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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: 16-14		
DATE: 05/03/2016		
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: Work Requirement for Basic Education and Technical Education or Course of Study Leading to Employment

CROSS REFERENCE: Wisconsin Shares Child Care Subsidy Policy Manual sections 1.2 (Apprenticeship), 1.4.8.7, 1.4.8.8, and 1.6.2.3

EFFECTIVE DATE: MAY 9, 2016

PURPOSE: The purpose of this Operations Memo is to announce a policy modification to the work requirement for participants who are in basic education or technical education or course of study leading to employment as an approved activity.

BACKGROUND: The Wisconsin Shares Child Care Subsidy Program currently requires participants in the approved activities of basic education or technical education or course of study leading to employment to meet a work requirement of at least five (5) hours per week or twenty (20) hours per month. Apprenticeship classroom work is exempt from the five (5) hours per week or twenty (20) hours per month work requirement.

Note: Participants in Wisconsin Works (W-2) are not required to complete the five (5) hours per week or twenty (20) hours per month work requirement for the school activities listed on the W-2 Employability Plan (EP). The activity type code entered on the Child Care Activity Status page

in CWW for a W-2 participant is always WWEM (W-2 Placement) regardless of the type of W-2 activities that are assigned.

POLICY: To simplify this policy, all references to the five (5) hours per week work requirement have been removed and policy now requires the participants to be working at least twenty (20) hours per month in order to qualify for basic education or technical education or course of study leading to employment. Participants involved in apprenticeships will continue to be exempt from the work requirement of twenty (20) hours per month. There are no policy changes for W-2 as an approved activity.

The following changes have been made to the policy manual:

Section 1.2 Definitions: The following policy from this section has been updated:

Apprenticeship A type of unsubsidized employment that is acceptable as long as it is approved by the Wisconsin Department of Workforce Development. To be a valid apprenticeship, there must be an apprenticeship contract signed by the applicant, employer, and Wisconsin Department of Workforce Development. Wisconsin Shares child care assistance can be provided for all activities covered under the apprenticeship contract, including classroom training time. Apprenticeship classroom work is exempt from the ~~five-hour-per-week/20hour-per-month~~ **twenty (20) hours per month** work requirement because the employer continues to pay a wage during classroom training.

Section 1.4.8.7 Basic Education: The following policy from this section has been updated:

- If the basic education is high school or equivalent and the parent is age 20 or older, the parent must be working at least ~~5 hours per week or twenty (20)~~ **twenty (20) hours per month** throughout the semester to maintain eligibility for education-related child care and the authorized weeks will count toward the parent's 24-month limit for child care for basic education.
- If the basic education program is English as a second language or literacy tutoring, the parent must be working at least ~~5 hours per week or twenty (20)~~ **twenty (20) hours per month** regardless of the parent's age. The authorized weeks of care will count toward the parent's 24-month limit for child care for basic education.
- Local agencies do not have discretion to require more than ~~5 hours per week or twenty (20)~~ **twenty (20) hours per month** of employment.

Section 1.4.8.8 Technical College or Course of Study Leading to Employment: The following policy from this section has been updated:

- The individual must be ~~employed no less than 5 hours per week or working at least twenty (20)~~ **twenty (20) hours per month** throughout the entire period of education. Work study can be considered to meet the employment requirement.
- Local agencies do not have discretion to require more than ~~5 hours per week or twenty (20)~~ **twenty (20) hours per month** of employment.

Section 1.6.2.3 Approved Activity Verification: The following policy from this section has been updated:

Basic Education and Employment: Proof of school enrollment and class schedule and employment verification of at least ~~5 hours per week or twenty (20)~~ hours per month. The most current grade report for the student must be obtained to review for satisfactory progress or if passing grades are not achieved, there must be documentation that the student took part in the required classes and performed the required work.

Technical College and Employment: Proof of school enrollment and class schedule and employment verification of at least ~~5 hours per week or twenty (20)~~ hours per month. The most current grade report for the student must be obtained to review for satisfactory progress or if passing grades are not achieved, there must be documentation that the student took part in the required classes and performed the required work. Work-study is verified by the educational aid package or a letter from the school.

Online Education: Proof of school enrollment and class schedule and employment verification of at least ~~5 hours per week or twenty (20)~~ hours per month. The most current grade report for the student must be obtained to review for satisfactory progress or if passing grades are not achieved, there must be documentation that the student took part in the required classes and performed the required work.

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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