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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: 15-31					
DATE: 09/18/2015					
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: Applying Discounts to Wisconsin Shares Reimbursements

CROSS REFERENCE: WI Administrative Code DCF 201.06(2)(b)2, CSAW Authorization Management User Guide

EFFECTIVE DATE: SEPTEMBER 24, 2015

PURPOSE: To communicate clarification of the process to apply discounted rates in Wisconsin Shares.

POLICY: A discounted rate may be applied in the following circumstances:

1. When a licensed child care provider offers a discounted price that is lower than the county maximum hourly rate or weekly ceiling.
2. When another program, such as AmeriCorps, is providing a partial child care subsidy and the licensed child care provider's price, after the other program's subsidy is applied, is lower than the county maximum rate.

Discounts are often given when more than one child from a family is enrolled in child care or when the parent is employed by a child care provider.

The authorization worker must ask the provider or other program for their discounted rate (hourly if attendance based, weekly if enrollment based). If, after applying the discount, the licensed child care provider's price is not lower than the county maximum rate, disregard the reported discount and do not use an override rate.

Discounts on Wisconsin Shares reimbursements are limited to licensed child care providers only.

Disregard a discount that a child care provider applies to the parent's share (i.e. co-payment amount). This is not considered a discount for purposes of the Wisconsin Shares program.

CSAW PROCESS:

When entering a new authorization in CSAW, select Override (V) from the rate type drop-down box to create an authorization with a discounted rate. Selecting the Override rate type causes CSAW to disregard the lowest weekly rate in the system and apply the discounted rate instead.

When using the Override rate type, CSAW will calculate the copayment the same as in all other authorizations.

Enrollment Based Authorization Example 1: Randy's Licensed Group Care is giving the Jones' family a 50% discount. The child care provider's weekly price is \$300.00. The weekly amount after the discount is applied to the provider's original weekly price is \$150.00. The county maximum weekly rate is \$250.00. Since \$150.00 is less than the county maximum of \$250.00, the discounted amount should be entered in the *Override Rate* field for the new authorization.

Child's Name	DOB	SCL IND	COPAY TYPE	AUTH TYPE	RATE TYPE	BEGIN DATE	END DATE	HRS	OVERRIDE RATE	REL	SPL NDS
Sammy Jones	01/01/14	N	Reg	E	Override	8/30/2015	10/3/2015	35	150.00	<input type="checkbox"/>	<input type="checkbox"/>

Enrollment Based Authorization Example 2: There may be instances where AmeriCorps or another organization provides financial assistance for a portion of a parent's child care costs. In these cases, subtract the amount that the other organization will pay from the provider's price – this is the discounted rate. Compare the discounted rate to the county maximum rate. If the discounted rate is less than the county maximum rate, enter the discounted amount into CSAW. If the county maximum rate is less than the discounted rate, disregard the discount and allow CSAW to calculate the regular rate.

County weekly max:	\$300.00
Provider's weekly rate:	\$325.00
Subtract AmeriCorps subsidy:	<u>\$200.00</u>
	\$125.00

The remaining \$125.00 is less than the county maximum weekly rate of \$300. Enter \$125.00 into the *Override Rate* field in CSAW.

Attendance Based Authorization Example: Randy's Licensed Group Care is giving the Jones' family a 50% discount. The agency needs to obtain the hourly rate from the provider. It may not be accurate to use the weekly rate and divide by 35, the number of hours in a full time authorization. The provider may use a different calculation for their hourly price. The provider's discounted hourly rate is \$4.28. Compare the discounted hourly rate to the county maximum hourly reimbursement rate of \$7.14. Since \$4.28 is less than the county maximum of \$7.14, the discounted amount should be entered in the *Override Rate* field for the new authorization.

Eligible Children											
Auth Worker ID XCTU96		Attendance Needs Confirmation?: No - Provider is exempt from confirmation									
Child's Name	DOB	SCL IND	COPAY TYPE	AUTH TYPE	RATE TYPE	BEGIN DATE	END DATE	HRS	OVERRIDE RATE	REL	SPL NDS
Sammy Jones	01/01/14	N	Reg	A	Override	8/30/2015	10/3/2015	35	4.28	<input type="checkbox"/>	<input type="checkbox"/>

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.

DCF/DECE/BELP/MMM