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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: 17-51

DATE: 10/25/2017

Child Care

SUBJECT: Update to Wisconsin Shares Non-Financial Eligibility Verification

CROSS REFERENCE: [2015 Wisconsin Act 374](#) and [Wisconsin Shares Child Care Subsidy Policy Manual](#) Section 1.6.10 (Non-Financial Eligibility Verification)

EFFECTIVE DATE: October 17, 2017

PURPOSE: This Operations Memo provides an update to the Wisconsin Shares Child Care Subsidy Policy section 1.6.10 *Non-Financial Eligibility Verification*.

BACKGROUND: The department has previously identified a list of document types that are accepted and valid for verifying a participant's identity and Wisconsin residency (home address) when determining Wisconsin Shares eligibility.

CURRENT POLICY: 1.6.10 Non-Financial Eligibility Verification

Identity of the applicant and all parents in the Assistance Group: Driver's license; state-issued ID card; Photo Employee ID card; Photo Student ID card; U.S. Government Photo ID card; Military ID card; Native American ID card issued by a federally recognized tribe; Photo ID issued by USCIS; U.S. Passport, or data exchange with SCHIP-I.

Updated policy allows for any photo ID, except those excluded by Wis. Stat. Section 66.0438 to meet the requirement for verifying a participant's identity and Wisconsin residency (home address).

UPDATED POLICY: 1.6.10 Non-Financial Eligibility Verification

Identity of the applicant and all parents in the Assistance Group: A photo ID, (except those excluded by Wis. Stat. Section 66.0438), such as, but not limited to; Driver's license; state-issued ID card; Photo Employee ID card; Photo Student ID card; U.S. Government Photo ID card; Military ID card; Native American ID card issued by a federally recognized tribe; Photo ID issued by USCIS; U.S. Passport, or data exchange with SCHIP-I.

Wisconsin Residency and Residence (home address): Lease agreement; Utility bill for water, gas, electricity, or telephone that includes name and address; Mortgage receipt; Subsidized housing program approval document; Weatherization program approval document; Paycheck stub that includes name, address, and employer; current Wisconsin Driver's License; current State of Wisconsin ID card; current motor vehicle registration. Forms of identification as identified in Wis. Stat. section 66.0438 that include the residence address cannot be used for address verification.

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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