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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: 17-52

DATE: 10/26/2017

Child Care

**SUBJECT: Eligibility Review Date No Longer Reset at County Transfer**

**CROSS REFERENCE:** Wisconsin Shares Policy Manual [1.9.3 Case Transfers](#); Memo [13-24](#); [CCDF Final Rule](#) 98.21(a)(1)(ii)(G)

**EFFECTIVE DATE: November 4, 2017**

**PURPOSE:** This Operations Memo introduces a change to Wisconsin Shares Child Care Subsidy policy and CWW (Cares Worker Web) functionality.

**BACKGROUND:** Currently, when a worker uses CWW to transfer a case to another county, CWW resets the case's Eligibility Review date to the end of the following month. CWW also generates and sends a Case Transfer notice to the family. This notice informs the family that their case has been transferred, and that the family should contact their new Child Care agency or else their Child Care payments and services may end.

When the case transfer action is taken in CWW, Child Care Statewide Administration (EBT CSAW) will automatically change the end-date of any open authorizations on that case to the end of the month in which the case was transferred.

The Child Care Development Block Grant of 2014 states that eligibility periods must be at least 12 months long. If a family moves, their eligibility should not be ended, as long as they are still living in the state.

**POLICY:** Wisconsin Shares Policy Manual 1.9.3 Case Transfers is no longer effective beginning 11/4/2017. Operations Memo 13-24 will become obsolete on 11/4/2017.

**SYSTEMS:** Beginning November 4, 2017, CWW will no longer reset the case's Eligibility Review date when the case is transferred to a new county. CWW will still generate and send the Case Transfer notice.

EBT CSAW will continue to end authorizations at the end of the month in which the case was transferred.

**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](mailto:childcare@wisconsin.gov) or (608) 422-7200.

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