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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: 15-25					
DATE: 06/29/2015					
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: Employment Verification for Wisconsin Shares

CROSS REFERENCE: Wisconsin Statutes 49.155(1m), DCF 101.08, 101.11; Operations Memo 13-29; Child Care Policy 1.5.3.1

EFFECTIVE DATE: July 30, 2015

PURPOSE: This Operations Memo rescinds Operations Memo 13-29 and eliminates Wisconsin Shares policy regarding Qualified Employers and replaces this with policy guidance for employment verification.

BACKGROUND: Employment verification plays two roles in Wisconsin Shares: 1) identifying income and 2) the approved activity which is the basis of authorized hours of child care. Wisconsin Shares uses the same employment pages and fields in CARES Worker Web (CWW) as other assistance programs, and employment and income must be recorded the same for all programs. However, verification of the approved activity is solely a Wisconsin Shares policy requirement and must be documented in CWW.

In previous years, policy was developed to provide direction to local agencies for how to handle situations in which the existence of employment as an approved activity was questionable. Policy guidance was given to help identify instances where the reported employment was overstated, understated, non-existent, or illegal in nature. Additionally, direction was given for identifying falsified information that might inflate the amount of child care for which a family was

eligible. These policies and directions were developed to identify and prevent specific forms of fraud.

POLICY:

Wisconsin Administrative Rule DCF101.11 states that the agency shall verify that an individual meets non-financial and financial eligibility criteria under 49.155(1m) and DCF 101.26 prior to providing a child care subsidy.

Obsolete Policy

All qualified employers must have a Federal Employer Identification Number (FEIN) documented in the individual's CWW record for the verification of the unsubsidized employment to be considered complete. If the FEIN is already on file on the Employment Page or the worker knows the FEIN for the employer, the employer does not have to re-verify the number unless the worker believes that the FEIN is incorrect.

An incorrect FEIN is considered incomplete verification.

Updates to Current Policy

If the employer is a child care provider or a business owned or managed by a child care provider, the following must be verified:

- The employer must have a Worker's Compensation insurance policy unless legally exempt from this requirement.
- The employer must comply with Wisconsin minimum wage law for all employees.
- The employer must file a New Hire report within thirty days of the hiring date.
- The employer must report wages to Unemployment Insurance unless exempt.

New Policy

Employment as an Approved Activity for Wisconsin Shares and earned income from such employment must be verified by one or more of the following:

- Dated paycheck stubs or pay statements for the immediately preceding 30 days and must include the employee's name.
- An earnings report or statement generated by the employer and directly from the employer which includes the employee's name.
- A completed Employer Verification Form – Earnings (EVF-E) containing the employer's signature.
- A letter from the employer bearing the employer's legible name, contact information and signature and includes the employee's name, rate of pay and hours of work.

If any of these documents appear questionable or falsified in any way the agency must request a second form of verification. The reason for the additional verification must be documented in CWW Case Comments. This may include a mismatch between the name on the check stub and the name of the applicant or any other discrepancy that raises concern over the validity of the document provided.

CARES WORKER WEB INSTRUCTION

On the Employment page, use the PN verification codes to pend child care eligibility for additional verification. Using the PN code will allow FoodShare (FS) and Heath Care (HC) to pass eligibility and will allow Child Care to pend.

Employment Description

Employee Type: [Dropdown] Job Title for Health Insurance: [Dropdown]

* Employment Type: R - REGULAR EMPLOYMENT * Verification: PN - NOT YET VERIFIED FOR W-2 OR CHILDCARE [Dropdown]

* Begin Date: 05 / 01 / 2015 * Verification: PN - NOT YET VERIFIED FOR W-2 OR CHILDCARE [Dropdown]

First Pay Check Date: MM / DD / YYYY

* Employment Ended?: No Verification: [Dropdown]

Employment End Date: MM / DD / YYYY Verification: [Dropdown]

Date Of Last Paycheck: MM / DD / YYYY Verification: [Dropdown]

Detailed Wage Information

Pay Frequency: W - WEEKLY

Detailed Wage Information

Rate Per Hour: \$ 7 .50 Wage Type: REG - REGULAR PAY

Average Hours Per Pay Period: 20.00 Verification: PN - NOT YET VERIFIED FOR W-2 OR CHILDCARE [Dropdown]

Total Amount Per Pay Period: \$ 150 .00 Delete:

Reset Update

Rate Per Hour	Wage Type	Average Hours Per Pay Period	Verification	Total Amount Per Pay Period	Delete
7.50	REG - REGULAR PAY	20.00	PN - NOT YET VERIFIED FOR W-2 OR CHILDCARE	150.00	[Delete]

If the additional verification cannot be obtained change the PN codes to FN. This will result in the Child Care failing eligibility and FS and HC passing eligibility.

Assisting the Client

If the client has made a reasonable effort and cannot obtain required verification or does not have the power to produce verification or has asked for assistance in obtaining verification, the local agency must assist the client.

If additional time is needed to obtain verification, the local agency may extend the due date another seven (7) days or in the case of a new application up to 30 days from the request for assistance.

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.

DCF/DECE/BELP/RMP