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**State of Wisconsin
Governor Scott Walker**

**TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
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: 16-21

DATE: 07/27/2016

Child Care

SUBJECT: Updated Wisconsin Shares Special Needs Higher Rate Request Form

CROSS REFERENCE: Wisconsin Shares Child Care Subsidy Program Policy Manual
Chapter 2.4.5.1

EFFECTIVE DATE: 07/27/2016

PURPOSE: To communicate to local agencies that the Wisconsin Shares Special Needs
Higher Rate Request form [DCF-F-2976 \(R. 07/2016\)](#) has been updated.

BACKGROUND: The Wisconsin Shares Special Needs Higher Rate Request form was
originally published in November, 2015. This form is to be used by parents to request a higher
reimbursement rate for a child with special needs.

POLICY: There are no policy updates with this memo.

UPDATES: The form has been updated to require an hourly rate to be requested. This change
is to align with system functionality with the new EBT CSAW system which requires hourly rates
to be entered. In addition, provider appeal rights have been added and the definition of special
needs has been updated to reflect the language contained within the Wisconsin Shares Child
Care Subsidy Policy Manual.

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.

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