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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: 16-20 AMENDED					
DATE: 09/19/2016					
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: CCDBG Phase 1: Elimination of the Six Month Report Form (SMRF)
for Child Care**

CROSS REFERENCE: Wisconsin Shares Child Care Subsidy Policy Manual sections 1.9, 1.9.2, and 1.9.3; Child Care and Development Block Grant (CCDBG) Act of 2014 section 658E(c)(2)(N)(i)

EFFECTIVE DATES: Release 1: August 5, 2016
Release 2: September 24, 2016

PURPOSE: The purpose of this Operations Memo is to inform county, tribal, and state staff about the elimination of the Six Month Report Form (SMRF) requirement from Child Care (CC) policy, CC-specific CARES Worker Web (CWW) functionality, CC-specific ACCESS functionality, Child Care Statewide Administration on the Web (CSAW) functionality, and Child Care Provider Information Web (CCPI) functionality.

BACKGROUND: The Child Care and Development Block Grant (CCDBG) Act authorizes the federal child care subsidy program, known as the Child Care and Development Fund (CCDF). On November 19, the CCDBG Act of 2014 was signed into law with bipartisan support. This new Act made significant changes to CCDF. One of these changes establishes a 12-month eligibility re-determination period for participants of the child care subsidy program. In order to

comply with this federal requirement, the current Wisconsin Shares policy requiring a six month review must be removed both from policy and from CWW functionality.

The CCDBG 12-month eligibility re-determination period will be implemented in two releases:

- Release 1 on August 5, 2016
- Release 2 on September 24, 2016

Release 1: The following enhancements will occur for the August 5, 2016 release:

- CWW will stop sending the CC SMRF and the CC SMRF Reminder Letter to participants.
- The remaining SMRF and SMRF Reminder Letter will be redesigned to only include information pertaining to the FoodShare (FS) program.
- A one-time mailing will go out to all CC participants that have an open CC assistance group (AG) in the months of July, August, or September as of July 23, 2016.

Release 2: The following enhancements will occur for the September 24, 2016 release:

- FS and CC review dates will no longer be synched systematically in CWW.
- A CC SMRF date will no longer be set by CWW.
- CC will have a 12-month eligibility period in CWW.

Note: Participants due for an August SMRF are still required to complete their August SMRF in order to remain eligible for CC. The August SMRF can be processed in CWW through September 23, 2016. In order to catch cases that have not completed the August SMRF for CC, a list of cases will be generated that have an August CC SMRF still not processed in CWW. This list will be generated the week before September 24, 2016. The CC Review date for those cases will then be changed by DCF BITS to September 2016 to make sure the participants have completed the CC requirements.

In preparation for the removal of the CC SMRF, any agencies that created internal CC SMRF document routing rules should remove their CC SMRF document routing rules by September 23, 2016, at the latest.

POLICY: All references to the SMRF or a six-month review will be removed from the Wisconsin Shares Child Care Subsidy Policy Manual by October 1, 2016. The specific sections are as follows:

- Section 1.2 Definitions: remove the reference to the SMRF in the Renewal, Review, and Six Month Reporting Form (SMRF) definitions.
- Section 1.3.6 Signature Requirements: remove the reference to the SMRF.
- Section 1.4.6 Social Security Numbers (SSN): remove the reference to the SMRF for providing an SSN when a SSN Application was initially provided.
- Section 1.9 Ongoing Eligibility: remove the reference to the SMRF.
- Section 1.9.2 Eligibility Redetermination: remove the reference to the SMRF.
- Section 1.9.3 Six Month Report Forms (SMRF): remove the section entirely.
- Section 2.2.3.3 backdating Authorizations due to late SMRF: remove the section entirely.

CARES WORKER WEB (CWW): The following pages in CWW will be enhanced:

- SMRF Inbox Search: This search will be enhanced to no longer show cases with only CC. Cases with FS and CC will still appear in the search results.

