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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 Eligibility and
Authorization Workers
Child Care Coordinators**

DECE/BELP OPERATIONS MEMO

No: 18-29

DATE: 10/01/2018

Wisconsin Shares Child Care

FROM: Kath McGurk, Director
Bureau of Early Learning and Policy
Division of Early Care and Education
Department of Children and Families

**SUBJECT: Wisconsin Shares Child Care Reporting Requirements, Verification,
and Notices Related to CCDBG Phase 3**

CROSS REFERENCE: [Child Care and Development Block Grant](#);
[Wisconsin Shares Child Care Policy and Process Handbook](#)
Sections 1.5.7 Applicant Refusal to Produce Verification;
1.5.12.1 Ongoing Financial Verification; 1.8.1 Reporting
Requirements; and 1.8.2 Person Add

EFFECTIVE DATE: November 1, 2018

PURPOSE: This Operations Memo informs local Child Care agency staff of the changes to reporting and verification requirements and enhancements to certain letters and notices.

BACKGROUND: One of the requirements of the Child Care and Development Block Grant (CCDBG) is to reduce a parent's reporting requirements for Wisconsin Shares Child Care. To meet this requirement, the reporting requirements have been revised for parents to better understand and are added to many of the letters and notices the parents receive.

The financial verification requirements for an ongoing case have also been updated to align with the goal of CCDBG in relation to 12-month eligibility and authorizations.

NEW POLICY:

The Wisconsin Shares Child Care Policy and Process Handbook Section 1.8.1 Reporting Requirements is grouped into three sections – Income Changes, Child Care Provider Changes, and All Other Eligibility Changes and updated as follows:

Reporting Requirements

Individuals receiving Wisconsin Shares Child Care Subsidy must report any change in circumstances listed below to the Child Care agency within 10 calendar days after the change.

Income Changes

The income reporting requirements will depend on whether the Assistance Group (AG) is at or below 185% Federal Poverty Level (FPL) or above 185% FPL. If the AG's income is between two FPL 5% increments, CARES Worker Web (CWW) will use the lower of the two FPL percentages to determine the AG's reporting requirements.

- When an AG is at or below 185% FPL, the parent must report monthly increases of \$250 or more in earned and/or unearned income; this will be shown in ACCESS Apply for Benefits (AFB) and Add a Program (AAP).
- When an AG is above 185% FPL, monthly income increases that will bring the family to the next 5% FPL increment must be reported.
- Regardless of the FPL of the AG, the eligibility and authorization notices to the family as well as the ACCESS Report My Changes (RMC) will list a dynamic dollar amount for that AG's specific reporting requirement.

Decreases in monthly household income are *not* required to be reported; however, doing so may increase a family's subsidy amount by reducing the hourly copayment due to the reduction in income.

Child Care Provider Changes

A parent's change in child care providers must be reported before the change occurs. If a parent intends to change to a new child care provider, 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 the following month. (There are limited exceptions, see Sections 2.4.9 Changing and Ending an Authorization Mid-Month and 2.4.9.1 Authorizations in Situations of Hardship.)

A parent must report within 10 calendar days after the change if someone in the household:

- Has a change in child care need (for example, an increase of child care hours or no longer needing child care)
- Receives a provider price discount (for example, a sibling discount)

A parent must report within 10 calendar days if their child has not attended their authorized child care provider for 20 consecutive calendar days.

All Other Eligibility Changes

If any of the following apply to anyone in the household, the change must be reported within 10 calendar days after the change:

- Has a new address
- Moves out of state
- Has a change in where he or she is staying
- Moves into or out of the home
- Gets married or divorced
- Has a change in their approved activity, such as

- A change in approved activity status (for example, switching jobs)
- Permanent loss of approved activity (for example, a job loss)
- Temporary absence from their current approved activity that is expected to last a month or more

Authorization and Eligibility Notice Updates

Parent Authorization Notice

The *Wisconsin Shares Parent Notice Quarterly Authorization Information* will be renamed, *Wisconsin Shares Child Care Parent Notice Quarterly Authorization Information*. This notice will include the revised Section 1.8.1 Reporting Requirements policy and will display a dynamic dollar amount for the AG's specific income reporting requirement.

Provider Authorization Letter

The *Monthly Child Care Authorization Information* letter to child care providers will be renamed, *Wisconsin Shares Child Care Provider Letter Monthly Authorization Information*. This letter will now include a requirement for the provider to notify the local child care agency when a child has not attended within the previous 30 days.

Notice of Eligibility

The *Notice of Eligibility Child Care* will be renamed, *Notice of Eligibility Wisconsin Shares Child Care*. This notice will also include the revised Section 1.8.1 Reporting Requirements policy and will display a dynamic dollar amount for the AG's specific income reporting requirement.

This is currently a shared notice with the Wisconsin Works (W-2) program; however, as part of the CCDBG Phase 3 notice changes, the two programs will separate and each contain their own language. Therefore, an AG confirmed eligible for both Child Care and W-2 would receive a separate notice for each program.

ACCESS Updates

A number of ACCESS documents (online and printed versions) include the revised Section 1.8.1 Reporting Requirements policy, as well as additional language changes, such as referring to the program as Wisconsin Shares Child Care. In addition, some ACCESS documents (online and printed versions) will list the income-reporting requirement by displaying either a monthly increase of \$250 or a dynamic dollar amount, depending on the FPL of the AG.

