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State of Wisconsin
Governor Tony Evers

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: 19-31

DATE: 09/09/2019

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: Ending Eligibility for Wisconsin Shares Child Care

CROSS REFERENCE: [Wisconsin Shares Child Care Policy and Process Handbook](#)
Sections 1.8.4 and 1.8.4.1;
Process Help Section 5.3

EFFECTIVE DATE: October 1, 2019

PURPOSE: The purpose of this Operations Memo is to provide clarification regarding when Wisconsin Shares Child Care eligibility may be terminated during the 12-month eligibility period.

BACKGROUND: There are limited reasons in which Wisconsin Shares Child Care eligibility may be terminated during the parent's 12-month eligibility period. While each of these are listed in the handbook in the relevant sections, the handbook is being updated to also include a new section that will reference each of the reasons eligibility may be terminated.

POLICY: The following updates will be incorporated into the next Wisconsin Shares Child Care Policy and Process Handbook release.

1.8.4 Ending Eligibility

Per Wis. Admin. Code DCF s. 201.036(5), during a parent's 12-month eligibility period, the local agency must terminate a parent's eligibility if any of the following conditions are met:

1. The gross income of the Assistance Group (AG) exceeds 85 percent of the State Median Income (SMI) for a household of the same size.
2. The parent is not participating in an approved activity, is not in a Temporary Break Period (TBRK), and is not in Approved Activity Search Period (ACTS).
3. The local agency or the Department determines that the parent committed an Intentional Program Violation (IPV) that invalidates a prior determination of the parent's eligibility.
4. The parent has not cooperated with efforts to establish paternity, child support payments, or other payments or property to which that parent or child may have rights to (see 1.3.7) and the parent does not have good cause for noncooperation (see 1.3.7.4).
5. The entire AG (or Primary Person) moves out of the state.

Parents may also lose eligibility for failing to meet non-financial eligibility criteria during the eligibility period. Parents will not lose eligibility for failing to verify increases in income below 85% SMI during the eligibility period (see 1.5.12.1) but must verify income at the time of eligibility redetermination.

1.8.4.1 Running Eligibility With Dates to End Eligibility

There are certain instances where agency workers must run eligibility with dates in CARES Worker Web (CWW) in order to end eligibility at the end of the current month. All other instances of eligibility ending will end according to adverse action at either the end of the current month or the end of the following month depending on when eligibility is run.

Agency workers must run eligibility with dates after adverse action to confirm Wisconsin Shares Child Care closures for the next consecutive month for the following specific reasons:

- Any instance of Child Support non-cooperation;
- When the parent no longer resides in Wisconsin;
- When there are no eligible children in the household; or
- When the required verification was not returned within the seven (7) business day time frame from the mailing date of the Notice of Proof Needed.

The information below has been moved to Process Help 5.3.

~~**Process:** When any of these above reasons occur, the agency worker must use the following process to close the Wisconsin Shares Child Care Assistance Group (AG) for the next consecutive month when running eligibility after adverse action:~~

- ~~• First, the agency worker must run without dates for recurring months and confirm.~~

- ~~Next, the agency worker must change the Child Care request on the Child Care Request page in CWW back to “Yes” (leaving the dates as they appear).~~
- ~~Finally, the agency worker must run with dates (using the begin date of the first day of the next consecutive month) to close the Wisconsin Shares Child Care AG for the next consecutive month.~~

Note: ~~If the agency worker accidentally runs for recurring and forgets to change the Child Care request to “Yes,” then when the agency worker runs with dates to confirm the Wisconsin Shares Child Care closure for the next consecutive month, Child Care will fail for “054” reason code and the agency worker will not be able to confirm the Wisconsin Shares Child Care AG closed. To fix this, the agency worker will need to change the Child Care request to “Yes” and then run with dates again to confirm the Wisconsin Shares Child Care closure for the next consecutive month for the correct closure reason.~~

Note: For ongoing cases that fail to verify earned or unearned income, running with dates will not cause the Assistance Group (AG) to fail (see 1.5.12.1).

The following table shows the failing reason code at the individual level and the AG level (as applicable) that will display in CWW when eligibility is run. These reason codes will fail eligibility at the end of the current month. All other failing reason codes will end eligibility according to adverse action.

Reason Code	Short Description
005	Failed to cooperate with the Child Support agency
050	Primary person does not reside or intend to reside in WI
112	Did not verify answers (Only affects non-financial for ongoing Wisconsin Shares Child Care eligibility)
211	You have failed to cooperate with child support
212	You have failed to cooperate a 2nd time with child support
213	You have failed 3 times to cooperate with child support
238	The primary person does not reside in Wisconsin
250	There is no eligible child in the home
263	Failed three times to cooperate with child support
267	There is no eligible adult caring for an eligible child
352	The minor is no longer under the care of the PP/PP spouse
366	PP/PP spouse no longer filling parental role for target
370	There is no minor in the Assistance Group

For further processing instructions related to running eligibility with dates to end Wisconsin Shares Child Care eligibility, see Process Help Section 5.3.

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.

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