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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:		16-38			
DATE:		12/16/2016			
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
BC+ Basic	<input type="checkbox"/>	BC+ CORE	<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: Including an 18-year-old Dependent in the Child Care Assistance Group

CROSS REFERENCE: Wisconsin Shares Child Care Subsidy Policy Manual Section 1.4.1 (Assistance Groups); Operations Memo [16-33](#)

EFFECTIVE DATE: DECEMBER 16, 2016

PURPOSE: The purpose of this Operations Memo is to explain Child Care-specific CARES Worker Web (CWW) functionality to include an 18-year-old who lives at home, is attending high school, and is expected to graduate by their 19th birthday in the Child Care Assistance Group.

BACKGROUND: The Wisconsin Shares Child Care Subsidy Policy Manual did not previously specify that an 18-year-old could be included in the Assistance Group if that individual meets certain requirements. This language was added to Chapter 1 in the October 2016 release and was included in Operations Memo [16-33](#) as a policy update. This automation functionality is reflected in the new policy.

POLICY: Updated Chapter 1 Section 1.4.1 Assistance Groups (AG)

One of the first components of non-financial eligibility is to determine the individuals that are to be included in the Assistance Group (AG). The AG includes any of the following individuals who reside in the same household:

- An individual who is a parent caring for a child
- The individual's dependent children
 - Including 18-year-olds who live at home, attend high school, and are expected to graduate by their 19th birthday
- Any dependent children of the individual's dependent children
- The individual's spouse or any non-marital co-parent
- The spouse's dependent children
- The non-marital co-parent's dependent children

CARES WORKER WEB (CWW): This is a two-step process that requires entries on two different pages in CWW.

Step One: Indicate that the primary person on the case as “Has Legal Custody of” the 18-year-old on the “Household Relationship” page. This allows the 18-year-old to be considered an “included child” of the primary person. CWW does not require that this individual be participating in an approved activity for eligibility purposes, but will still include them as part of the Assistance Group.

Household Relationships

Cancel Total: 4

Reference Person			
Individual:	GREEK YOGURT 18F DAU	Last Updated:	06/08/2016
PEACH YOGURT 48F PP			
* Peach is the:	MTR - MOTHER	of Greek, *Effective:	06 / 2016
* Verification:	BC - BIRTH CERTIFICATE		
Peach also:			
▪ Purchases & Prepares Meals with Greek	Yes	* Is Caring for Greek	Yes
▪ Has Legal Custody of Greek	Yes	* Is Filling Parental Role for Greek	Yes
▪ Is an Essential person for Greek	No	▪ Is LTC Tax Dependent of Greek	No

Assistance Group Composition Details

Cancel

Assistance Group Overview			
Assistance Group: CC - CHILD CARE Sequence: 1			
Run: 1			
Benefit Begin Month	Benefit End Month	Eligibility Status	Reasons
01/01/2017		PASS	

Assistance Group Composition Details				
Benefit Month: 01/01/2017				
Individual	Original Participation Status	Final Participation Status	Reason	Target
PEACH YOGURT 48F PP	ELIGIBLE ADULT	ELIGIBLE ADULT		
GREEK YOGURT 18F DAU	ELIGIBLE CHILD	INCLUDED CHILD		Yes
RASPBERRY YOGURT 6F DAU	ELIGIBLE CHILD	ELIGIBLE CHILD		
BABY GREEK YOGURT 2F DAU	ELIGIBLE CHILD	ELIGIBLE CHILD		

Assistance Group: CC - CHILD CARE
 Sequence:
 Updated on or before: MM/DD/YYYY

Step Two: Complete the “School Enrollment” page. The agency worker should enter both the “Enrollment Status” as well as the “Expected Date of High School Graduation.” Per policy requirements, the 18-year-old must be enrolled and expected to graduate high school prior to their 19th birthday.

For example, Greek is 18 years old. Her birthday is March 3, 1998. She is living at home with her mother and is attending high school. She is expected to graduate high school on January 1, 2017; this is prior to her 19th birthday. Per policy, the requirements are met and she will remain an “included child” in the Assistance Group until her graduation date.

The agency worker would complete the “School Enrollment” page according to the information provided.

The screenshot shows a web-based form titled "School Enrollment". At the top right, there are "Cancel" and "Reset" buttons, and a "Total: 2" indicator. The form is divided into several sections:

- Effective Period:** "Begin Month" is set to 06 / 2016. "Last Updated" is 11/30/2016.
- Individual Information:** "Individual" is GREEK YOGURT 18F DAU.
- Enrollment Status:** Set to FU - FULL TIME.
- High School Graduation Status:** Set to HS - HIGH SCHOOL.
- Expected Date of High School Graduation:** Set to 01 / 01 / 2017.
- Verification:** Multiple "Verification" dropdown menus are present, with one set to "NQ - NOT QUESTIONA".
- Meets Caring for Dependent Children Requirement:** A dropdown menu is set to a downward arrow.

At the bottom of the form, there is a navigation bar with "Enter New Begin Month", "MM", "YYYY", and "Go" buttons.

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 Subsidy and Technical Assistance line at: childcare@wisconsin.gov or (608) 422-7200.

*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, BC+ Core – BadgerCare Plus Core, 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.

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