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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: 16-33**

**DATE: 10/19/2016**

**Child Care**

**SUBJECT: Wisconsin Shares Policy Chapter 1 Revision**

**EFFECTIVE DATE: OCTOBER 24, 2016**

**PURPOSE**

This Operations Memo introduces revisions to Chapter 1 of the Wisconsin Shares Child Care Subsidy Policy Manual.

**BACKGROUND**

Wisconsin Shares Policy Chapter 1 has been revised to include policy changes that are being made to comply with the Child Care Development Block Grant Reauthorization requirements and to implement the MyWisconsinChildCare (MWCC) initiative.

**CHANGES TO CHAPTER 1:**

This revised version of Chapter 1 includes:

- New or modified definitions
- A reorganization of Section 1.6 Verification Requirements
- Removal of all references to the Six Month Report Form (SMRF)

This version of Chapter 1 has been modified to add new words to section 1.2 Definitions and to provide further clarification in certain sections with no actual policy change.

Each of the sections that have a change are highlighted in yellow on the PDF and the RoboHelp versions. The RoboHelp version includes a “last updated” date for pages that have changed.

**New or modified definitions:**

Adjusted Self-Employment Income	Parent Portal
Assistance Group	Parent Share
Authorization Letter	Payment Adjustment
Authorization Notice	Point of Sale
Child Care Subsidy Program	Post-Load Benefit Correction (PLBC)
Client Error	Private Pay Parents
Collateral Contact	Provider Portal
Document	Renewal
Documentation	Rental Income
Dually Regulated	Scheduled School Closed Hours
EBT CSAW	Sign-In/Sign-Out Sheets
EBT Edge	Subsidy Amount
Electronic Benefit Transfer	Unbanked Provider
Fidelity Information Services (FIS)	Unregulated Child Care Provider
Homeless	Verification
Inclement Weather Hours	Voucher
License-Exempt Child Care Provider	Weekly Ceiling
My Wisconsin Child Care	Work-Study
Overpayment	YoungStar Adjustment
Parent	YoungStar Rating
Parent Choice	

**Sections of Chapter 1 That Have Been Updated:**

*The changes are highlighted in yellow in the PDF version of the manual that is posted on the webpage.*

**1.3.2 Request for Assistance (RFA)**

This section has been modified to include a note that under EBT CSAW the authorization begin date cannot be prior to the RFA date.

**1.4.1 Assistance Groups (AG)**

This section has been modified to make it clear that 18 year olds who live at home and attend high school and are expected to graduate by the 19<sup>th</sup> birthday are to be included in the AG.

**1.4.6 Social Security Numbers (SSN)**

This section has been enhanced to indicate that if no SSN is provided after 90 days of the SSN application, that child is no longer eligible for an authorization.

**1.4.8.3 Employment**

Transform Milwaukee Jobs and the Transitional Jobs program have been moved from the “Participation in W-2 Program” section to the “Employment” section.

#### **1.4.8.3.3 On-Call Employment**

Participation in on-call employment is an approved activity. On-call employment is employment in which the employee may be called on short notice to work an uncertain work schedule, examples are: substitute teachers or on-call health care staff.

Documentation must include employment verification and a work schedule. For periodic episodes of increased work, the parent must contact the agency within 10 calendar days of the occurrence to request additional child care hours.

#### **1.6.7 Contradictory or Questionable Information**

This section has been enhanced to state that questionable or contradictory information regarding any item must be resolved or referred for Front-End Verification according to the agency's fraud plan.

#### **1.6.11 Approved Activity Verification**

This section has been enhanced to provide further guidance for handling EVF-E forms that are questionable and refers back to 1.6.7.

#### **1.7 Migrant Farmworker Families**

This section has been enhanced to clarify that all eligibility and authorization policies apply to this population unless specifically exempted.

#### **1.9.1 Reporting Requirements**

This section has been enhanced to include guidance that when a parent intends to change child care providers this information needs to be reported before the change occurs; and includes additional guidance for resolving questionable or contradictory verification or reports and a reference to section 1.6.7.

### **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/regionaloperations/pdf/bro-contacts.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) 422-7200 (new phone number).

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