Apply for Benefits (AFB)

In the Wisconsin Shares Acknowledgements section, the Child Care Recipient Responsibilities section will be renamed Parent Responsibilities. The changes a parent is required to report within 10 days currently listed in this section match the revised Section 1.8.1 Reporting Requirements policy and are moved to the Electronic Signature Acknowledgement section. Under this same Wisconsin Shares Acknowledgements section, the Child Care Recipient Rights section is renamed Parent Rights. The Parent Responsibilities and the Parent Rights now read in first-person.

At application, to be eligible for Wisconsin Shares Child Care an AG must be at or below 185% FPL; therefore, the income-reporting requirement language on the AFB will instruct the parent to report a monthly increase of \$250 or more.

Add a Program (AAP)

The changes a parent is required to report within 10 days currently listed under the Electronic Signature Acknowledgement section will match the revised Section 1.8.1 Reporting Requirements of the Wisconsin Shares Child Care policy.

As with AFB, to be eligible for Wisconsin Shares Child Care an AG must be at or below 185% FPL; the income-reporting requirement language on the AAP will instruct the parent to report a monthly increase of \$250 or more.

Also like AFB, in the Wisconsin Shares Acknowledgements section, the Child Care Recipient Responsibilities section is renamed Parent Responsibilities and the Child Care Recipient Rights section is renamed Parent Rights. The Parent Responsibilities and the Parent Rights now read in first-person.

Renew My Benefits (RMB)

The changes a parent is required to report within 10 days currently listed under the Electronic Signature Acknowledgement section are replaced with "Wisconsin Shares Child Care reporting requirements are different from other programs. I understand that to see what I must report, I should refer to my Child Care Notice of Eligibility or my Wisconsin Shares Parent Authorization Notice."

Like the AFB and AAP, in the Wisconsin Shares Acknowledgements section, the Child Care Recipient Responsibilities section is renamed Parent Responsibilities and the Child Care Recipient Rights section is renamed Parent Rights. The changes a parent is required to report within 10 days currently listed in the Parent Responsibilities section, are removed. The Parent Responsibilities and the Parent Rights now read in first-person.

Report My Changes (RMC)

When reporting changes online, in the Reporting Changes Through ACCESS section, the notice will display a dynamic dollar amount for the AG's specific income reporting requirement. This is the dollar amount at which the total gross monthly household income needs to increase to, in order for it to be reported.

In the Reporting Other Changes section, two new bullets have been added to the 'You must tell us if' section. These are:

- There is a change in your Wisconsin Shares Child Care need, and
- If your child has not attended the child care provider for 20 consecutive calendar days.

Case Summary

The Case Summary currently includes the Wisconsin Shares Responsibilities, Rights and Penalties. These will no longer generate as part of the Case Summary. When the Child Care signature in CWW is selected as Electronic/Telephonic Signature, a new bullet will appear in the Case Summary PDF that states 'I understand that I must be in an approved activity to receive Wisconsin Shares Child Care subsidy'.

When the Child Care signature in CWW is selected as Written, an additional signature page is generated in the Case Summary PDF. The bulleted text, 'I also acknowledge that I have read and understand the Child Care Responsibilities and Rights contained on previous pages,' that currently appears has been deleted since these are no longer generated.

Verification Requirements

Verification requirements for child care eligibility remain the same in that all financial and non-financial information must be received and verified at initial eligibility and renewal to be eligible for Wisconsin Shares Child Care.

Refusal to Produce Verification

Section 1.5.7 Applicant Refusal to Produce Verification is separated into what action will occur if verification is not received during initial eligibility, renewal, ongoing eligibility, and person add.

Ongoing Financial Verification

Section 1.5.12.1 Financial Eligibility Verification requirements for ongoing child care eligibility will be changed so that when an AG has been determined eligible for Wisconsin Shares Child Care, they will continue to be eligible for Wisconsin Shares and may choose to receive the same subsidy amount when a new employment or additional employment has been reported but hours are not verified. If additional subsidy hours are requested, the new or additional employment hours must be verified.

If a parent has an authorization to cover one employment position, and during ongoing eligibility they change employment or they begin working a second job but do not verify the new hours, the AG will continue to be eligible for Child Care and the authorization hours and subsidy amount will remain the same. At renewal, the parent's employment position must be verified to ensure the parent is participating in an approved activity and meets all non-financial and financial requirements to be eligible for Wisconsin Shares Child Care.

If an AG's income exceeds 85% State Median Income (SMI) at any time, they will be determined financially ineligible for Wisconsin Shares Child Care.

Person Add

Section 1.8.2 Person Add states that if a person is added to an ongoing case, all non-financial and financial information must be verified for the new person. If the parent does not provide the required financial verification within seven (7) business days, the worker must manually fail the AG using the manual override process in the CARES mainframe.

If the new person's income causes the AG to exceed the 85% SMI limit, the entire AG will fail, and CWW will automatically generate a Child Care Notice of Eligibility that reflects the AG is no longer eligible for Wisconsin Shares Child Care.

ATTACHMENTS

[Parent Notice Quarterly Authorization Information](#)

[Provider Letter Monthly Authorization Information](#)

[Wisconsin Shares Child Care Notice of Eligibility](#)

[ACCESS Apply for Benefits \(AFB\) Changes](#)

[ACCESS Add a Program \(AAP\) Changes](#)

[ACCESS Renew My Benefits \(RMB\) Changes](#)

[ACCESS Report My Changes \(RMC\) Changes](#)

[CWW Case Summary Changes](#)

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.