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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**

DECE/BELP OPERATIONS MEMO

No: 16-03

DATE: 03/01/2016

CC **FS** **BC+**
W-2

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

SUBJECT: 2016 Wisconsin Shares Copayment Adjustments

CROSS REFERENCE: Operations Memo [16-02](#)

EFFECTIVE DATE: MARCH 6, 2016

PURPOSE: This memo introduces a change to the copayment schedule for Wisconsin Shares Child Care assistance based upon the 2016 Federal Poverty Level (FPL) changes that were published in Operations Memo [16-02](#).

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

POLICY:

Wisconsin Shares Copayment

A link to the 2016 copayment chart is located on the Wisconsin Shares web page at <http://dcf.wisconsin.gov/childcare/wishares/default.htm>

Wisconsin Shares Copayment 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 27, 2016 that will automatically update the copayment calculation. Updated Authorization Notices will be mailed to families and to child care providers on February 29, 2016. The new copayment schedule will be effective March 6, 2016.

New Wisconsin Shares Authorizations

All authorizations with a start date on or after March 6, 2016 will automatically use the new copayment chart to determine the parent copayment. However, for a new authorization written with a start date earlier than March 6, 2016, the authorization worker should create two authorizations. The first authorization should be for the period prior to March 6, 2016; and the second authorization should be for the period that begins March 6, 2016.

Beginning March 6 on, any retroactive authorizations will need to be split between the weeks before March 6 and the weeks from March 6 forward. If the authorization worker attempts to write an authorization that spans the time period from before March 6 and after March 6 the worker will receive the following error message:

“AUTHORIZATION PERIOD CANNOT SPAN 03/06/2016 BECAUSE OF THE COPAYMENT CHANGES THAT WILL BEGIN ON 03/06/2016. PLEASE CHANGE END DATE TO 03/05/2016 AND CREATE A SECOND AUTHORIZATION BEGINNING 03/06/2016.”

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) 267-1657.

*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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