Inbox Listing – View Change / SMRF / Renewal Cancel Reset

The following events have occurred:

! DNO11: The search has returned more than 250 records and only the first 250 records are displayed. Please narrow your search by changing the criteria.

Change / SMRF / Renewal Inbox Search Criteria

IM Consortium: **STATE CONSORTIUM** Counties / Tribes: **40-MILWAUKEE**

Eligibility Office: _____ Supervisor Unit: _____

Assigned Worker: _____ Case Worker: _____

Inbox Item Type: **SMRF** (highlighted in red)

Inbox Item Status: **ALL** Language: _____

Received Date: **Any Day** SMRF / Renewal Due Date: **Any Month**

Programs: **ALL** Has Related Unprocessed Items: **ALL**

Change / SMRF / Renewal Inbox Listing

1 of 10 Pages

select	Cnty/Trib	Assigned Worker	Due Date	Received Date	Inbox Item Status	Case Number	Primary Person Name	Case Worker	Programs	Related Items	Flag
<input type="radio"/>	Select Next Inbox Item Meeting the Above Criteria (Received Status Only)										
<input type="radio"/>	40	[REDACTED]	03/31/2010	04/08/2010	In Progress	[REDACTED]	[REDACTED]	[REDACTED]		No	
<input type="radio"/>	40	[REDACTED]	07/31/2010	07/12/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	08/09/2010	In Progress	[REDACTED]	[REDACTED]	[REDACTED]	FS	Yes	
<input type="radio"/>	40	[REDACTED]	08/31/2010	08/20/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	08/20/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS,CC	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	08/23/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	08/24/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	08/24/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	08/24/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	08/25/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	08/27/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS,CC	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	08/31/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	08/31/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	09/16/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS,CC	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	09/20/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS,CC	No	
<input type="radio"/>	40	[REDACTED]	08/31/2010	09/21/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS	No	
<input type="radio"/>	40	[REDACTED]	09/30/2010	09/16/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS,CC	No	
<input type="radio"/>	40	[REDACTED]	09/30/2010	09/16/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS,CC	No	
<input type="radio"/>	40	[REDACTED]	10/31/2010	09/29/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS,CC	No	
<input type="radio"/>	40	[REDACTED]	10/31/2010	09/29/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS,CC	No	
<input type="radio"/>	40	[REDACTED]	10/31/2010	10/04/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS,CC	No	
<input type="radio"/>	40	[REDACTED]	10/31/2010	10/04/2010	In Progress	[REDACTED]	[REDACTED]	[REDACTED]	CC	Yes	
<input type="radio"/>	40	[REDACTED]	10/31/2010	10/07/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS	No	
<input type="radio"/>	40	[REDACTED]	10/31/2010	10/14/2010	Received	[REDACTED]	[REDACTED]	[REDACTED]	FS,CC	No	
<input type="radio"/>	40	[REDACTED]	10/31/2010	10/18/2010	In Progress	[REDACTED]	[REDACTED]	[REDACTED]	FS,CC	No	

Cancel Previous Next

- Worker Dashboard:** The CC section will be removed from the expanded SMRF section. In order to do this, a one-time conversion will be run to systematically delete the CC SMRFs with a default value that is not currently in use. The information will still exist in the database, but will not be displayed for the user. For work items, the CC-only cases will no longer display and the system will delete the entire work item. For cases with CC and FS, the work item will still appear in the search results, but the system will delete the CC "Work Item type" from the work item.

