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

DECE/BELP OPERATIONS MEMO					
No: 15-09					
DATE: 03/01/2015					
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: 2015 Wisconsin Shares Co-Payment Adjustments

CROSS REFERENCE: Operations Memo 15-08 (FPL Ops Memo)

EFFECTIVE DATE: March 1, 2015

PURPOSE:

This memo introduces a change to the family co-payment for Wisconsin Shares Child Care assistance based upon the 2015 Federal Poverty Level (FPL) changes that were published in OPS Memo 15-08.

BACKGROUND:

The Federal Poverty Level (FPL) is adjusted annually based on changes to the Consumer Price Index and this change affects the co-payments for Wisconsin Shares Child Care assistance. There is no change to the formula that is used to calculate the co-payment. The new rates for co-payments have been established based on the change to the FPL.

POLICY:**Wisconsin Shares Co-Payment**

A link to the 2015 co-payment chart is located on the Wisconsin Shares web page at <http://dcf.wisconsin.gov/childcare/wishares/default.htm>.

Wisconsin Shares Co-Payment Changes to Existing Authorizations

All Wisconsin Shares Child Care cases with an existing authorization will go through a mass change on the weekend of February 21, 2015 that will automatically update the co-payment calculation. Updated Authorization Notices will be mailed to families and to child care providers on February 23, 2015. The new co-payment schedule will be effective March 1, 2015.

New Wisconsin Shares Authorizations

All authorizations with a start date on or after March 1, 2015 will automatically use the new co-payment chart to determine the parent co-payment. However, for a new authorization written between February 22 and February 28, 2015 with a start date earlier than March 1, 2015, the authorization worker should create two authorizations. The first authorization should be for the period prior to March 1, 2015; and the second authorization should be for the period that begins March 1, 2015.

Beginning March 1 on, any retroactive authorizations will need to be split between the weeks before March 1 and the weeks from March 1 forward. If the authorization worker attempts to write an authorization that spans the time period from before March 1 and after March 1 the worker will receive the following error message:

“AUTHORIZATION PERIOD CANNOT SPAN 03/01/2015 BECAUSE OF THE COPAYMENT CHANGES THAT WILL BEGIN ON 03/01/2015. PLEASE CHANGE END DATE TO 02/28/2015 AND CREATE A SECOND AUTHORIZATION BEGINNING 03/01/2015.”

CONTACTS:

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your 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 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.