



DEPARTMENT OF CHILDREN
AND FAMILIES
Secretary Eloise Anderson
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov

DEPARTMENT OF HEALTH SERVICES
Secretary Kitty Rhoades
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhfs.wisconsin.gov

**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:	16-09		
DATE:	4/8/2016		
CC	<input checked="" type="checkbox"/>	FS	<input type="checkbox"/>
W-2	<input type="checkbox"/>	BC+	<input type="checkbox"/>

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

SUBJECT: CWW Enhancement – Generate Summary at CC Program Add

CROSS REFERENCE: Wisconsin Shares Child Care Subsidy Policy Manual
Chapter 1, Section 1.3.4

EFFECTIVE DATE: MARCH 26, 2016

PURPOSE: This Operations Memo provides information about a CARES Worker Web (CWW) enhancement which requires the worker to generate a summary when child care is added to an open FoodShare or health care case.

BACKGROUND: Wisconsin Shares policy requires that a case summary is generated and presented to the parent at child care intake, program add, and review. Prior to March 26, 2016, the CWW driver flow did not require the worker to generate the summary.

A summary will now be automatically generated whether the parent adds the program online in ACCESS, a worker adds a program in CWW driver flow, or if a worker manually flips the child care request to “yes” when the child care has been closed for more than a month.

This enhancement ensures the parent is presented with the results of their interview and the listing of rights, responsibilities, and penalties.

POLICY: There is no new policy, only a system update which was effective March 26, 2016. No worker action is necessary.

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.

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