Work Items		Days Left to Complete				
Category	Total	<1	1-7	8-14	15-30	>30
Applications	0					
- SMRFs	1				1	
- SMRF Received	2				2	
FoodShare	1				1	
Child Care	1				1	
Potential Errors	0					
Discrepancies	0					

User ID: [redacted] User Name: [redacted] Quick Select: CASE/RFA [Go] [Help] [Logout]

Primary Person: [redacted] Case: [redacted] Status: Open Mode: Ongoing 3.5 03/10/2016

Action Items (2)
Documents (0)
Discrepancies (0)
Work Items (1)

Due Date	Rec Date	Category	Type(s)	Worker	Flag
03/31/2016	03/10/2016	SMRF	FoodShare Child Care	XCTJ18	[dropdown]

County of Residence: 72 - MEMORINEE

User ID: [redacted] User Name: [redacted] Quick Select: CASE/RFA [Go] [Help] [Logout]

Primary Person: [redacted] Case: [redacted] Status: Open Mode: Ongoing 3.5 03/10/2016

Action Items (1)
Documents (0)
Discrepancies (0)
Work Items (1)

Due Date	Rec Date	Category	Type(s)	Worker	Flag
02/29/2016	03/07/2016	SMRF	Child Care	XCTJ18	[dropdown]

- Record Six Month Reporting Action page: This page will be changed to “FoodShare Record Six Month Reporting Action” page. All CC and FS references will be removed, as the page title now clearly indicates FS only. CC data will still remain in the existing tables, but no historical CC data will appear on the page and the page will only display FS SMRF information.
 - Note: If past SMRF information on a CC case needs to be reviewed for integrity issues, the information will still be available in Child Care Statewide Administration on the Web (CSAW) on the View SMRF Details page under the Administration tab.

FoodShare Record Six Month Report Actions Cancel Reset

Record Six Month Report Actions

Action Date: Action Code: Reset Add

Review Six Month Report Actions

Action Date	Action Code	Process Month	Update Worker ID
02/20/2016	SNT - Original Form Sent	03/2016	
01/20/2016	RMD - Reminder Letter Sent	03/2016	

Add Case Comment Cancel Previous Next

- Override AG Review Dates: The error message that reads, “FS review date and CC review date must match” will be removed. The review date synch up edit will be removed after the September 2016 release.

Primary Person: Case: Status: Open Mode: Ongoing 3.5 10/01/2015

Override AG Review Dates Cancel Reset

The following events have occurred:

XE010: FS Review Date and CC Review Date must match

Open Programs

Program	Sequence	Eligibility Review Date	Override Eligibility Review Month
CC - CHILD CARE	1	09/30/2016	<input type="text" value="MM / YYYY"/>
FS - FOODSHARE	1	09/30/2016	<input type="text" value="10 / 2016"/>

Closed/Denied Programs

Program	Sequence	Eligibility Status	Eligibility Review Date
No data found.			

Add Case Comment Cancel Submit

- Work Item Search page: The CC search type will be removed from the reference table when searching the SMRF category. The check boxes will be removed.

Work Item Search Reset

Criteria

How would you like to search? Restore to Default Search Criteria Save Search Criteria

By IM Consortium, County/Tribe, IM or W-2 Team
 By Work Item Owner
 By Primary Worker or Caseload
 By Case, RFA or ACCESS Tracking Number

By IM Consortium, County/Tribe, IM or W-2 Team

County/Tribe: 40 - MILWAUKEE COUNTY Narrow Further? No

IM Consortium: Narrow Further? No

W-2 Geographical Area: Narrow Further?

Additional Search Criteria

Category: **SMRF**

Status:
 SELECT ALL
 SMRF Received SMRF Processing
 Pending Verification

Type:
 SELECT ALL
 Food Share Food Share Incomplete
 Child Care Child Care Incomplete

Due Date:
 Any
 Before MM/DD/YYYY
 Between MM/DD/YYYY and MM/DD/YYYY

Received Date:
 Any
 Before MM/DD/YYYY
 Between MM/DD/YYYY and MM/DD/YYYY

Completion Status: Not Completed

Completed / Withdrawn Between: MM/DD/YYYY and MM/DD/YYYY

Work Item Flag:
 No Flag Escalated Flag
 Reviewed Flag Withdraw Requested Flag

Has related documents? (Only applies to cases):

What would you like to do?

