



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.dhs.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**

**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: 16-19-AMENDED 12/2/2016					
DATE: 7/7/2016					
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
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: Child Care EBT PP Conversion Process**

**CROSS REFERENCE:** Draft-Policy Manual Chapter 2 EBT Authorizations, EBT CSAW Authorizations User Guide, EBT CSAW Authorizations-Processing Various Change Scenarios User Guide, and EBT CSAW Provider Screens User Guide.

**EFFECTIVE DATE:** JULY 11, 2016

**PURPOSE:** To communicate to local agencies how to transition from CSAW to the new EBT CSAW during Implementation of Phase 1 and Phase 2 of the MyWICChildCare (MWCC) Card Initiative for the Wisconsin Shares Child Care Assistance Program.

**BACKGROUND:** Currently agency workers manually assess and calculate child care needs for authorization hours and then enter that information into CSAW. The Department will be transitioning into using a new child care authorization system called EBT CSAW, which will calculate the number of authorized hours for a family based on the information provided by the parent(s) and entered into the system by the authorization workers. The EBT CSAW system will make this calculation by identifying an overlap of parents' approved activity schedules and the child care need.

Current authorizations are limited to six (6) months and cannot go beyond the next review or Six Month Report Form (SMRF) date. Since the requirement for parents to complete SMRFs will be

removed for Child Care in September 2016, authorizations written in EBT CSAW may be written up to twelve (12) months into the future but cannot go beyond the next review date. A separate Operations Memo will be released later in July that will provide information about the elimination of the SMRF.

The transition to EBT CSAW will be done in two (2) phases.

Phase 1 will be implemented in the WREA consortium, which consists of the following eight (8) Wisconsin Counties: Buffalo, Clark, Jackson, Monroe, Pepin, Trempealeau, Vernon, and La Crosse. The transition for Phase 1 will begin July 11, 2016 and will be fully implemented by October 1, 2016.

Phase 2 will be implemented in the remainder of Wisconsin counties and tribes. The transition for Phase 2 will begin July 11, 2016 and Phase 2 will be fully implemented by February 5, 2017.

**POLICY:** Wisconsin Shares policy regarding authorizations is currently being revised. Phase 1 will be implemented using the draft version of Chapter 2 for EBT CSAW Authorizations.

Feedback and lessons learned from Phase 1 Implementation will be used to finalize the Wisconsin Shares Child Care Subsidy Program Policy Manual Chapter 2 draft.

Wisconsin Shares Child Care Subsidy Program Policy Manual Chapter 2 for EBT CSAW Authorizations will be republished as a final version in January 2017.

### ***Overview of EBT CSAW Authorization Module Functionality***

The new EBT CSAW system will be available for all agencies to use on July 11, 2016. To access the EBT CSAW Authorization module, click on the EBT CSAW tab in the top navigation bar when in CSAW.



The new authorization module includes the following functionality:

- Entering authorization information that would be previously collected on a child care worksheet that will now automatically derive an average amount of monthly child care hours
- Allow authorizations to span 12 months (EBT CSAW does not recognize SMRF dates because SMRF requirements will be ending by September 2016)
- Allow authorizations to start on any day during the month and end on any day of the month

The old CSAW modules will remain in place for up to seven (7) years following Phase 2 implementation.

### ***Using the new EBT CSAW system***

When participants come in for a new authorization on or after July 11, 2016 and the child care authorization spans the agency's applicable implementation date for Phase 1 or Phase 2, the new EBT CSAW system should be used in addition to the old CSAW system to create two (2) authorizations; one (1) in the old system and one (1) in the new system. The purpose of writing two (2) authorizations is to ensure that the EBT CSAW authorization is in place when the agency's applicable implementation date begins. This process was created so agencies would avoid having to create all EBT CSAW authorizations on their Phase 1 or Phase 2 Implementation dates and ensure that a child will have access to continuity of services at their selected child care provider throughout the implementation.

