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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: 17-53

DATE: 10/27/2017

Child Care

**SUBJECT: Updates to Wisconsin Shares Policy Chapters 1 and 2**

**CROSS REFERENCE:** Operations Memos: [17-04](#), [17-10](#), [17-11](#), [17-13](#), [17-24](#), [17-26](#), [17-29](#), [17-36](#), [17-37](#), [17-38](#), [17-44](#), [17-46](#), and [17-51](#)  
Child Care Manual Sections [2.2.12](#), [2.2.13](#), and [2.2.14](#)

**EFFECTIVE DATE:** October 30, 2017

**PURPOSE:** This Operations Memo informs local Child Care agency staff that Chapters 1 and 2 of the Wisconsin Shares Child Care Subsidy Policy Manual have been updated with the Operations Memos published from January 2017 to the current date.

**BACKGROUND:** Several Operations Memos have been published throughout 2017; these are now incorporated into Chapters 1 and 2 of the Wisconsin Shares Child Care Subsidy Policy Manual.

Some of the changes that were previously published in Operations Memos have been further modified, others have not changed. Local agency staff are strongly encouraged to thoroughly review the new Chapters 1 and 2. Each change from the previous online version is highlighted in yellow in the online manual and the PDF version of the chapter.

**POLICY:** The changes listed below will be incorporated and published in the manual on October 30, 2017. Changes that do not reference an Operations Memo are clarifications that were not published in an Operations Memo.

## **Chapter 1:**

**1.1.2 Statutory Authority:** Clarified that services are provided in Milwaukee through Milwaukee Enrollment Services (MilES) and Milwaukee Early Care Administration (MECA).

**1.1.3 Local Program Administration:** Clarified the Child Care Coordinator's role to include: serving as the point of contact for the Department regarding EBT CSAW enhancements, program integrity, and other information; being responsible for additional security privileges within EBT CSAW; and attending Child Care Program Committee (CCPC) meetings. The obsolete date for paper attendance reporting has also been added to this section.

**1.2 Definitions:** Added several definitions to this section, including Court Order, Employment Plan, Liquid Asset, and Systematic Alien Verification for Entitlements (SAVE). Several out-of-home care terms were also updated to include tribal placements.

**1.3.2 Request for Assistance:** Clarified that filing date and RFA date have the same meaning for Wisconsin Shares.

**1.4.1 Assistance Groups:** Clarified that 18-year-old teen parents may apply as their own Assistance Group (AG) for Wisconsin Shares. Additional clarification that domestic partners should not be included in the AG.

**1.4.3 Ages of Eligible Children:** Revised to include 12-year-old children turning 13 within their eligibility period, per [Operations Memo 17-38](#).

**1.4.8.3 Employment:** Revised to include Trial Employment Match Program (TEMP) jobs as a type of employment, similar to Transform Milwaukee Jobs (TMJ) and Transitional Jobs (TJ), per upcoming Operations Memo 17-J6.

**1.4.8.7 Basic Education, 1.4.8.8 Technical College or Course of Study Leading to Employment, and 1.4.8.9 Online Education:** Clarified that study time shall not be included unless the parent has a verified disability and spends time with a tutor. Also clarified that future authorizations cannot be withheld or denied for a previous semester's lack of satisfactory progress or attendance.

**1.5.2 Income that is Included in the Financial Eligibility Test:** Revised to specify that the unsubsidized portion of TEMP, TMJ, and TJ payments count towards the Child Care budget per upcoming Operations Memo 17-J6. Also clarified that educational aid and private student loans that are **not** used for tuition or books also count towards the Child Care budget.

**1.5.3 Income that is Not Included in the Financial Eligibility Test:** Revised to specify that the subsidized portion of TEMP, TMJ, and TJ payments do not count towards the Child Care budget per upcoming Operations Memo 17-J6. Also clarified that Emergency Assistance (EA) payments also do not count towards the Child Care budget.

**1.5.6 Asset Testing:** Revised to include the \$25,000 asset limit for Child Care and verification requirements for Child Care assets per [Operations Memo 17-37](#).