View and Select Work Items meeting the above criteria
 View and Select to Reassign Work Items meeting the above criteria
 Display Counts of Work Items meeting the above Criteria

- Pending Six Month Reports page:** A one-time conversion will be run for this page under “worker tasks” in September 2016. The last action code for the CC-only SMRF will be populated as NCS (No Child Care SMRF Required) for all SMRFs with INC (Incomplete) or SMM (SMRF Month Calculated). This conversion will occur for any SMRFs that are due later than August 2016.

Pending Six Month Report Forms

Criteria

Worker ID: [REDACTED] County: 40 - MILWAUKEE COUNTY

Pending Six Month Report Details

1 of 3 Pages

Case	Primary Person Name	Process Month	Last Action	Action Date	Updated By
[REDACTED]	[REDACTED]	10/2009	CMP - Complete	10/21/2009	[REDACTED]
[REDACTED]	[REDACTED]	08/2010	SNT - Original Form Sent	07/17/2010	[REDACTED]
[REDACTED]	[REDACTED]	01/2011	SNT - Original Form Sent	01/24/2011	[REDACTED]
[REDACTED]	[REDACTED]	02/2011	SNT - Original Form Sent	01/22/2011	[REDACTED]
[REDACTED]	[REDACTED]	02/2011	CMP - Complete	02/03/2011	[REDACTED]
[REDACTED]	[REDACTED]	06/2011	SNT - Original Form Sent	06/10/2011	[REDACTED]
[REDACTED]	[REDACTED]	06/2011	SNT - Original Form Sent	06/10/2011	[REDACTED]
[REDACTED]	[REDACTED]	06/2011	SNT - Original Form Sent	06/10/2011	[REDACTED]
[REDACTED]	[REDACTED]	06/2011	SNT - Original Form Sent	06/10/2011	[REDACTED]
[REDACTED]	[REDACTED]	06/2011	SNT - Original Form Sent	06/10/2011	[REDACTED]
[REDACTED]	[REDACTED]	06/2011	SNT - Original Form Sent	06/10/2011	[REDACTED]
[REDACTED]	[REDACTED]	06/2011	SNT - Original Form Sent	06/10/2011	[REDACTED]
[REDACTED]	[REDACTED]	06/2011	SNT - Original Form Sent	06/10/2011	[REDACTED]
[REDACTED]	[REDACTED]	06/2011	SNT - Original Form Sent	06/10/2011	[REDACTED]
[REDACTED]	[REDACTED]	06/2011	SNT - Original Form Sent	06/10/2011	[REDACTED]

Worker ID: [XCTJ18] Action Code: [ALL - ALL] Go

- SMRF Summary page: A one-time conversion will be run to systematically change all CC only SMRFs to “No Action Required” by selecting “Duplicate” as the reason. The default worker ID the system will use is “CARES.” The system will also write a case comment when this occurs on a case that states, “System marked SMRF as duplicate.” As of 09-24-2016, CC no longer requires a SMRF.”

Change / SMRF / Renewal Summary Reset

Inbox Item Information

Inbox Item Number: [REDACTED]
Item Type: **SMRF**
Due Date: 03/31/2013
Received Date: 04/23/2013
Assigned Worker: [REDACTED]
Inbox Item Status: Received
Inbox Item Details: [View](#)

Case Information

IM Consortium: STATE CONSORTIUM
County / Tribe: MILWAUKEE COUNTY
Language: ENGLISH
Companion: NO
Eligibility Office: 5040
Supervisor Unit: [REDACTED]
Case Number: [REDACTED]
Case Worker: [REDACTED]
Secondary / Other Worker: [REDACTED]
Primary Person Name: [REDACTED]
Programs: **CC**

Related Submissions

Item Type	Number	Status	Filing Date/Received Date	Programs Requested
No data found.				

Worker Attention

Changes Reported	Changes Reported
No data found.	

Companion Case Information

Case Number:
Case Worker:
Primary Person Name:

What would you like to do?

