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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**

<b>DECE/BELP OPERATIONS MEMO</b>					
<b>No: 15-14</b>					
<b>DATE: 04/08/2015</b>					
<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: Unearned Educational Aid Income**

**CROSS REFERENCE:** CC Manual Sections 1.6.11. Wisconsin Statutes Section 49.145 (3)(b)1

**EFFECTIVE DATE: IMMEDIATELY**

**PURPOSE:** To communicate new programming in CARES Worker Web (CWW) for Unearned Educational Aid Income and policy changes. These updates have been made to align with current statute.

**BACKGROUND:** Wisconsin statute 49.145 (3)(b)1 states that any student financial aid received under any federal or state program, and any scholarship used for tuition and books does not count as unearned income for child care.

**NEW POLICY:** Educational aid received under a state or federal program, and scholarships used for tuition and books are excluded from the Child Care Budget. Educational aid such as private loans, private grants, or private scholarships that are not used for tuition and books are counted in the child care budget as unearned income.

**GUIDANCE ON POLICY IMPLEMENTATION:** If educational aid documentation, the intended use of the educational aid, or timeframes of when the educational aid will be received/used needs clarification, agencies are expected to ask follow up questions to participants and those responses must be documented in CWW case comments.

**UPDATED CWW FUNCTIONALITY:** Two code selections for Aid/Expense Type Reference Table have been added to the CWW Educational Aid page to identify Unearned Educational Aid Income that will count towards the Child Care budget.

These codes are:

- LG-Private Loans/Grants
- SC-Private scholarships that are not for tuition and books

Reference Table Value Chooser			
Reference Table Information			
Table ID: <b>TEEI</b>	Table Description: <b>EDUCATIONAL INCOME AND EXPENSE</b>	Effective Date: <b>03/03/2015</b>	County: <b>99</b>

<a href="#">LG</a>	LG	N	PRVT LO/GRANT
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<a href="#">SC</a>	SC	N	PVT SCHLR NOT BOOKS/TUITION
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**ACTION NEEDED:** Prior to updated CWW Functionality, the following codes were counting towards the Child Care (CC) Budget: LO (Loans), GR (Grants), and WS (Work Study). These codes will remain as counting towards the CC Budget until eligibility is re-run and confirmed without dates. Please update cases with new functionality at participant reviews or whenever encountered.

**INSTRUCTIONS ON HOW TO USE CWW FUNCTIONALITY:**

- Enter begin and end months to reflect the timeframe the financial aid is for.
- Select the Aid/Expense Type codes in CWW, enter the amounts, and verification after reviewing participant’s school tuition information.
- Select “Add”.

**EXAMPLE:** Molly Totten is going to college for a business degree. She has received the following aid for the semester from February to May:

- \$500 in private loans,
- \$500 in private grants,
- and \$1000 in private scholarships that were not used for tuition and books.

A sum of \$2000 unearned income will count in the child care budget.

The private \$500 loan and the private \$500 grant will be added together and coded as LG.

The \$1000 private scholarship that Molly received would be entered into the Educational Aid page as SC.

The screenshot shows the 'Educational Aid' form with the following sections:

- Effective Period (Semester):** Begin Month: 02 / 2015, End Month: 05 / 2015. Last Updated: [blank]
- Additional Information:** Individual: MOLLY TOTTEN 34F PP, Semester Sequence Number: 0, Number of Months: 1
- Details:**
  - Begin Month: 02 / 2015, End Month: 05 / 2015
  - Aid / Expense Type: SC - PVT SCHLR NOT BOOKS/TUITION
  - Amount: \$ 1000.00
  - Verification: AW - AWARD LETTER

At the bottom, a table displays the entered aid entry:

Sequence	Begin Month	End Month	Aid Type	Amount	Verification	Delete Reason
02/2015	05/2015	LG - PRVT LO/GRANT	1000.00	AW - AWARD LETTER		

\*Some Aid/Expense Types may be duplicated for child care and other programs, however system programming allows the duplicated expenses not to interfere with each other.

For example, FoodShare may require the entry and coding of all loans as LO, therefore that should be entered on the page appropriately and by the guidelines of their program. That code will not interfere with the child care budget and will only be considered in the budgeting of FoodShare. However that same loan could be a private loan and would need to be entered separately with the code of LG for Child Care.

Displayed in the Child Care Budget Page below, the Educational Aid is identified as Unearned Income. The system calculated a \$500 monthly amount by dividing the total Unearned Educational Aid entered (\$2000) by the number of months entered for a timeframe (4 months- February through May).

Child Care Budget		Cancel
<b>Gross Income</b>		
<b>Assistance Group Overview</b>		
Assistance Group:	CC - CHILD CARE	Sequence: 1
Eligibility Begin:	04/01/2015	Eligibility End:
Determination Date:	02/27/2015	
<b>Result</b>		
Assistance Group Status:	O - OPEN	PASS
Child Care Gross Income Test:	PASS	
<b>Gross Income Test</b>		
Gross Self Employment Income:	\$ --	
Self Employment Allowable Expenses:	- --	
Adjusted Self Employment Income:	\$ --	
Gross Earned Income:	+ 1,376.00	
Unearned Income:	+ 500.00	
Assigned Child Support:	+ --	
Countable Gross Income:	\$ 1,876.00	
Assistance Group Size:	2	
Gross Income Limit:	\$ 2,655.00	(Tested Against FPL 200%)
<b>Individual Income</b>		
Expand All		
▶ MOLLY TOTTEN 34F PP ( EA - ELIGIBLE ADULT )		
Gross Income:	\$ 1,876.00	

**\$2000 was reported as unearned educational aid income that would count towards the child care budget for the time frame of 2/2015-5/2015 (4 months). \$2000/4=\$500**

**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](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](mailto: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/BELP/MRD