- Phase 1 WREA - If the authorization time period spans beyond October 1, 2016, both the old and new CSAW systems should be used.
- Phase 2 STATEWIDE - If the authorization time period spans beyond February 5, 2017, both the old and new CSAW systems should be used.
  - For example, a parent requests a new authorization on November 30, 2016.
    - An EBT CSAW Authorization must be written from February 5, 2017 to the renewal date (or date of change).
    - A CSAW Authorization should be written for the period of December 4, 2016 to June 3, 2017. The system will automatically end the CSAW authorization when MWCC Implementation occurs and EBT CSAW Authorizations will be live. We asked agencies to do this in case there were any issues with the roll out.

**Note:** Several agencies missed that this was the process and have not written CSAW authorizations with an end date past MWCC Implementation dates. The best practice is to delete these CSAW authorizations and re-write it with the spanning end date if possible. If attendance has been entered on the authorization, end the authorization with a current end date and re-enter a new authorization that spans past the MWCC Implementation date. **However** this not a high priority for child care workload and it's more important to have authorizations converted in EBT CSAW than to fix the end dates for the CSAW authorizations.

### ***Process for Writing Two Authorizations in EBT CSAW and CSAW***

When writing two (2) authorizations, one (1) in the old and one (1) in the new system, workers should first create an authorization in EBT CSAW. Workers should then create an authorization in the old CSAW system. Completing the authorizations in this sequence will support the best workflow for the agency worker.

There are three (3) different options when entering a Child Care (CC) assistance group's schedules in the new EBT CSAW, a single week schedule option, a two-week schedule option, or a four-week schedule option.

**Single Week Schedule:**

Use the single week schedule option as the Schedule Type in the EBT CSAW Authorization navigation flow if the parent’s activity and child care need does not vary from week to week. The single week schedule option is used similarly to the previous enrollment based authorization option. (See EBT CSAW Authorization Module User Guide for more information).

After entering the schedule information for the parent(s) and child(ren) with a consistent schedule, the system navigation flow will take you to a summary page with the “approved weekly hours” information. The approved authorization hour’s section displays the amount of authorized hours for one (1) week that will be used in calculating the monthly authorized hours and monthly amount for EBT CSAW. See screen shot below.

Location Details	
<b>Provider/Location#</b>	3800036563/001
<b>Provider Name</b>	Randy's Group Care, Inc
<b>Location Name</b>	Randy's Group Care-In-Out Mode
<b>Phone #</b>	(414) 555-6666
<b>Address</b>	123 Main St Anytown WI 52222
<b>Months Open</b>	Jan-Dec
<b>Night Capacity</b>	0
<b>Day Capacity</b>	50
<b>Hours: MON-SUN</b>	6:00AM - 6:00PM

Approved Hours	
<b>Begin Date</b>	04/15/2016
<b>End Date</b>	12/15/2016
<b>Status</b>	Pending

Weekly Hours		Hours Used for Calculation	
	Week		Week
Hours Based on Schedule	45:00	Full Time	35:00
Travel Time	05:00	Above Full Time (50)	00:00
<b>Total</b>	<b>50:00</b>	Average Weekly Hours (Full Time): 35:00	
Approved	50:00	Average Weekly Hours (Above Full Time): 00:00	

Average Weekly Auth Hours: 50:00

**Override Hours Related Comment**

0 of 500 characters.  
Licensed Group

**Location Category**

**Rate Type \*** Regular

**Override Rate** 0.00

Weekly  Hourly  Clear

The worker can then use the system calculated hours from EBT CSAW to create the CSAW authorization by picking the one (1) week of calculated hours to create an enrollment based authorization in the old CSAW system (unless the parents goes to a Licensed Family or Certified provider, then an attendance based authorization must be written).

For example, a single father named Jose comes in on July 28, 2016 to complete his CC renewal for July and to obtain a new child care authorization for his child because his child’s current authorization will be ending August 6, 2016. Jose completes his renewal and provides all required verification. Jose has a consistent schedule for his job at Quad Graphics and doesn’t anticipate any changes within the next 12 months for himself or for his non-school aged child. He is eligible for a child care authorization for his child up to the review date and no greater than 12 months into the future.