**1.6.4 Required Agency Assistance:** Moved Section 1.6.8 to Section 1.6.4, no other changes were made to this section. Subsequent sections were renumbered accordingly.

**1.6.10 Non-Financial Eligibility Verification:** Revised to specify that verification of identity includes a photo ID, but does not include IDs excluded by Wis. Stat. s. 66.0438 per [Operations Memo 17-51](#). Specified that address and residency also may not be verified using IDs excluded by Wis. Stat. s. 66.0438. Revised to include new verification requirements for out-of-home care placements per [Operations Memo 17-24](#).

**1.6.11 Approved Activity Verification:** Clarified that a self-declared schedule for employment must correspond with paystubs and that a parent must provide a copy of the class schedule for all classes that have a set class time. For self-employment, clarified that tax documents must be provided at the annual review that follows the most recent tax filing season. Specified where to find the FoodShare Employment and Training (FSET) Employment Plan in CARES Worker Web (CWW).

**1.6.11.1 Employment Verification for Newly Employed Parents when the Employer Uses Equifax/The Work Number:** Created new section to specify when the parent's word serves as temporary verification of employment and/or income until paystubs or other acceptable written verification becomes available per [Operations Memo 17-29](#).

**1.7.2 Eligibility through the Migrant Child Care Contract (MCC):** Revised section title and section to include eligibility criteria and align with the Migrant Child Care Services Contract Scope of Work.

**1.8 Foster Care, Subsidized Guardianship, Interim Caretaker, and Relatives with Court-Ordered Placement who Receive Kinship Care:** Clarified that there is no categorical eligibility for any groups of family types and that all parents must complete the same eligibility determination process. Children in tribal placement homes under a substantially similar Wisconsin tribal law are also included in this section.

**1.8.1 Financial Eligibility:** Revised to include children in tribal placement homes under a substantially similar Wisconsin tribal law.

**1.9.1 Reporting Requirements:** Clarified that a loss of employment must be reported. Further clarified that changes in child care provider needs must be reported before the last business day of the current month for the following month.

**1.9.3 Case Transfers:** Clarified that case transfers within the Western Region Economic Association (WREA) and Northern Child Care Consortia will not result in the authorization ending when the case transfers within either of these consortia; all other case transfers will result in authorization ending on the last business day of the month that the case transfer occurred.

**1.9.4 Running with Dates after Adverse Action to Confirm Child Care Closed for the Next Consecutive Month:** Created new section to provide instructions on when and how to run with dates in CWW per [Operations Memo 17-04](#).

**Chapter 2:**

**2.1.5 Tax Reporting:** Removed Phase 1 information for Tax Year 2016.

**2.1.6 Authorization for Children Who Live with a Child Care Provider:** Revised title for clarity and revised section to indicate that the waiver relates to providers sending their own children to another child care provider.

**2.2 Wisconsin Shares Authorizations:** Revised to include that once an authorization is in place, parents must request a change in child care providers before the next month's benefit load.

**2.2.1 Parental Choice:** Clarified that parents who are child care providers are not eligible for an authorization for their own children, but may request a waiver to send their children to another child care provider.

**2.2.3.1 Authorizations at Initial Eligibility for Relatives with Court-Ordered Placement and Kinship Payment:** Created new section to specify when Kinship relatives can receive Wisconsin Shares per [Operations Memo 17-26](#).

**2.2.4 Authorizations for Ongoing Eligibility:** Removed redundant information regarding the begin date of an authorization for cases with ongoing eligibility. Clarified that an authorization for a case with ongoing eligibility may also be made if the child care provider was certified during the time of the authorization. Further clarified that while certification may be backdated to the certification application date, licensing is never backdated.

**2.2.6 Maximum of 75 Authorized Hours Per Week:** Clarified that even a child in two Child Care Assistance Groups and more than one provider may not exceed 75 hours per week. Also revised to allow staff with the Child Care Coordinator profile in EBT CSAW to write an authorization for more than 75 hours per week if the hardship policy requirements have been met. Added example to clarify when this scenario would be applicable.

**2.2.7.1 Authorization Comments:** Clarified that the EBT CSAW case comments summary page displays all of the EBT CSAW case comments (not case comments entered in CWW).

