

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

Mark Andrews, Director  
Bureau of Early Care Regulation  
Division of Early Care and Education  
Department of Children and Families

**DECE/BELP OPERATIONS MEMO**

No: 16-37

DATE: 11/29/2016

Child Care

**SUBJECT: New Points-of-Contact for License-Exempt and Out-of-State  
Providers Wishing to Receive Wisconsin Shares Payments**

**CROSS REFERENCE:** Child Care and Development Block Grant of 2014; Wisconsin State Statute 120.13(14); Wisconsin Shares Child Care Subsidy Manual Section 2.1.2.3 and 2.1.2.5; CSAW User Guide – Provider Management;

**EFFECTIVE DATE:** DECEMBER 5, 2016

**PURPOSE:** This memo introduces changes in the way license-exempt (programs operated by a public school board) and out-of-state providers are entered in the Department of Children and Families' (DCF) business systems.

**BACKGROUND:** The Bureau of Early Care Regulation (BECR) will begin monitoring license-exempt providers in select health and safety areas due to requirements of the Child Care and Development Block Grant (CCDBG) Act of 2014. As a result, these programs will contact their regional licensing office and local agencies will no longer need to enter license-exempt child care providers in CSAW.

**POLICY AND PROCEDURE:** The CCDBG Act of 2014 requires the Bureau of Early Care Regulation (BECR) to monitor license-exempt child care programs annually in areas of

health and safety if the program is serving children whose families receive subsidy to help pay for their child care.

Programs operated by public schools are exempt from licensing requirements under Wisconsin State Statute 120.13(14) but are required to comply with licensing rules. School boards are responsible for ensuring regulatory compliance.

Currently, when a new license-exempt program plans to accept subsidy payments from Wisconsin Shares-eligible families, the program contacts the local child care agency to be set up in CSAW. Provider information is only stored in CSAW.

Due to the new CCDBG requirements, child care providers will need to contact their regional licensing office and complete an application with licensing. DCF is currently enhancing Wisconsin Child Care Regulatory System (WISCCRS), to accept license-exempt providers.

The system updates will be implemented on December 5, 2016. Effective December 5, new providers who have not previously cared for children subsidized by Wisconsin Shares will need to contact the licensing office to apply with licensing and receive their provider number. Child care agencies receiving questions from license-exempt programs should refer these providers to the appropriate licensing office. After December 5, the CSAW provider screens will be locked, preventing the local agencies from entering any providers into CSAW.

Contact information for BECR's regional offices can be found at <https://dcf.wisconsin.gov/cclicensing/contacts>.

Following the implementation of this new process, the licensing office will validate the school board as the provider and WISCCRS will generate a provider number for Wisconsin Shares purposes.

**ENTERING PRICES:** The local agency will continue to collect the child care provider prices and enter them into CSAW. This new process for license-exempt providers will be the same as the current process for all licensed providers.

License-exempt providers with ongoing authorizations will now need to complete an application with BECR to continue to receive Wisconsin Shares subsidy payments. BECR will be contacting license-exempt providers to inform them of this new requirement. Providers not in compliance with this rule will have their authorizations ended by Child Care Help Desk staff.

**AUTOMATION CHANGES:** As a result of automation changes due to this new requirement, out-of-state providers will no longer be entered into CSAW by local agencies.

Out-of-state providers who wish to care for children receiving Wisconsin Shares will contact the BECR Central Office and the Operations Program Associate (OPA) will enter the provider's details in WISCCRS. County agencies will continue to enter out-of-state provider prices for all regulated providers. This is an automation change only and not related to CCDBG requirements.

The BECR OPA can be reached at (608) 266-9314.

**CONVERSION OF PROVIDER DATA:** License-exempt public school programs and out-of-state providers who currently care for children receiving Wisconsin Shares will be converted from CSAW into WISCCRS.

**CONTACTS:**

For Wisconsin Shares Child Care Subsidy policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO) Child Care Coordinators at <https://dcf.wisconsin.gov/regionaloperations>.

For Child Care CARES/CWW, CSAW, EBT CSAW and CCPI Processing Questions statewide and policy questions in Milwaukee County contact the Child Care Subsidy and Technical Assistance Line at [childcare@wisconsin.gov](mailto:childcare@wisconsin.gov) or (608) 422-7200.

For questions about child care licensing, please contact your regional licensing office: <https://dcf.wisconsin.gov/cclicensing/contacts>.

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