The authorization worker will first enter all the authorization information into EBT CSAW to calculate an authorization with a begin date of October 1, 2016 since Jose lives in a county within WREA. The authorization end date in EBT CSAW will be the renewal date. EBT CSAW

does not recognize SMRF dates because SMRF requirements will be ending by September 2016. The system will then derive a weekly average of approved hours. As indicated in the screen shot above, the weekly calculated amount of EBT CSAW authorization hours is 50 hours for Jose's child.

The worker will then use the weekly calculated amount of 50 hours to enter an enrollment based authorization into the old CSAW system (unless the parents goes to a Licensed Family or Certified provider, then an attendance based authorization must be written). The worker will create this authorization in the old CSAW system with a start date of August 7, 2016 and an end date of February 4, 2017 (because of the SMRF date in CSAW). The system will automatically end this CSAW authorization in October 2016 when deployment of EBT CSAW begins.

There are a few instances where the system won't automatically calculate the accurate number of authorized hours per policy standards and a manual override of the EBT CSAW system may need to be done. These include self-employment, multi-generational, and for cases that need additional sleep hours (See EBT CSAW Authorization User Guide for more information).

**Note: Both systems should be used to create authorizations after July 11, 2016 if the authorization time period spans the agency's applicable Implementation date, but agency discretion still needs to be applied when determining the length of time to write an authorization. For example, if a parent anticipates a change in his/her schedule or the child care need schedule, the authorization should be established up to the anticipated change date. If the parent does not have all information available for the future change need, the authorization should only be established for the known need. Additional verification can be requested prior to completing the next requested authorization if necessary. A 6 to 12 month length authorization should not be written for either system if it is not needed. The authorization should correspond to the anticipated change. The authorization can be written in the old CSAW system initially and when the participant comes in with the updated information, then authorizations in both systems can be written.**

**If a parent's EVFE or paystub are in conflict with the number of hours the parent reports as their work schedule, the authorization worker may need to ask some follow up questions. CSAW and EBT Authorizations must not be written strictly based off of EVFE or paystub hourly information. A full assessment must be completed, which includes obtaining the appropriate schedules. Please see Draft-Policy Manual Chapter 2 EBT Authorizations for further information.**

#### Two or Four Week Schedule:

If the parent's schedule or child care need schedule varies, choose either the two-week or four-week schedule as the Schedule Type during the EBT CSAW Authorization navigation flow. These types of schedule options are used similarly to the previous attendance based authorization option. (See EBT CSAW Authorization User Guide for more information).

If the parent's schedule or child care need schedule varies every other week, choose the two-week schedule option as the Schedule Type.

The screenshot shows a form titled "Parent Schedule". Under "Schedule Type", there are three radio button options: "Single Week", "Two Weeks", and "Four Weeks". The "Two Weeks" option is selected and highlighted with a red box. To the right, under "Week Number", there are two radio button options: "Week #1" and "Week #2". The "Week #1" option is selected and highlighted with a red box.

If the parent's schedule or child care need schedule varies from week to week, use the four-week schedule option as the Schedule Type to collect the activity schedule for the last four (4) weeks.

Parent Schedule

Schedule Type  Single Week  Two Weeks  Four Weeks

Week Number  Week #1  Week #2  Week #3  Week #4

After entering the varied schedule information for the parent(s) and child(ren), the system will take you to a summary page with the "approved weekly hours" information. The approved weekly hours section displays the approved hours for weeks one (1), two (2), three (3), and four (4). See screen shot below.

**CSAW** Child Care Statewide Administration on the Web

Logged in as: marydrumm

CSAW EBT Provider Authorization Issuance PIES - Payment Adjustment Reports Announcements Administration Links Dashboard Post Load Benefit change

**Authorization - Weekly Hours**

**Case Details**

Case Number: 7150858074  
 Address: 6828 Schroeder Rd 18, Madison, WI 53711-2387, Dane County  
 Primary Person: Marni Lopez  
 Admin Agency: Dane County (13)  
 Review Date: 04/30/2017

