

DEPARTMENT OF CHILDREN
AND FAMILIES
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



**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: 16-23

DATE: 08/05/2016

Child Care

**SUBJECT: FoodShare Employment and Training (FSET) Program as an
Approved Activity for Wisconsin Shares Eligibility**

CROSS REFERENCE: Wisconsin Shares Child Care Subsidy Policy Manual Section 1.4.8.6,
1.4.8.7, 1.4.8.8, 1.6.2.3 and 2.2.2
Wisconsin State Statute s. 49.155(1m)(a)3m.
Child Care Operations Memo 15-54

EFFECTIVE DATE: August 22, 2016

PURPOSE: To remind child care workers of Wisconsin Shares policy regarding FoodShare Employment and Training Program (FSET) as an approved activity for Wisconsin Shares eligibility.

BACKGROUND: Wisconsin Shares Child Care Subsidy policy requires that parents are participating in an approved activity in order to receive child care assistance. FSET participants are limited to the job search or work experience components of the FSET program.

Previously, Wisconsin Shares policy for FSET as an approved activity included training as a component that met eligibility requirements for Wisconsin Shares. This was removed from the September 2015 policy release to align with Wisconsin Statute. The policy correction was introduced in Operations Memo 15-54.

FSET participants who attend an educational program or course of study and request child care subsidy for that time must also be employed. In this scenario the approved activities would be without regard to FSET enrollment.

POLICY AND PROCEDURE: This Operation Memo does not introduce new policy or impose new responsibilities on local agency workers. Local child care agency workers do not need to know FSET policy but must always conduct a child care need assessment and apply correct policy.

As part of the authorization assessment, agency workers must evaluate the activities of the parent to ensure they are eligible to receive Wisconsin Shares subsidy and that authorizations are properly issued. This includes reviewing the FSET Employability Plan (EP) to determine if the parent is eligible for Wisconsin Shares and evaluating the EP to determine which components can be considered when writing an authorization for child care subsidy. If the parent's activity is unclear from the information in the EP, workers may request further information from either the parent or the FSET specialist.

Participation in Milwaukee Area Technical College's Partners Advancing Careers & Employment (PACE) program, and other training programs like it, is not an approved activity under state statutes. However, it is possible the training program could be an approved activity under Wisconsin Shares policy section 1.4.8.7 or 1.4.8.8 if the parent were also employed 20 hours per month.

In the event of a DCF Targeted Case Review (TCR) or other quality review, authorizations written for parents whose FSET EP incorrectly lists training or education as work experience would be determined to be an agency error and would result in an overpayment to the family.

At this time, agencies should not review past FSET cases for possible overpayment. However, from this point forward it is imperative that local agency workers are accurately applying child care statute and policy to FSET participants. Going forward, parents who are found eligible for Wisconsin Shares using FSET as the approved activity can only qualify using the FSET EP components of work experience or job search. These components as written in the EP must be accurate for the actual activity.

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.

DCF/DECE/BELP/HJF