Start/Continue Processing Inbox Item

No Action Required on Inbox Item Reason: [REDACTED]

Cancel [Previous](#) [Next](#)

- **Document Routing Rules:** the Document Routing Rules check box for Child Care SMRF will be removed from the routing rules page.
 - **Please Note:** In preparation for the removal of the CC SMRF, any agencies that created internal CC SMRF document routing rules should remove their CC SMRF document routing rules by September 23, 2016, at the latest.

Document Rule Definition [Cancel] [Reset]

Rule Name: []
Last Updated: [] Updated By: []

Condition(s)

County of Residence: [Any County of Residence] [v]

Document Type: [Any of the Document Types checked below (OR)] [v]
 SEI - SELF-EMPLOYMENT INCOME
 SMRF - SMRF FORM
 SSIA - SSI/SSDI REFERRAL/ADVOCACY DOCUMENTS
 SSN - SOCIAL SECURITY CARD
 SJE - SHELTER/UTILITY EXPENSE

Context: [Any Context] [v]

Channel: [Any Channel] [v]

Programs: [Any of the Programs below (OR)] [v]

Badger Care Plus: [Any status] [v]

BC+ Core Plan: [Any status] [v]

EBD Medicaid: [Any status] [v]

Institution Medicaid: [Any status] [v]

FoodShare: [Any status] [v]

FPW: [Any status] [v]

CTS: [Any status] [v]

Child Care: [Any status checked below (OR)] [v]
 Pending for Renewal
 Pending for SMRF
 Paper SMRF Received/In-Progress
 Pending for Application
 Ongoing
 ACCESS Renewal Received/In-Progress
 ACCESS SMRF Received/In-Progress
 Pending for Change
 ACCESS Application In-Progress
 None of the Above

W-2: [Any status] [v]

MPA: [Any status] [v]

LTC: [Any status] [v]

Eligibility/Confirmation: Eligibility and Confirmation will be enhanced to perform as follows after September 2016:

- **SMRF Date:** Eligibility will no longer set a SMRF date for CC only.
- **CC Certification Period:** CC will set a 12-month eligibility period.
- **Failure due to SMRF:** CC will no longer fail for SMRF reasons.
- **Review Date Synch Up:** CWW will be enhanced for CC and FS cases so that if FS changes a SMRF or Review date, the change will not impact the CC Review date.
- **FS Certification Period:** FS will continue to have a six-month SMRF date and a 12-month Review date.
- **Passing Dates:** When running with dates prior to September 2016, CC should continue to fail for a lack of SMRF, if applicable.

Caseload Management: Caseload management processes will be enhanced to stop triggering the SMRF Reminder letter and the SMRF for cases with only CC. FS recipients should continue to receive a FS only SMRF and SMRF Reminder letter, if applicable, even when CC is on the case.

Client Correspondence: The SMRF Reminder letter and the SMRF will be enhanced to exclude all references to CC and only reference FS information.

In addition, the Client Correspondence processes will be enhanced to systematically generate a one-time mailing to inform select CC participants that the SMRF is no longer required for CC. The letter will indicate that the SMRF will still be required if the participant receives FS benefits. The one-time letter will be generated on July 23, 2016. The letter will be sent to all CC cases with an anticipated closure of July 31, 2016, or August 31, 2016. In addition, the letter will be sent to all CC cases that are open as of July 23, 2016, in the months of July, August, or September.

Since the letter will only be mailed once on July 23, 2016, any new CC cases that are added between July 23, 2016, and September 30, 2016, will not receive this letter. Agencies will need to make sure workers inform CC participants newly eligible between July 23, 2016, and September 30, 2016, that a CC SMRF is no longer required.

CC households that have selected a preference for paperless correspondence will receive both an email notification about the letter and a paper copy of the letter. The letter will be available in ACCESS Check My Benefits (CMB), regardless of a participant's paperless correspondence preference and regardless of a participant having a CMB account.