**Individual Details**

Name: Marissa Lopez  
 Date of Birth: 09/21/2014  
 PIN: 7585031980

**Location Details**

Provider/Location#: 3800036563/001  
 Provider Name: Randy's Group Care, Inc  
 Location Name: Randy's Group Care-In-Out Mode  
 Phone #: (414) 555-6666  
 Address: 123 Main St, Anytown WI 52222  
 Months Open: Jan-Dec  
 Night Capacity: 0  
 Day Capacity: 50  
 Hours: MON-SUN 6:00AM - 6:00PM

**Approved Hours**

Begin Date: 05/23/2016  
 End Date: 04/30/2017  
 Status: Completed

Weekly Hours					Hours Used for Calculation			
	Week1	Week2	Week3	Week4	Week1	Week2	Week3	Week4
Hours Based on Schedule	30:00	07:30	30:00	07:30	34:00	08:30	24:00	08:30
Travel Time	04:00	01:00	04:00	01:00				
Total	34:00	08:30	34:00	08:30				
Approved	34:00	08:30	24:00	08:30				

Average Weekly Auth Hours: 18:45  
 Average Weekly Hours (Full Time): 18:45  
 Average Weekly Hours (Above Full Time): 00:00

Override Hours Related Comment

Location Category: 0 of 500 characters. Licensed Group  
 Rate Type: Regular  
 Override Rate: 0.00  
 Weekly  Hourly  Clear

<< Back to Child Schedule | Review >>

The worker can then use this information from EBT CSAW by picking the highest number of hours approved of the four (4) week calculation to create an attendance based authorization in the old CSAW system.

For example, a single mother named Marni has a varying four-week schedule for her job at Dairy Queen. She comes in on August 26, 2016 with her completed SMRF information for her August SMRF and all of her verification. She is requesting a new child care authorization for her young daughter named Marissa because Marissa's authorization is ending September 3, 2016. Her daughter will need a full time authorization.

The authorization worker will first enter all the authorization information into EBT CSAW to calculate an authorization with a begin date of February 5, 2017 since Marni lives in Dane. The

end date will be the renewal date if there are no anticipated changes for Marni or her daughter. EBT CSAW does not recognize SMRF dates because SMRF requirements will be ending by September 2016. The system will then derive four weeks of approved hours.

The worker will then use the highest amount of approved weekly hours to enter an authorization into the old CSAW system. In this instance, the highest amount of approved weekly hours for an authorization for Marni's child is 34 hours. The worker will then create an attendance based authorization in the old CSAW system starting September 4, 2016 and ending on March 4, 2017 (because of the review date in CSAW). The system will automatically end this CSAW authorization in February 2017 when deployment of EBT CSAW begins.

There are a few instances where the system won't automatically calculate the accurate number of authorized hours per policy standards and a manual override of the EBT CSAW system may need to be done. These include self-employment, multi-generational, and for cases that need additional sleep hours. (See EBT CSAW Authorization User Guide for more information).

**Note: Both systems should be used to create authorizations after July 11, 2016 if the authorization time period spans the agency's applicable Implementation date, but agency discretion still needs to be applied when determining the length of time to write an authorization. For example, if a parent anticipates a change in his/her schedule or the child care need schedule, the authorization should be established up to the anticipated change date. If the parent does not have all information available for the future change need, the authorization should only be established for the known need. Additional verification can be requested prior to completing the next requested authorization if necessary. A 6 to 12 month length authorization should not be written for either system if it is not needed. The authorization should correspond to the anticipated change. The authorization can be written in the old CSAW system initially and when the participant comes in with the updated information, then authorizations in both systems can be written.**

**If a parent's EVFE or paystub are in conflict with the number of hours the parent reports as their work schedule, the authorization worker may need to ask some follow up questions. CSAW and EBT Authorizations must not be written strictly based off of EVFE or paystub hourly information. A full assessment must be completed, which includes obtaining the appropriate schedules. Please see Draft-Policy Manual Chapter 2 EBT Authorizations for further information.**

**Note:** Further information on training opportunities for EBT CSAW can be found on the department's PTS link.

### ***Under-utilization Reports and Alerts***

Local agencies must discontinue use of under-utilization reports and worker alerts related to authorization under-utilization. These tools must not be used to help determine or manually adjust the number of authorized hours for either CSAW or EBT CSAW authorizations.

