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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**

DHS OPERATIONS MEMO		
No:	14-39	
DATE:	09/03/2014	
FS	<input type="checkbox"/>	MA <input type="checkbox"/>
SC	<input type="checkbox"/>	CTS <input type="checkbox"/>
CC	<input checked="" type="checkbox"/>	BC+ <input type="checkbox"/>
		FSET <input type="checkbox"/>

FROM: Kath McGurk, Director
Bureau of Early Learning and Policy
Division of Early Care and Education
Department of Children and Families

SUBJECT: Attendance Reporting Timelines

CROSS REFERENCE: *Wisconsin Shares Child Care Assistance Policy Manual, Section 3.10.1*

EFFECTIVE DATE: **IMMEDIATELY**

PURPOSE: **Align deadlines for agencies to process paper Attendance Reporting Forms (ARFs)**

BACKGROUND:

Child care providers participating in Wisconsin Shares have the choice of reporting children's attendance on line in the Child Care Provider Information (CCPI) system or on paper Attendance Reporting Forms (ARF). The majority of providers choose to report on paper ARF.

Current policy differs slightly from the requirements that have been communicated to providers on their ARF. The new policy reflects the requirements that have been communicated to providers on their ARF.

PREVIOUS POLICY:

Section 3.10.1 of the Wisconsin Shares Policy Manual says: “Local agencies must develop and communicate their policy to providers of the last day/time in which the provider must submit the Attendance Report Form (or CCPI online attendance reporting) to guarantee issuance within ten (10) business days. In addition, the worker may require additional time to process the time sheet if there is a program integrity concern related to the provider’s submitted attendance.”

NEW POLICY:

Local agencies have 10 calendar days to process completed attendance report forms from the date of submission. If the tenth calendar day falls on a weekend or holiday, the agency must complete processing the next business day. This time frame may be extended for incomplete or illegible attendance report forms, or report forms that lack required verification. In addition, the worker may require additional time to process the attendance report form if there is a program integrity concern related to the provider’s submitted attendance.

CONTACTS:

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

<https://dcf.wisconsin.gov/files/wishares/pdf/coordinators.pdf>

For Child Care CARES/CWW, CSAW and CCPI Processing Questions statewide and policy questions in Milwaukee County contact the 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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