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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: Erik Hayko, Section Chief
Fraud Detection & Investigation Unit
Bureau of Child Care Administration
Division of Early Care and Education
Department of Children and Families**

BEPS/DFES/DECE OPERATIONS MEMO					
No: DHS 14-07					
DATE: 01/29/2014					
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 Wisconsin Shares Program Integrity Responsibilities

CROSS REFERENCE: County and Tribal Wisconsin Shares Child Care Administration
Contract: Sections V, XII and Exhibit 1

EFFECTIVE DATE: *Immediately*

PURPOSE

To provide information on county and tribal responsibilities to perform program integrity functions within the Wisconsin Shares Child Care Subsidy Program.

BACKGROUND

The Department of Children and Families (DCF) contracts annually with counties and tribes (local agencies) to locally administer the Wisconsin Shares Child Care Subsidy Program. The contract provides the framework for the responsibilities of DCF and local agencies.

LOCAL AGENCY RESPONSIBILITY RELATING TO PROGRAM INTEGRITY

Program integrity is not just identifying fraud. Rather program integrity includes consistent and accurate application of statutes, rules, and policies when determining eligibility and child care authorizations, processing child care provider payments, performing investigations against clients and providers, calculating, establishing, and noticing clients and providers of enforcement actions, as well as internal monitoring to ensure all of these tasks are being performed in compliance with program provisions. Cooperation among DCF, local agencies, and subcontractors is necessary to ensure all parties know their responsibilities and are

knowledgeable and equipped to fulfill all contractual obligations. In order to achieve this, DCF is requesting the cooperation and assistance from all local agencies.

Local Agency Subcontracting

Local agencies have agreed by contract to administer the Wisconsin Shares Child Care Subsidy Program on behalf of DCF. The local agency must be knowledgeable of the provisions of the program in order to effectively administer the program (*Contract Section V*). If a local agency subcontracts a portion or the entire contract, the local agency must still be familiar with the provisions of the program in order to effectively administer their subcontract and evaluate the work of the local agency's subcontractor.

DCF Responsibilities and Local Agency Accountability

DCF has the authority to monitor a local agency's administration of the contract (*Contract Section XII*). The local agency is expected to monitor their subcontractor's administration of the subcontract. DCF may only hold the local agency accountable if a subcontractor is not following the provisions of the program (*Contract Section V*). The local agency will be held accountable and the local agency must then hold the subcontractor accountable. Accountability only exists if there is a written contract or memorandum of understanding between the local agency and the subcontractor.

DCF Approval of Subcontracts

If a local agency subcontracts child care program integrity activities, the subcontract shall include the program integrity requirements of the Wisconsin Shares Child Care Subsidy Program. Local agencies must review current subcontracts which shall be amended as necessary to include Wisconsin Shares program requirements. All child care subcontracts must be reviewed and approved by DCF prior to their effective date (*Contract Exhibit 1: #2*).

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, program integrity questions 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.

DCF/DECE/BCCA/EH