However, the automated reduction of under-utilized enrollment based authorizations will remain in place until full implementation of MWCC.

## **Automated System Conversion Process**

### Automated System Conversion Process Dates

- Phase 1-WREA-September 15, 2016.
- Phase 2-Statewide-January 15, 2017.

Agencies are expected to create two (2) authorizations (one in CSAW and one in EBT CSAW) for parents coming in after July 11, 2016 whose authorization spans Implementation dates of Phase 1 or Phase 2, however if agencies do not write an EBT CSAW authorization by the Implementation dates, the system will automatically convert most CSAW authorizations with the following logic:

1. The system will identify all attendance and enrollment based authorizations that have an end date beyond the Implementation dates for Phase 1 and Phase 2 and do not have an EBT authorization established to be converted.
2. Then the system will review the attendance entered for these authorizations for the most recent 4-week period available. If a full four (4) weeks of attendance has not been entered, it will use the lesser amount of weeks available.
3. The system will average the reported attendance for the weeks considered and increase the averaged hours by 20% to arrive at a weekly amount of averaged hours (with the maximum amount of hours limited to the original CSAW authorized hours).
4. This amount will be multiplied by 4.348 to arrive at an average amount of monthly hours.
5. The converted authorizations for both implementation dates will begin the date of Implementation and span until the original authorization's end date.
6. This will include CSAW 0-hour authorizations. These will be converted to 0-hour EBT CSAW authorizations and if it spans winter months, inclement weather hours will be added to the authorization.

There are certain exceptions to this conversion process. If agencies do not create an EBT CSAW authorization by their county's applicable Implementation date, then the following authorization types will not automatically convert:

- Authorizations that start two weeks before the conversion date will not have attendance entered and will not be converted.
- Two authorizations to the same provider location for a child for the same period time will not be converted.
- Special needs authorizations cannot be converted (all other override rate authorizations will be converted).
- In addition, hours for what was known previously as "School Bank" hours for inclement weather or school closed scheduled days will not be added to converted authorizations and must be worker added in EBT CSAW (see EBT CSAW Authorization Module User Guide).

In addition, no authorizations will be converted or can be written in EBT CSAW after September 15, 2016 for WREA and after January 15, 2017 for the balance of the state if the EBT vendor FIS (Fidelity National Information Services) does not have a completed and signed contract on file for child care providers.

Phase 1-There will be validations in old CSAW that will not allow WREA authorizations to be created after September 15, 2016 that span past the Implementation date of Saturday, October 1, 2016. Authorizations written for a begin date after September 15, 2016 in CSAW for WREA can be written up to October 3, 2016, but no further.

Phase 2-After January 15, 2017, there will be validations in CSAW for agencies outside of WREA counties that will not allow any authorizations to be written past the Implementation date of Sunday, February 5, 2017. Authorizations written for a begin date after January 15, 2017 in CSAW can be written up to Saturday, February 4, 2017, but no further.

- For example, beginning on January 15, 2017, future authorizations can only be written in CSAW for the period of January 15, 2017 to February 4, 2017.
- Beginning on January 15, 2017 agency workers need to write an EBT CSAW authorization for the remaining timeframe of the authorization. For example, February 5, 2017 to the next renewal date (or date of expected change).
- This is important information for agencies completing January 2017 renewals. Agencies may want to contact these parents earlier.
- CSAW will still be available for retro authorizations after full implementation of MWCC.

### **Statewide EBT CSAW Authorization Reports**

The Department will run weekly reports every Monday beginning July 25, 2016 that will identify current CSAW authorizations that do not have a corresponding EBT CSAW authorization and child care providers that do not have a contract with our EBT Vendor FIS.

These reports will be available for all agencies statewide on Sharepoint to help them identify and contact parents whose authorizations cannot be converted or child care providers who do not have a contract with FIS. These reports are also available for agencies to assess how many authorizations are not in the new EBT CSAW system.

