, 1.5.2, 1.6.2, 1.6.21, 1.6.4, 1.12.0, 1.15.4, 1.15.5, and 1.15.6

Child Care Manual Chapter 3, Sections 3.2.2, 3.3.1, 3.3.2, 3.3.3, 3.4.7, 3.4.8, 3.4.16, 3.4.17, 3.5.0, 3.6.3, 3.6.15.1, 3.6.28, 3.8.2, 3.10.1, 3.10.1.1, 3.10.2, 3.10.6, and 3.10.7

EFFECTIVE DATE: IMMEDIATELY

PURPOSE:

This memo is being sent to release an updated version of the Child Care Manual, Chapters 1 and 3, and to indicate that a copy has been published on the Wisconsin Shares website located at: <http://dcf.wisconsin.gov/childcare/wishares/default.htm>. The updates consist of policies that have been either previously published in Operation Memos and/or represent technical corrections.

CHILD CARE MANUAL UPDATES:

Operation Memo # or Technical Correction	Title/Subject	Child Care Manual Change Location
Technical Correction	Removed references to subsidized guardians/interim caretakers only in Milwaukee County as this has now expanded to the entire state.	Ch 1, Sections 1.1.1, 1.2.0, 1.3.9, 1.4.1, 1.4.7, 1.5.2, 1.6.2, 1.6.21, 1.6.4, and 1.12.0; Ch 3, Sections 3.7.1 and 3.7.3
13-21	Added to the definition of a foster parent: "...or licensed by a tribal social service agency as a tribal placement home."	Ch 1, Section 1.2.0
12-10	Added: <ul style="list-style-type: none"> 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 Income Maintenance (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 Request for Assistance (RFA) can be processed and linked or merged to the existing case. 	Ch 1, Section 1.3.1
Technical Correction	Added details on the phone, in-person, and online application procedures.	Ch 1, Section 1.3.1
Technical Correction	Added more detailed information on the application interview including verification items,	Ch 1, Section 1.3.2
13-24	Added the receiving county for cases that have been transferred in Cares Worker Web (CWW) must conduct an eligibility review prior to writing a new child care authorization.	Ch 1, Section 1.3.2
13-21	Added language stating that eligibility staff must adhere to the same policies and criteria for children placed in tribal foster homes as those foster homes licensed under Wisconsin statutes.	Ch 1, Section 1.11.0
12-10	Added details regarding consortium staff and Six Month Report Form (SMRF): <ul style="list-style-type: none"> If the case is open for both an IM program and Child Care (CC), any staff member of the consortium can complete the SMRF. If the case is only open for CC, all communication will be directed to the assigned worker in the county of residence. 	Ch 1, Section 1.15.4
05-29	Added language on what verifications and documents are required for the SMRF to be accurately completed.	Ch 1, Section 1.15.4
12-10	Added the annual review must be completed in the county of residence for all cases.	Ch 1, Section 1.15.5
Technical Correction	Renumbered Section 1.7.13 to 1.7.17 and 1.15.5 and 1.15.6	Ch 1, Sections 1.7.13-1.7.17, 1.15.5 and 1.15.6
13-20	Added Licensed Group Child Care Centers and Licensed Family Centers are required to participate in YoungStar. Licensed Day Camps are not required to sign a YoungStar Contract.	Ch 3, Section 3.2.2
Technical Correction	Added licensed child care provider records are also created in Wisconsin Child Care Regulatory System (WISCCRS).	Ch 3, Section 3.3.1