The return address will be populated as Centralized Document Processing Unit (CDPU) for the entire state, with the exception of Milwaukee County and tribal agencies. Cases administered by Milwaukee County will be populated as Milwaukee Document Processing Unit (MDPU) for the return address. Cases administered by tribal agencies will have the tribal agency as the return address. Any one-time mailing returned to the post office will be shredded.

The letters will be stored in ECF and the correspondence history will be maintained in CARES. The "Send Duplicate" icon on the Correspondence History Search Results page in CWW is purposefully disabled for this letter, as the system will not allow the Suppression, Duplicate, Preview, or Case Comments features for the one-time mailing.

This letter will be generated in Spanish and English only. For all other languages, the letter will be generated in English.

Please see the attachment to this Operations Memo as an example of the one-time mailing.

ACCESS: Enhancements will be made to ACCESS Check My Benefits (CMB) and the ACCESS SMRF only and no enhancements will be made to ACCESS Apply For Benefits, Add A Program, or Renew My Benefits.

ACCESS CMB will be systematically enhanced to no longer show any CC Reminders or Alerts for the CC SMRF. Once the CC SMRF Reminder letter for the September SMRF is sent through CWW in July 2016, the CMB landing page will be modified to remove the CC Reminder. In addition, once the August SMRF has been sent for CC in July 2016, the CMB landing page will be modified to remove the CC SMRF alert.

The screenshot shows the ACCESS website interface. At the top, there is a yellow warning banner: "THIS WEBSITE SHOULD ONLY BE USED FOR TESTING AND TRAINING". Below this is the ACCESS logo and navigation links: "Hello [redacted] Logout | Español | Home", "Print", and "Help".

The main content area is divided into two primary sections:

- My Benefits:** This section displays a table of current benefits as of Thursday, March 10, 2016.

Benefits	Status	Details
FoodShare	In March 2016, [redacted] and [redacted] are getting a total benefit of \$ 357.00 per month.	[Magnifying Glass Icon]
Family Medicaid	[redacted] and [redacted] are not getting Family Medicaid benefits in March 2016.	[Magnifying Glass Icon]
Child Care	In March 2016, [redacted] and [redacted] are eligible to receive Child Care.	[Magnifying Glass Icon]

ACCESS does not have any information about W-2 benefits at this time.
- My Renewals/Six Month Report Forms:** This section provides instructions for submitting Six Month Report Forms (SMRF) for FoodShare and Child Care.

Benefits	Details
FoodShare	You should receive a Six Month Report Form (SMRF) in the mail near the end of February 2016. You can submit your SMRF online after you have received the form in the mail or you may also choose to complete and return the form you received in the mail. To keep getting your FoodShare benefits and to avoid any delay, you will need to complete and submit your Six Month Report Form (SMRF) online or by mail by the end of Saturday March 5, 2016.
Child Care	You should receive a Six Month Report Form (SMRF) in the mail near the end of February 2016. You can submit your SMRF online after you have received the form in the mail or you may also choose to complete and return the form you received in the mail. To keep getting your Child Care program and to avoid any delay, you will need to complete and submit your Six Month Report Form (SMRF) online or by mail by the end of Saturday March 5, 2016.

On the left side of the page, there is a "MyACCESS" sidebar menu with the following items:

- ALERTS:** Six Month Report due for :
 - Click for FoodShare
 - Click for Child Care
- My Letters
 - View My Letters
 - Manage My Letters
- My Health Care
 - Request Explanation of Medical Benefits (EOMB)
- My Account
 - Manage My Account
- My Benefits
 - Report My Changes
 - Apply For Benefits
 - Renew My Benefits
- Learn More
 - Other Programs
 - IRS 1095-B Tax Information

At the bottom of the page, there are links for "Disclaimer" and "Website Policies".

The ACCESS SMRF will be enhanced to have all CC references removed from the entire document.