The reports will be stored on the following SharePoint website under MyWICChildCare:

<https://share.dcf.wisconsin.gov/cca/SiteAssets/home.aspx>

### **Parent Notices**

Parents will receive notices for authorizations in CSAW that will be ending upon EBT Implementation and that have no consecutive EBT CSAW Authorization in place. These notices will be sent approximately 10 days prior to Implementation date.

Parents with manually (EBT CSAW authorizations entered by the agency workers) and automated converted authorizations (EBT CSAW authorizations created by the system) will receive a new quarterly EBT CSAW authorization notice for their converted authorization. They will not receive a notice that their CSAW authorization has ended.

New EBT authorization notices will be issued to parents approximately 10 days before the Implementation date.

Parents can view authorizations in real time using the new MyWICChildCare Parent Portal. <https://mywchildcareparents.wisconsin.gov/login>

### **Provider Letters**

Child care providers will receive authorization end letters for authorizations in CSAW that will be ending upon EBT Implementation and that have no consecutive EBT CSAW Authorization in place. **These letters will be sent approximately 10 days prior to Implementation date.**

New EBT authorization letters will be issued to providers approximately 10 days before the Implementation date.

**Note: After Implementation, providers will be sent EBT CSAW Authorization letters on the last business day of each month.**

**Providers can view authorizations in real time using the new Child Care Provider Portal.**  
<https://mywchildcareproviders.wisconsin.gov/login>

Under EBT CSAW, child care providers will only receive information to inform them of the authorization, but will not receive information regarding the number of hours per week or the amount of funds that will be available on the parent's MyWIChildCare EBT card.

### **Provider Price Changes**

Provider Prices submitted to the agency and entered into the CSAW system will be converted from CSAW to EBT CSAW on July 10, 2016 however after this date workers will need to update any price changes in both CSAW and EBT CSAW. Both systems will need to be updated until the applicable agency's Implementation date in case there is a retro authorization or a payment adjustment for a past period.

### **Phase 1- Specific Information**

All parents that live in the identified WREA counties must have EBT CSAW authorizations for their children even if their child care provider is located outside the WREA consortium.

Parents that live outside of the WREA consortium whose children attend child care providers within WREA counties cannot have an EBT CSAW authorization during Phase 1.

Therefore some child care providers in WREA and some additional child care providers in the surrounding area will continue to report attendance in CCPI for parents who are located outside of WREA and be enrolled with our EBT vendor FIS (Fidelity National Information Services) to receive payments via the MyWIChildCare card process for parents that are located within WREA counties.

### **Attendance Reporting in CCPI**

Providers will still need to submit attendance reporting for attendance periods up to the EBT Implementation dates:

- October 1, 2016 for Phase 1 (with the exception of WREA providers that have CSAW authorizations for parents that live outside of WREA).
- February 4, 2017 for Phase 2.

## Where to Find MWCC Resources

The Wisconsin Shares Home page has changed. The following link should be saved as a favorite for a resource for agency workers: <https://dcf.wisconsin.gov/childcare/agencyworkers>

This link will allow you to access the resources mentioned throughout this Operation's Memo such as the Draft-Policy Manual Chapter 2 EBT Authorizations, EBT CSAW Authorizations User Guide, EBT CSAW Authorizations-Processing Various Change Scenarios User Guide, and EBT CSAW Provider Screens User Guide. (See screen shot below)

**WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES**  
*Protecting Children, Strengthening Families, Building Communities*

Report Child Abuse | Report Fraud | Start Typing to get Search Suggestions

Home | How do I... | I Am | Assistance Programs | Child Care | Protecting Children | DCF Partners

### Wisconsin Shares Child Care Agency Worker & Partner Resources

This page contains resources for local agency workers and local agency administration.

