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**State of
Wisconsin**

Case #
1150965011

Date: 05/25/2018

000003
JOSEPHINE KANE
S84265 COUNTY HWY Z
MILWAUKEE, WI 53981

Child Care Eligibility Worker:

Capital Consortium
Phone: 1-888-794-5556
Fax: 1-855-293-1822

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

Notice of Eligibility Wisconsin Shares Child Care

This notice tells you about your eligibility for Wisconsin Shares Child Care. If you have questions, please call the number for Child Care listed at the top of this page.

Which program?	What happened?
Wisconsin Shares Child Care	You are eligible for Wisconsin Shares Child Care beginning May 1, 2018.

If you don't agree with this eligibility decision, you have the right to a fair hearing. See last section to learn more about this. You may also want to talk with the local agency listed above.

Wisconsin Shares Child Care Information

Who is in the Wisconsin Shares Child Care group

When	Who
Beginning 05/01/2018	JACKSON KANE

There are two steps to meet in the Wisconsin Shares Child Care Assistance approval process. The first step is to see if you are eligible. You have passed this test.

Who can be authorized for Wisconsin Shares Child Care

When	Who
Beginning 05/01/2018	JACKSON KANE

The second step is for you to get an authorization to approve payment to your provider. The authorization is for the care needed while you are in your approved activity. You may have completed this step by the time you have received this notice. If you have not and you want Wisconsin Shares Child Care benefits, you must contact the Wisconsin Shares Child Care Specialist at your local agency to receive authorization for services.

Who is NOT eligible for Wisconsin Shares Child Care and why

When	Who	Why
Beginning 05/01/2018	JOSEPHINE KANE ERIC KANE	This person has not passed the non-financial or income rules for Wisconsin Shares Child Care and is not a Foster Care or Kinship Care child that is eligible for Child Care based on the Manual Child Care eligibility rules.

Child Care Parent Portal

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

Your Household Income

All of your reported income			
Who Has Income	When and How Much		
	05/2018 to 07/2018		
JACKSON KANE Other	\$1,000.00		

How we counted your monthly income for Wisconsin Shares Child Care			
	When and How Much		
	Beginning 05/2018		
Counted Gross Income	\$5,461.00		
Gross Income Limit	\$3,204.00		
You are over the gross income limit by	\$2,257.00		

Your Household Income

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

Do you disagree with the Wisconsin Shares Child Care decision?

Wisconsin Shares Child Care Appeal Rights

If you disagree with this eligibility 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 eligibility. 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.