**2.2.8 Approved Activity Schedules:** Added example to clarify which schedule the Child Care worker needs to collect when the parent has multiple approved activities but is only requesting authorizations for some of the activities.

**2.2.8.1 Correlation Between Approved Activity Verification and Schedule:** Clarified that the worker must always consider certain factors when considering the stated schedule and the approved activity verification, and shall accept the parent's stated schedule if any remaining discrepancies total 10 hours or less per week. This section was further revised after publication of [Operations Memo 17-10](#).

**2.2.9.2 Head Start, Early Head Start, 3K and 4K School Programs:** Clarified wrap-around care policy to indicate that if the educational program (Head Start, Early Head Start, 3K or 4K) is co-located with the child care program and meets the other criteria identified in this section, then the education hours can be included in the child care authorized hours per [Operations Memo 17-44](#). Added example to clarify when educational hours would not be included in the child care authorized hours.

**2.2.9.3 Authorizations for Children in Grades 1 through 12:** Clarified that children who are homeschooled, truant, or suspended from school are not eligible for an authorization for inclement weather hours per [Operations Memo 17-10](#).

**2.2.9.6 Authorizations for Inclement Weather Related School Closures:** Revised to indicate that the parent must assume the cost of any additional child care after the 10 inclement weather hours per month have been used per [Operations Memo 17-46](#). Revised to indicate that while inclement weather hours may be moved from one provider to a different provider, the 10 hours allotted per month should not be deleted by the agency for any reason. Clarified that children who are homeschooled, truant, or suspended from school are also not eligible for an authorization during the typical school day per [Operations Memo 17-10](#).

**2.2.12 Changing and Ending an Authorization Mid-Month:** Moved Section 2.2.14 to Section 2.2.12, renumbered other sections accordingly. Revised title for clarity. Clarified that agencies can write a new authorization to the correct provider to begin the next month in cases of authorizations made to incorrect providers per [Operations Memo 17-13](#). Further clarified that workers with a Child Care Coordinator profile in EBT CSAW must write the new authorization when a parent is approved for an authorization due to hardship if the total number of hours authorized to the first provider and second provider are greater than 75 hours per week.

**2.2.13 Authorizations in Situations of Hardship:** Previously Section 2.2.12. Reordered and revised situations that would create a legitimate and unforeseen hardship for the child(ren) to continue to attend the current child care provider location for the remainder of the month per [Operations Memo 17-36](#). Revised to include that any cases being reviewed for a possible hardship must be documented on the new EBT CSAW Hardship page. Further revised to indicate that only cases involving foster or other placement children should be sent to the Child Care Subsidy and Technical Assistance Line.

**2.2.14 Change Reports and Ending an Authorization:** Previously 2.2.13. Revised to include references to applicable User Guides. Clarified throughout section that Post Load Benefit Calculation (PLBC) must be used to determine any impact, but only certain PLBC adjustments should be confirmed based on when the change was reported. Added clarification regarding steps to take before or after adverse action in CWW.

**2.4.1 Copayments:** Revised to include that if all children in the group have authorizations for no more than 20 hours per week, the base copayment will not exceed 50% to align with the [2017 Child Care Co-Payment Schedule for Licensed and Certified Care](#).

**2.5.2 Child Care Provider's Prices:** Clarified that the effective date of a provider's prices depends on whether prices already exist and whether there are current authorizations in place.

**2.5.9.2 Provider Discounts:** Clarified that the parent is responsible for reporting any discounts from the child care provider within 10 calendar days of the occurrence for the following month.

**2.6.3 YoungStar or Wisconsin Shares Contract Renewal:** Revised to include that existing authorizations can continue up to the end of a provider's one-month grace period per [Operations Memo 17-11](#). Further clarified that if provider returns the YoungStar or Wisconsin Shares contract prior to the end of the grace period, the authorization worker may authorize child care beginning that day.

**CONTACTS:**

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at [BROCCPolicyHelpDesk@wisconsin.gov](mailto:BROCCPolicyHelpDesk@wisconsin.gov).

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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