

DEPARTMENT OF CHILDREN
AND FAMILIES
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State of Wisconsin
Governor Scott Walker

TO: **Child Care Eligibility and Authorization Workers
and Supervisors
Income Maintenance Supervisors
Income Maintenance Staff
Training Staff
Child Care Coordinators**

DECE/BELP OPERATIONS MEMO

No: 18-52

DATE: 12/05/2018

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: System Change to Address Verification Codes

CROSS REFERENCE: [Wisconsin Shares Child Care Policy and Process Handbook](#)
Section [1.5.10](#)

EFFECTIVE DATE: October 27, 2018

PURPOSE: This Operations Memo informs Wisconsin Shares Child Care Subsidy agencies of a systems change made to the "Address Verification" field on the *General Case Information* page in CARES Worker Web (CWW). This is an automation change only; there are no changes to policy or process.

BACKGROUND: On the *General Case Information* page in CWW, there is an "Address Verification" field. Previously, there were a large number of verification codes, many of which were irrelevant to address verification.

General Case Information						Cancel	Reset
Case Information							
Effective Period							
Last Updated:		05/03/2018					
Case File Location							
*File Location		*File Location Date					
IN - INTAKE		05 / 03 / 2018					
Information Provider							
*First Name		MI	*Last Name		Suffix	*IP In Household	
ALLTHREE			EARLY			Yes	
Signature Details							
*Health Care Signature:		Y - Yes		*CTS Signature:			
*FoodShare Signature:		Y - Yes		*Child Care Signature:		Y - Yes	
*BC+ Core Plan Signature:							
Household Address							
* County of Residence:		Populate with office address (for homeless Primary Persons)					
40 - MILWAUKEE COUNTY							
Number	Unit	Direction	*St / Rural Rt / Box Number	Suffix	Quadrant	Apt	
			PO BOX 05676				
Additional Address Info							
*City		*State		*ZIP		Phone	
MILWAUKEE		WI - WISCONSIN		53205			
* W-2 Geographical Area		* Override W-2 Geographical Area					
*Address Verification		Post Office Suggested Address Verification					
Contact Information							

CHANGES: On October 27, 2018, the Department of Children and Families (DCF) implemented changes to the Address Verification code table: three new codes were added, one code was modified, 30 codes were kept, and 84 codes were removed.

For cases with an “Address Verification” code that was removed from the reference table, the code will still display in the Address Verification field. This is true for current and historical sequences of the *General Case Information* page. However, workers are not able to select the removed codes going forward.

Please note that the “NQ – Not Questionable” Address Verification code was temporarily removed, but it has now been restored.

New Address Verification Codes

HA - WI Housing Assistance Approval Document
MO - Motor Vehicle Registration Document
MT - Mortgage Receipt or Statement

Modified Address Verification Code

GI - Government Id: Fed/State <i>This code previously included “Local”</i>

Retained Address Verification Codes

? - Not Yet Verified
AF - Agency Form
BI - Bills
CC - Collateral Contact - Oral
CO - Court Order
CU - City Or County Records
DR - Driver's License
FN - Never Verified For W-2 Or Childcare
HD - HUD Statement
HV - Home Visit
IA - Indian Affairs
IP - Insurance Policy Records
LL - Lease Or Rental Agreement
MA - Mail Received At Address
MI - US Military ID: Draft/Dependent
MV - Division Of Motor Vehicle Data Exchange
NQ - Not Questionable
NV - Not Verified
OW - Other Acceptable Written Statement
PH - Photo Id
PN - Not Yet Verified For W-2 Or Childcare
PS - Pay Stubs Or Envelope
Q? - Questionable Not Yet Verified
QV - Questionable Not Verified
SH - Non-HID Subsidized Housing Records
SR - School Records
TR - Tribal Records
TX - Tax Records
WN - Not Verified W-2 Or Childcare
W2 - Employee W2

Removed Address Verification Codes

?O - Out Of State Verification Pending
AD - Adoption Records
AR - Attendance Report
AW - Award Letter
BA - Baptismal Certificate
BC - Birth Certificate
BQ - Birth Record Query
BR - Us Amended Birth Record
BX - Bendex Record Query
CA - Child Citizenship Act 2000
CD - Citizenship/Am Indian/N Mariana
CE - Census Record

CH - Church/Synagogue Records
CI - Citizenship Papers
CK - Check Or Cancelled Check
CP - Confirmation Papers
CR - Child Care Receipt
CV - Conversion
CW - Participated In CWEP
DE - Data Exchange
DO - Documented With SSN
DS - Doctor's Statement
DT - Death Certificate
D2 - Annual Re-Screen For LTC
D3 - Change In Condition For LTC
ED - Educational Document
EI - Employee Id
ER - Employer Record
FR - Family Records
GR - Participated In A GR WP
HR - Hospital Birth Records
IN - Ins Papers
IS - Income Statement
JT - Participated In JTPA
LC - Library Card
LN - Participated In Learnfare
LW - Lawyer Statement Or Records
MB - Medicaid Birth Claim
MC - Medicare Card
MD - Medical Records
ML - Marriage License Or Certificate
MR - Medical Record
MS - Military Service Papers
NE - Household Newly Arrived
NH - Nursing Home Records
NU - Numident
NW - Newspaper
OG - Organization Records Letters
OI - Other Identity
PB - Birth Certificate Paid By IM Agency
PG - Pregnancy Statement
PI - State Id Card Paid By IM Agency
PM - Presumptive MA Card
PP - Passport
RA - Railroad Retirement Records
RE - Receipt

RJ - Registered For AFDC WP
RN - Participated In A RNIP WP
RR - Religious Record
SA - SSA Document
SC - SSI-MA Or Medicare Recipient
SD - State Department Records
SE - Self Employment Records
SF - Attended Elem/Secondary School
SI - School Id Card
SN - Seneca/Navaho Indian Census Record
SO - Sponsor Statement
SP - Self Declared/Proclaimed
SS - Social Security Card
SV - Save Database
SW - Sworn Statement
S5 - SS-5 Copy
S6 - SSA 1610
TN - Two Non-Photo Id's
TP - Third Party Written
UC - Unemployment Compensation Statement
VA - Veterans Admin Records Or Checks
VO - Visibly Obvious
VR - Voter Registration Card
VS - Vital Statistics Bureau
VT - Attended Voc/Tech School
WA - Written Affidavit
WC - Worker's Compensation Statement
WS - Written Statement From Other Source

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.

DCF/DECE/BELP/RH