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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: 18-12

DATE: 04/26/2018

Child Care

SUBJECT: Wisconsin Shares Parent Authorization Notice Changes

CROSS REFERENCE: [Wisconsin Shares Policy Manual](#), Section [1.9.1](#)
[Wisconsin Shares Policy Manual](#), Section [2.3](#)
Quarterly Subsidy Authorization Notice- Parent
Responsibilities and Child Care Appeal Rights Sections

EFFECTIVE DATE: April 27, 2018

PURPOSE: The purpose of this Operations Memo is to inform local Child Care agency staff of changes that will appear on the Quarterly Subsidy Authorization Notice to the Parent Responsibilities Section and the Child Care Appeal Rights Section.

BACKGROUND: Parents currently receive a Quarterly Subsidy Authorization Notice that is mailed approximately ten (10) calendar days before the beginning of the next quarter. This notice contains three (3) months of detailed authorization information including the child's name, date of birth, child care provider name, provider number and location number, FIS provider ID, monthly authorized hours, monthly authorization effective periods, and the monthly Wisconsin Shares amount.

The quarterly notice also includes a section titled Parent Responsibilities that lists the reporting requirements for the Wisconsin Shares program and a section titled Child Care Appeal Rights that provides instruction on how to request an appeal to a child care authorization decision.

POLICY:

Wisconsin Shares Child Care Policy Manual Section [2.3.1: Parent Authorization Notices](#) states that parents currently receive a Quarterly Subsidy Authorization Notice that contains three (3) months of detailed authorization information.

Wisconsin Shares Child Care Policy Manual Section [1.9.1](#) outlines the reporting requirements for receiving Wisconsin Shares and parents are required to report specific changes by the 10th day after a change has occurred. One of the reporting requirements listed is 'a change in child care providers'. This section was changed in October 2016 to include 'If the parent intends to change to a new child care provider next month the change needs to be reported before the last business day of the current month in order to receive subsidy funds to the new provider, with limited exceptions. See Chapter 2.'

The Quarterly Subsidy Authorization Notice was not updated at that time and continued to state, 'a change in child care providers' as a requirement that needs to be reported within ten (10) calendar days after the change has occurred.

Parent Responsibilities Section

To align the authorization notice with the updated policy, the Parent Responsibilities Section of the notice will be updated with new language:

You are responsible for child care costs that are not paid by Wisconsin Shares, including:

- Using more child care than authorized for subsidy.
- Any additional amount that your child care provider charges above your Monthly Wisconsin Shares Subsidy Amount monthly subsidy.

Any change in child care providers needs to be reported before the change occurs. If you intend to change to a new child care provider next month, the change needs to be reported before the last business day of the current month, in order to receive subsidy funds to the new provider.

Participants of the Wisconsin Shares program are required to report the following changes by the 10th calendar day after the change has occurred:

- A change of residence address.
- A change in mailing address.
- A change in the household composition (household members).
- A change in marital status.
- A change in employment.
- A change in monthly income, either because of a change in rate of pay or additional pay, or a change in the number of hours worked which increases monthly income by \$250.00 or decreases the monthly income by \$100.00 or any increase in income that raises the child care Assistance Group's monthly gross income above 200% Federal Poverty Level (FPL).
- A change in child support and/or a change in family support that increases the total amount of the support received for all household members to greater than \$1,250.00 per month.
- A change in work schedule.
- A change in school schedule.
- A change in the need for child care.

- ~~A change in child care providers.~~
- A change in an individual’s approved activity status (starting or ending an activity).
- A change in the shared placement schedule of a child.
- A provider price discount.

Child Care Appeal Rights Section

The Child Care Appeal Rights Section of the Quarterly Subsidy Authorization Notice provides instructions to parents on the methods to file a fair hearing through the Division of Hearings and Appeals if they do not agree with an authorization decision made by the local agency. The Division of Hearings and Appeals moved to a new location on April 11th; therefore, the address to send a request through the U.S. Mail and to hand deliver an appeal has been updated to the following:

Send your request via U.S. Mail:	Hand-Deliver your appeal:	Send your request via facsimile:
Division of Hearings and Appeals P.O. Box 7875 Madison, WI 53707-7875	Division of Hearings and Appeals 4822 Madison Yards Way Madison, WI 53705	Division of Hearings and Appeals (608) 264-9885

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.

For Child Care CARES/CWW and CSAW 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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