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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: 17-11

DATE: 02/16/2017

Child Care

SUBJECT: Grace Period to Renew a YoungStar or Wisconsin Shares Contract

CROSS REFERENCE: Wisconsin Shares Child Care Subsidy Policy Manual
Section 2.5.3 (YoungStar or Wisconsin Shares contract renewal)

EFFECTIVE DATE: FEBRUARY 16, 2017

PURPOSE: The purpose of this Operations Memo is to alert local agencies and staff of a change to the YoungStar or Wisconsin Shares Contract Renewal grace period.

BACKGROUND: In September 2016, the YoungStar renewal grace period was changed from seven (7) days past a program's annual anniversary date to one (1) month past this date. During this grace period no new child care authorizations can begin although current authorizations can continue. This policy has not changed, however the validation message will be enhanced to include this information.

POLICY: Upcoming Chapter 2 release

A one-month grace period following the child care program's anniversary date is allowed for child care providers to return their YoungStar or Wisconsin Shares contract renewals. Parents will be notified when their child care provider is in the grace period and their authorization is at risk of ending if the provider does not complete the renewal.

During the grace period, no new authorizations can be written, but existing authorizations can continue up to the end of the grace period. If the provider returns the YoungStar or Wisconsin Shares Contract prior to the end of the grace period the provider's new participation period begins and the authorization worker may authorize

for child care beginning that day. If the contract renewal is not returned by the end of the grace period all Wisconsin Shares authorizations will end.

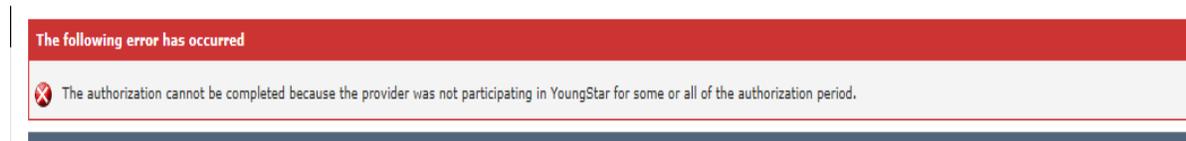
If a YoungStar or Wisconsin Shares Contract Renewal is returned after the grace period, an authorization can be backdated to the date the contract was received and entered into the YoungStar system.

Child Care Statewide Administration Web (EBT CSAW and CSAW): When a child care provider is in the one month grace period both EBT CSAW and CSAW will generate validation messages. These messages were not updated to correlate with the change to the renewal contract grace period. Due to the transition from CSAW to EBT CSAW there will only be language enhancement to EBT CSAW. However, workers should be aware that the wording is incorrect and should first confirm that the provider is in their renewal contract grace period and what that would mean for current and future child care authorizations.

Below are different scenarios that an agency worker may come across and the validation messages that are associated with each worker action:

EBT CSAW

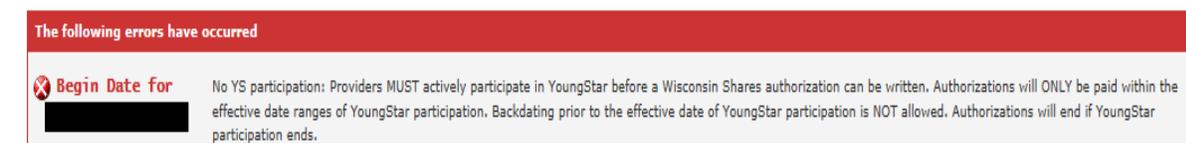
1. If the worker attempts to enter an authorization in EBT CSAW to a provider that is currently in their one month grace period the worker will currently see this validation message:



This validation message will be enhanced to read **“This provider is in their contract renewal grace period. Authorizations can continue during this grace period but no new authorizations can be entered.”**

CSAW

1. If the child care case does not currently have an authorization to the provider that has entered into their grace period, and the worker selects *“authorize to a new provider location”* the provider search will indicate *“no results found.”* This is because the provider search criteria at the bottom of the page defaults to *“list only locations eligible for authorizations,”* and therefore eliminates the providers not eligible to receive Wisconsin Shares payments at the time of the search.
2. If a child is already authorized to the provider and the worker attempts to write a new authorization for the same provider the worker will see this validation message:



- If the worker were to search for this child care provider and goes to the “YoungStar Details” page the worker would see this highlighted validation message indicating that the current authorizations to this provider can continue during this period, but no new authorizations can be entered:

YoungStar Details		
Current Participation Status:	Not Participating*	Anniversary Date: 1/1/2017
Current Star Level:	2 Stars	
Participation Details		
Begin Date	End Date	Participation Status
01/01/17	01/31/17	Not Participating*
01/31/16	12/31/16	Participant
01/31/15	01/30/16	Participant
08/15/13	01/30/15	Participant
Rating Details		
Begin Date	End Date	Star Level
07/08/16		☆☆☆☆☆
04/29/16	07/07/16	☆☆☆☆☆
06/19/15	04/28/16	☆☆☆☆☆
06/12/15	06/18/15	☆☆☆☆☆
01/31/14	06/11/15	☆☆☆☆☆
09/06/13	01/30/14	Not Rated

* Authorization can continue during this period.

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

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