#### Worker Level

- Wisconsin Shares Child Care Subsidy Policy Manual
  - The Wisconsin Shares Policy Manual contains the policies of the Wisconsin Shares Program.
- Operations Memos
- Wisconsin Statute Chapter 49
- Administrative Code DCF 101 and 201
- Foster Parents, Kinship Care Relatives, and Interim Caretakers
- DCF Forms and Publications Repository
- 2016 Attendance Periods and Issuance Dates

#### Child Care Security Access Request Form

There are multiple child care systems that Child Care Agency Workers must access in order to assist clients. Those systems include, but are not limited to: CARES/CWW, CCPI, CSAW, WISCCRS, YoungStar Case Management, and WebI. This simplified security access guide helps Child Care Agency Workers request access, modify access for existing users, and end system access.

#### Administrator Level

##### DECE Administrator Memos

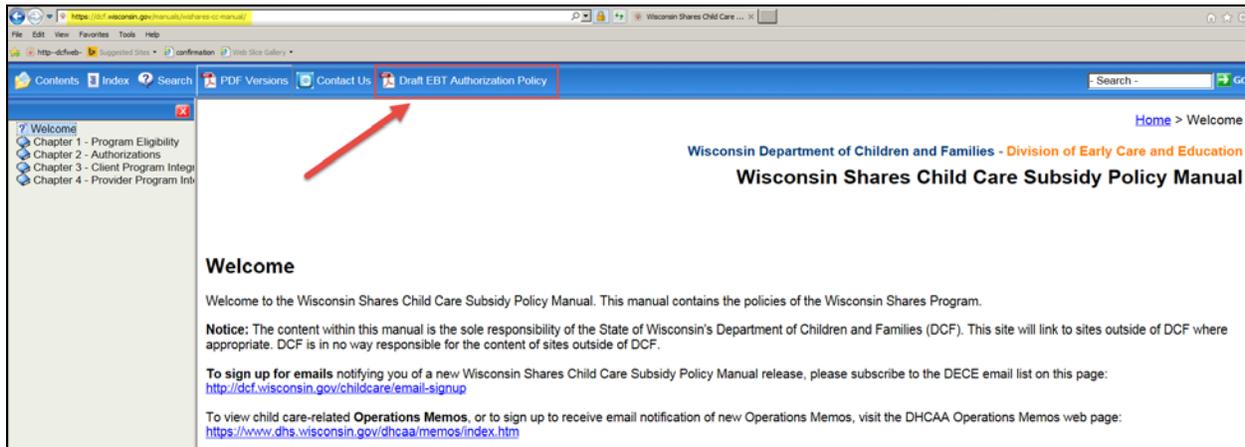
Administrator Memos from the Division of Early Care and Education in the Department of Children and Families. The Division of Early Care and Education (DECE) publishes Administrator's Memos when changes are made to the county/tribal child care contracts and other administrative procedures.

##### Child Care Agency Annual Summary Form DCF-F-425

Form 425 is for agencies performing all contract functions (Administration, Fraud, and Certification) of Child Care Administration.

**Left Sidebar:** Child Care Home, CCDBG, Child Care Information Center, Child Care Agency Workers, Child Care Regulation, Child Care Resources, Find Child Care, Milwaukee Early Care Administration (MECA), MyWICildCare, Wisconsin Shares, Quality Child Care Initiatives, Race to the Top, Reports, Plans, and Grants, YoungStar, **User Guides**, Gateway, Sign Up for Child Care Emails

Draft-Policy Manual Chapter 2 EBT Authorizations can be found on the Wisconsin Shares Child Care Subsidy Policy Manual homepage. (See below)



Select the link below to see other MWCC Resources on Sharepoint. They are available at the bottom of the Wisconsin Shares Child Care Subsidy Administration homepage in the left corner. <https://share.dcf.wisconsin.gov/cca/SiteAssets/home.aspx>



MWCC Training and materials can also be found on the PTS Learning Center website. [https://wss.ccdet.uwosh.edu/stc/pcf/psciis.dll?linkid=133256&mainmenu=DCF&top\\_frame=1](https://wss.ccdet.uwosh.edu/stc/pcf/psciis.dll?linkid=133256&mainmenu=DCF&top_frame=1)  
A computer based training is now available for the Post Load Benefit Correction (PLBC).

## 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](mailto: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, 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.

DCF/DECE/BELP/MRD