

DEPARTMENT OF CHILDREN
AND FAMILIES
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov



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: 18-54 **AMENDED**

DATE: ~~12/19/2018~~ **06/04/2019**

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: Short-Term Authorizations in Wisconsin Shares Child Care

CROSS REFERENCE: [Wisconsin Shares Child Care Policy and Process Handbook](#),
Section [2.3.10](#)
Operations Memo [18-42](#): Wisconsin Shares Authorization Policy
Operations Memo [18-43](#): Wisconsin Shares Authorization Begin
and End Dates

EFFECTIVE DATE: January 1, 2019

PURPOSE: This Operations Memo ~~introduces~~ **clarifies** policy for writing short-term authorizations for Wisconsin Shares Child Care. This policy creates a uniform practice for local agencies and will assist agency workers in creating more stabilized authorizations and reduces fluctuations in the overall monthly subsidy amount.

BACKGROUND: The Child Care and Development Block Grant (CCDBG) Act of 2014 requires states to create family friendly policies that help families maintain Wisconsin Shares Child Care Subsidy and support continuity of care for children.

POLICY: Section 2.3.10 (~~Retro Authorizations will be renumbered to 2.3.11 at next manual update~~)

If a parent needs an authorization to cover a short period of time, the agency should write the authorization for no less than 7 consecutive calendar days. This will allow subsidy amounts to remain stabilized across all of the authorizations written for the

month. Short-term authorizations do not need to be from Sunday to Saturday; however, they do need to end on or before the last day of the month. When a 7-day authorization is written at the end of the month, the last day must not cross over into the next month. A second short-term authorization will need to be written for the additional days that overlap into the next month. The second short-term authorization must still be at least 7 days long.

Short-term authorizations are authorizations that are written in addition to the parent's regular authorizations. These authorizations are more than likely written to a second provider. Regular authorizations should continue to be written to the next expected change or the parent's renewal date.

Example 1: Sharee called to report that her provider would be closed for Spring break April 1 through April 12. Sharee needs child care for her 4-year-old daughter on Monday April 2, Tuesday April 3 and Friday April 6 to a different provider. The authorization should be written for April 2 through April 8. The Child Care Need schedule in CSAW should reflect that care is only needed on Monday, Tuesday, and Friday.

Example 2: Mike called to report that his provider is going on vacation August 30 through September 8. Mike needs a new authorization for a second child care provider for child care for Thursday August 30, Friday August 31, Monday September 3, and Tuesday September 4. Two authorizations would need to be written to the second provider to meet Mike's needs. One authorization would be written for August 25 through August 31. The second authorization would be written from September 1 through September 7. The Child Care Need schedule in CSAW should reflect that care is only needed for the days of August 30 and 31 on the first authorization. The Child Care Need schedule in CSAW should reflect that care is only needed for the days September 3 and September 4 on the second authorization.

Example 3: Josh has a zero hour authorization in place for his 6-year-old son Tony from September 1 through December 31 to cover school closed hours. When entering the school closed hours for Tony's authorization, the child reaches the school closed cap for September. No funds were loaded onto the card for October. On Thursday October 4, Josh called to report that the elementary school his son attends recently had a pipe burst and the school is going to be closed October 5 to October 12. Josh needs care for his son while he is at work on Friday October 5, Monday October 8, and Thursday October 11. He is using the same provider as his zero hour authorization. The current zero hour authorization should be ended on October 4. A short-term authorization should be written for October 5 through October 11. The Child Care Need schedule in CSAW should reflect that care is only needed for the days of October 5, October 8, and October 11. If Josh needs additional school closed hours for October, another short-term authorization can be written. A new zero hour authorization can be entered as of November 1 when school closed allotments restart (refer to page 48 in the [CSAW Authorizations User Guide](#)).

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/TLT