Technical Correction	Deleted information that licensed provider data is automatically transferred and that WISCCRS/Child Care Statewide Administration Web (CSAW) interface sends updated information nightly.	Ch 3, Section 3.3.1
Technical Correction	Changed CSAW to WISCCRS for the interface in which W-9 forms must be collected from a child care provider.	Ch 3, Section 3.3.2
13-20	Updated "Accredited Care" section to reflect YoungStar changes: <ul style="list-style-type: none"> • Accreditation is now factored into the YoungStar rating process. • The 10% increase for accreditation has ended for Wisconsin regulated providers. 	Ch 3, Section 3.4.7
13-20	Added that YoungStar adjustments will be made in addition to the 10% already paid to licensed child care providers for attendance-based authorizations.	Ch 3, Section 3.4.8
13-20	Deleted the reference that providers receive an additional 10% for accreditation.	Ch 3, Section 3.4.8
Technical Correction	Renumbered Sections 3.4.10 through 3.4.21 to reflect new section on Tiered Reimbursement and 3.4.9 had previously been skipped.	Ch3, Sections 3.4.10 through 3.4.21
13-20	Added YoungStar policy that out-of-state providers: <ol style="list-style-type: none"> 1) Are exempt from participating in YoungStar, but must complete a WI Shares Participation Contract. 2) Will continue to receive WI Shares reimbursement at 100% of the current rate and the 10% increase for accreditation. <p>New out-of-state providers must sign and return a WI Shares Participation Contract.</p>	Ch 3, Section 3.4.10
13-20	Deleted section on Accredited Child Care.	Ch 3, Section 3.4.15
13-20	Added section on Tiered Reimbursement which includes five subsections: <ul style="list-style-type: none"> • Contracts for New Providers, • Rating Process, • Anniversary Date, • Grace Period, and • Authorization Rates and YoungStar Payments. 	Ch 3, Section 3.4.15
13-20	Added YoungStar information as it relates to In-Home Child Care: <ul style="list-style-type: none"> • Certified In-Home providers will not be rated and are not eligible to receive YoungStar technical assistance or other provider services. • New Certified In-Home providers must sign and return a WI Shares Participation Contract. 	Ch 3, Section 3.4.16
13-20	Clarified the minimum wage requirement in terms of the YoungStar bonuses: The minimum wage amount must be increased from \$7.25 to \$7.61 to compensate for the Tiered Reimbursement automated 5% reduction.	Ch 3, Section 3.4.16
Technical Correction	Updated example to reflect new minimum wage law.	Ch 3, Section 3.4.16
12-10	Added clarifications under Entering Authorizations in CSAW: <ul style="list-style-type: none"> • Initial child care authorization for all cases must be completed in the county of residence. • Authorization letter will identify the worker listed in the Auth Worker ID field. 	Ch 3, Section 3.6.3
Technical Correction	Added "or more" when referring to retro security privileges.	Ch 3, Section 3.6.15.1

13-20	Added information regarding backdating and YoungStar: <ul style="list-style-type: none"> If the provider's YoungStar form has not been submitted, Wisconsin Shares authorizations and payments cannot be backdated to the date of application. Authorizations can only go as far back as the contract begin date or the provider regulation date, whichever is later. 	Ch 3, Section 3.6.28
12-10	Added parents must report changes in their household through the local call/change center. Any resulting eligibility changes can be confirmed by consortia county staff members that have consortia-wide update access in CWW.	Ch 3, Section 3.8.2
Technical Correction	Renumbered Sections in Chapter 3.	Chapter 3
13-15	Added information on the processing of Incomplete or Inaccurate Paper Attendance Report Forms (ARF): <ul style="list-style-type: none"> Local Agencies must process payment request only for the completed attendance information that has been submitted by a provider on a signed ARF. Incomplete or inaccurate attendance on the ARF may be returned to the provider for corrections. Local agency workers should not modify ARFs. All changes made to an ARF by a local agency worker must be initialed and dated by the worker or local agency representative. 	Ch 3, Section 3.10.1
12-07	Clarification of the online attendance reporting modes: Weekly, Daily, and In/Out.	Ch 3, Section 3.10.1
12-07	Added policies for changing a provider's mode in the Balance of State specifically recommending that local administrative agencies outside of Milwaukee county change providers' attendance to the In/Out or Daily mode if they meet certain criteria.	Ch 3, Section 3.10.1.1
12-07	Added information regarding attendance rounding as it relates to Daily Mode and In/Out Mode.	Ch 3, Section 3.10.2
12-08	Added a section on Provider Location Confirmation: <ul style="list-style-type: none"> Counties can release individual providers from having attendance confirmation or switch providers to having attendance confirmation. Only the Entered County or the Location County may select providers to have the confirmation requirement. Provider Location Confirmation is limited to two individuals per agency. 	Ch 3, Section 3.10.6
Technical Correction	Changed section number to reflect the addition of Provider Location Confirmation.	Ch 3, Section 3.10.7
Technical Correction	Added that overrides are not allowed to full-time authorizations for both certified and licensed providers.	Ch 3, Section 3.10.7

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

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 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.

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