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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:	16-10	AMENDED	
DATE:	04/8/2016		
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: Authorizations for School-Aged Children

CROSS REFERENCE: [45 CFR 98.54 c](#) and Wisconsin Shares child care subsidy policy 2.2.2.1.

EFFECTIVE DATE: 4/11/2016

PURPOSE: The purpose of this Operations Memo is to clarify Wisconsin Shares policy surrounding the creation of authorizations for school-aged children in grades 1 through 12 during school hours.

BACKGROUND: The Code of Federal Regulations, Title 45 – Public Welfare, Part 98 – Child Care and Development Fund, Section 98.54 c. – Restrictions on the use of funds states that funds may not be expended for students enrolled in grades 1 through 12 for any service provided to such students during the regular school day; any service for which such students receive academic credit toward graduation; or any instructional services that supplant or duplicate the academic program of any public or private school.

POLICY: 2.2.2.1 AUTHORIZATIONS FOR CHILDREN IN GRADES 1 THROUGH 12

The Wisconsin Shares child care subsidy program does not provide authorizations for time during the typical school day for children in grades 1 through 12 while the school year is in session. The typical school day is determined by the local agency after a review of the school district hours of operation and school district calendar for schools within the particular county. This policy is necessitated by child care funding requirements established under 45 C.F.R. §98.54(c).

Authorizations for children in grades 1 through 12 can still be made for times outside of the typical school hours during the school year, and for times when school is not in session (e.g. summer break, planned holiday breaks, or other planned school-closed times). Unplanned school-closed hours are covered by school bank hours.

Ad-hoc authorizations are still allowed for sick children who attended a child care provider because they were unable to attend school.

Homeschooled children are considered enrolled, and therefore cannot receive a WI Shares authorization during the typical school day.

An expelled child is considered unenrolled, and therefore is eligible to receive a WI Shares authorization during the typical school day.

CONTACTS:

For Wisconsin Shares 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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