Child Care Statewide Administration on the Web (CSAW): In order to minimize impact on the MyWICChildCare initiative, CSAW changes will move to production when the MyWICChildCare initiative changes are implemented for the Western Region for Economic Assistance (WREA) Consortium on October 1, 2016. For the week of September 26, 2016, CSAW will continue to display SMRF information and may prevent workers from creating authorizations beyond the Saturday following the SMRF date for cases that are due for a SMRF. Participants who have an August SMRF due and who have not turned in their August SMRF by September 23, 2016 will need to complete a full renewal in CWW in order to obtain an authorization. This renewal must be completed by the end of **September October** or the participant's CC eligibility will end in CWW and the participant must reapply for CC.

As of **October 1, 2016** On **September 6, 2016**, the following changes will occur in CSAW:

- **Authorization List page:** The SMRF date will be removed from the Authorization List page and CSAW will no longer display any SMRF information. Workers will be able to create authorizations up to the Saturday following the 12-month eligibility period review date **beginning September 7, 2016**.

- **Administration Tab- SMRF Search/Details page:** No changes will be made to this page.

Case #	Program Code	Seq #	His Seq #	His Code	Del Rsn	Action Code	Action Date	Conf Switch	Eff Begin Date	SMRF Month	Updated Date	User ID
	CC	3	2	0		NCS	07/25/2015	Yes	12/01/2015	201603	05/13/2016	
	CC	2	1	0	AE	SMM	07/25/2015	Yes	09/01/2015	201505	07/25/2015	
	CC	1	2	0		NCS	12/12/2014	Yes	12/12/2014	201505	10/02/2015	
	FS	3	1	0		SMM	08/29/2015	Yes	10/01/2015	201603	08/29/2015	
	FS	2	1	0		SMM	12/12/2014	Yes	12/12/2014	201505	12/12/2014	
	FS	1	1	0	AE	SMM	12/12/2014	Yes	12/12/2014	201505	12/12/2014	

Child Care Provider Information Web (CCPI): In order to minimize impact on the MyWIChildCare initiative, CSAW changes will move to production when the MyWIChildCare initiative changes are implemented for the Western Region for Economic Assistance (WREA) Consortium on October 1, 2016.

As of October 1, 2016, the following changes will occur in CCPI:

- Authorization Summary page: The SMRF Date column will be removed and the Authorization Summary page will not display any SMRF information.

The screenshot shows a web application interface for CCPI. At the top right, there are fields for Provider Number, Facility Number, Facility Name, Licensor Name, and Certifier Name. Below these is a search bar with 'View Information From' and 'To' date pickers set to 5/4/2016 and 6/1/2016 respectively. The main content area is titled 'Children Authorized for Period 05/04/16 to 06/01/16' and shows 'Showing 100 records per page' and 'Page 1 of 1 - Records 1-66 of 66'. A table with the following columns is displayed: Child's Name, Auth Ending Indicator, School Age, Date of Birth, Primary Person Name, Case Number, SMRF Date (highlighted with a red box), Review Date, and Absence Details. The table contains multiple rows of data with some cells redacted by black boxes.

Child's Name	Auth Ending Indicator	School Age	Date of Birth	Primary Person Name	Case Number	SMRF Date	Review Date	Absence Details
	Y		03/25/14			09/30/16	03/31/17	Absence Approval
			09/19/15			N/A	09/31/16	Absence Approval
			03/21/12			10/31/16	04/30/17	Absence Approval
			02/05/12			09/30/16	03/31/17	Absence Approval
			11/24/12			N/A	10/31/16	Absence Approval
			04/01/13			N/A	09/30/16	Absence Approval
		Y	05/02/06			06/30/16	12/31/16	Absence Approval
		Y	02/04/10			07/31/16	01/31/17	Absence Approval
		Y	09/26/06			07/31/16	01/31/17	Absence Approval
			09/07/12			N/A	09/31/16	Absence Approval
	Y	Y	09/04/09			N/A	10/31/16	Absence Approval
			11/19/12			09/31/16	02/28/17	Absence Approval
		Y	08/19/10			09/31/16	02/28/17	Absence Approval

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, 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/AO