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**State of Wisconsin
Governor Scott Walker**

**TO: Income Maintenance Supervisors
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Income Maintenance Staff
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:	16-11	
DATE:	04/25/2016	
CC	<input checked="" type="checkbox"/>	FS <input type="checkbox"/>
W-2	<input type="checkbox"/>	BC+ <input type="checkbox"/>

SUBJECT: Child Care and School Program Collaboration

CROSS REFERENCE: Wisconsin Shares Child Care Subsidy Policy Manual Section 2.2.13, Operations Memo 15-28

EFFECTIVE DATE: April 11, 2016

PURPOSE: The purpose of this memo is to make form DCF-F-2974 obsolete and to remove related verification requirements. The strike-through sections indicate where there has been a change.

BACKGROUND: Operations Memo 15-28 introduced form DCF-F-2974 and provided additional guidance on verification of the school program hours, but did not change existing policy.

POLICY:

There is no policy change being introduced at this time but there is clarification regarding the level of verification needed in this situation. Section 2.2.13 of the policy manual will be updated to reflect the following clarification.

2.2.13 School Program Collaboration (Head Start, Early Head Start, 3K and 4K)

Child care authorizations must always be based on the parent's need for child care while the parent is at work or participating in a combination of work and school, a W-2 program, or other approved activity. When the child care program is co-located with a school program that is regulated by a public school board, or is part of a Head Start program, the school hours can be included in the authorization if all of the following factors occur:

- The hours included in the authorization are times when the child's parent is engaged in an approved activity and child care is needed for the parent to participate in his or her approved activity.
- The school program and the child care program are co-located.
- The total number of hours of the child's school program(s) is not more than four (4) hours per day.
- The total length of the child's authorized child care day is (5) five or more hours per day (the school program hours are included in this total).

If any of these requirements are not met, the authorization must be limited to the hours needed for child care so the parent can participate in his or her approved activity that occurs before and/or after the school program hours.

~~The parent must provide the necessary documentation from the school program using form DCF-F-2974. If the form is not returned to the agency within seven (7) business days, the authorization shall be limited to the child care hours without regard to the school program hours.~~ It is the parent's responsibility to report any changes in the schedule that would impact their eligibility for the hours the child participates in the school program. Failing to report a change in circumstances within 10 days that may affect a parent's eligibility status may result in an overpayment.

If the school program is located at a different site than where child care is provided, the authorization must cover only the hours the child attends the child care program and not cover the hours the child attends the school program.

Example 1: Charlie attends the Head Start program located at 1256 Water Street and the child care program that is located at 1536 Water Street. Charlie's authorization is limited to the hours he will spend at the child care program located at 1536 Water Street because the child care and the Head Start programs are in different locations.

Example 2: Dara attends a 4K program that is located at the child care center where she is enrolled. Dara's Mom needs child care from 7:30 a.m. to 2:15 p.m. Monday – Friday. The 4K program is provided at Dara's child care center from 8:00 a.m. to 11:30 a.m. Monday – Thursday. Dara's authorization may be written to include all of the hours that Dara's Mom needs child care which is 7:30 a.m. to 2:15 p.m. Monday – Friday. All hours are included due to the need of care being more than 5 hours and school hours being less than 4 hours.

~~The length of the school program will be determined by one of two ways.~~

- ~~1. The scheduled hours of the school program described in the Head Start grant agreement, the public school board contract, or other signed contract between the child care program and the funding source~~
- ~~2. By identifying the hours that school programming is available to non-Wisconsin Shares children at no cost—these are the Head Start hours~~

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.

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