



State of Wisconsin **Case #**
 1150965011

Agency Contact
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Date: 05/28/2018

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The State of Wisconsin is an equal opportunity service provider. This letter contains information that affects your benefits. If you need this material in a different format because of a disability, or if you need this letter translated or explained in your own language, please call the number below and press 4. State your language when the call is answered. These services are free.

Wisconsin Shares Child Care: 1-888-794-5556

TTY: 711

Wisconsin Shares Child Care Parent Notice Quarterly Authorization Information

The Wisconsin Shares Child Care assistance program helps pay for the cost of your child care:

- Your Monthly Wisconsin Shares Subsidy Amount may not cover the provider's price. You are responsible for any additional amount that your provider charges above your Monthly Wisconsin Shares Subsidy Amount.
- You are responsible for managing your Wisconsin Shares child care subsidy amounts and paying your child care provider for the approved child(ren) authorizations.
- Any changes to your eligibility may affect your authorized subsidy period and amount.
- You are responsible for informing the agency and your provider about the amount of child care that is needed.

| JACKSON KANE | | Date of Birth: 07/02/2010 | | FIS Child ID: 01 | |
|---------------------|---|----------------------------------|---|-----------------------------|---|
| Month | Provider Name Provider/Location Num | FIS Provider ID | Monthly Auth Effective Periods | Monthly Auth Hrs | Monthly WI Shares Subsidy Amount |
| April | Not Authorized | | Not Authorized | | \$ 0.00 |
| May | MISS MARY MACK'S CHILD CARE CENTER 4800039974/001 | D205409 | 05/01/2018 - 05/31/2018 | 61 | \$ 203.41 |
| June | MISS MARY MACK'S CHILD CARE CENTER 4800039974/001 | D205409 | 06/01/2018 - 06/30/2018 | 61 | \$ 203.41 |

An X shows the months you have authorizations for JACKSON KANE:

| 2018 | | | | | | | | | 2019 | | |
|------|-----|-----|-----|-----|------|-----|-----|-----|------|-----|-----|
| Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
| | X | X | X | X | X | X | X | X | X | X | X |

School Closure Hours for JACKSON KANE:

The table below displays the year, month and additional hours for school closures that you requested for a particular month. These additional hours are included in the total number of hours in the Monthly Authorized Hours column.

| | 2018 | | | | | | | | | 2019 | | |
|------------------|------|-----|-----|-----|-----|------|-----|-----|-----|------|-----|-----|
| | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
| Scheduled | - | - | - | - | - | - | - | - | - | - | - | - |
| Inclement | - | - | - | - | - | - | - | 10 | 10 | 10 | 10 | 10 |

Child Care Parent Portal and Subsidy Funds Drop Off

Check the Department's Child Care Parent Portal for the most current Authorized Subsidy information, to request a new authorization or to make changes to an existing one at: mywchildcareparents.wisconsin.gov

Subsidy amounts will be available on the 1st of the month, with some exceptions. If you do not use your Wisconsin Shares Child Care subsidy funds within 90 days, the funds will drop off from your MyWIChildCare card. The payment system works on a last in-first out cycle. Examples of this can be found by visiting dcf.wisconsin.gov/mywchildcare/parents/parent-tips and clicking on "Why Did Child Care Funds Drop Off My Card?"

YoungStar Adjustment Information

If you choose a 2 Star program (or one not yet rated) your subsidy base rate will be reduced by 1%. If you choose a 4 Star or 5 Star program a YoungStar adjustment will be made directly to the selected child care program to support quality services within the child care setting. For more information on why choosing quality child care is important visit the YoungStar website at: youngstar.wi.gov

If you choose a provider that is located outside of Wisconsin, that provider will be paid at the 3 Star rate.

Wisconsin Shares Child Care Reporting Requirements

By accepting Wisconsin Shares child care subsidy you are agreeing to comply with Wisconsin Statutes s.49.155, Administrative Codes DCF 101 and DCF 201 and Wisconsin Shares policies.

You can see this information at <https://dcf.wisconsin.gov/wishares>

For Income Changes:

You must tell the agency if your household's total gross monthly household income goes over [AMOUNT].

You must report this within 10 calendar days after the change.

For the Wisconsin Shares program, you are *not* required to report a decrease in monthly income, but doing so might increase your subsidy amount.

For Child Care Provider Changes:

You must report within 10 calendar days after the change, if you or someone in your household:

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

You must report to your local agency within 10 calendar days, if your child has not attended their authorized child care provider for 20 consecutive calendar days.

A change in child care providers must 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.

For All Other Changes:

You must report within 10 calendar days after the change, if you or someone in your household:

- Has a new address
- Moves out of state
- Has a change in where he or she is staying
- Moves into or out of your 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

Overpayments, Recoupments and Sanctions

You are responsible for issuing Wisconsin Shares Subsidy to your authorized child care provider.

You can be referred for a fraud investigation, may be required to repay an overpayment, and/or be permanently suspended from the Wisconsin Shares Program if you:

- Provide false or misleading information during an eligibility or authorization request, including failure to report a change.
- Provide a payment to your child care provider for children not authorized for Wisconsin Shares.
- Use child care beyond an eligible or authorized period.
- Receive a cash incentive for payments made to any provider using your MyWICChildCare card.
- Authorize the use of your MyWICChildCare card, account, or personal PIN to another person, including the provider, and/or allow another to issue payments on your behalf.
- You and your provider are found using Wisconsin Shares funds for items other than direct care of the authorized child(ren).

If you commit an intentional program violation, you will be suspended from the Wisconsin Shares program, under DCF 101.21 as follows:

- First Violation: Six (6) months
- Second Violation: Twelve (12) months
- Third Violation: Permanent suspension from the Wisconsin Shares program

You may be subject to criminal prosecution if you misuse your child care subsidy under Wis. Stats. 943.41.

Wisconsin Shares Child Care Appeal Rights

If you disagree with this authorization decision contact the agency on your case to resolve the difference. If the issue is not resolved to your satisfaction you may request a fair hearing through the Division of Hearings and Appeals (DHA).

What is a fair hearing?

A fair hearing gives you the chance to tell why you think there has been a wrong decision made about your authorization. At the hearing, a hearing officer will hear from you and the local agency to find out if the decision was right or wrong. You may represent yourself or be represented at the hearing by an attorney, friend, relative, or anyone else you choose.

How long do you have to ask for a fair hearing?

A fair hearing request must be filed with DHA within 45 calendar days of this notice. Your request for a fair hearing must be submitted by 07/09/2018.

How do you request a fair hearing?

| Send your request via U.S. Mail: | Hand-Deliver your request: | Send your request via fax: |
|---|---|--|
| Division of Hearings and Appeals PO 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 |

Fair hearing forms can be found on the Internet at <https://doa.wi.gov/Pages/LicensesHearings/DHAWFSHrgRequestForms.aspx>. If you will need a language translator, sign language interpreter or other accommodation for a disability during the hearing, please include that information in your written request.