

RETURN ADDRESS
XXXXXXXXXXXXXXXXXXXX
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XXXXXXXXXXXXXXXXXXXX

Date: MM/DD/YYYY

ANNA MEMBER
123 MAIN ST
ANYTOWN WI 55555



State of Wisconsin

Case #: 1234567890

ABC Agency

Worker: IM A WORKER

Phone #: 1-987-654-3210

Fax #: (555) 555-5555

Use fax # to send verifications

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: (XXX) XXX-XXXX

TTY: XXX

Important Information About Your Wisconsin Shares Child Care Subsidy

Dear Wisconsin Shares Child Care Families:

We hope you and your family have been safe and healthy during the COVID-19 crisis. Due to COVID-19, we made some temporary changes to our policies. As Wisconsin bounces back, we are ending the temporary changes to those policies. This letter describes the policies that are now back in effect.

Report Changes

Reporting changes is more important than ever. The reporting requirements for Wisconsin Shares Child Care are listed at the end of this letter as a reminder. Your most recently mailed Notice of Decision shows these requirements and your specific income reporting requirements. If you need a duplicate notice sent to you, you can contact the local agency listed at the top of this page. To keep your Wisconsin Shares Child Care eligibility, you must report anything on this list that has changed to your local agency.

Do you need to report a change? You can report changes to your eligibility using the ACCESS website at access.wisconsin.gov. If you need to report changes to your child care authorization or request a new authorization, you can use the Child Care Parent Portal at mywchildcareparents.wisconsin.gov. If you haven't used the Child Care Parent Portal before, resources are available at dcf.wisconsin.gov/mywchildcare/parents/parent-tips. This page also includes several tips for understanding your Wisconsin Shares Child Care subsidy and using your EBT card.

Are You Working?

It is important to report a change in your approved activity to your local agency. You may have reported to your local agency if you were laid off due to COVID-19. You must now report to your local agency when you return to your approved activity. You may be unable to return to your approved activity because your employer remains temporarily closed or for another reason. If this happens, you may be able to keep your child care authorizations for up to three months.

You may be unable to return to your approved activity because your employer permanently closed their business. If you need to find a new approved activity, you may be able to keep your child care authorizations for up to three months while you search for a new approved activity.

You must report to your local agency if you are temporarily or permanently unable to return to your approved activity. You may continue to receive child care subsidy for the same number of authorized hours for up to three months. However, you should still send your child to your child care provider for the same number of hours. If you do not send your child for the same number of hours, you must report this change in child care need to your local agency.

Provider Payments

During the COVID-19 crisis, we allowed payments to closed providers. We also allowed payments to open providers even if your child was not attending. If you did not pay your provider during the COVID-19 crisis, we transferred your subsidy payments directly to your provider. As of July 1, 2020, you must only pay your provider if the provider is open and your child is attending. If your authorization is no longer correct or if you have an authorization to a closed provider, you must report this to your local agency as soon as possible. Your worker can update your authorization when you contact them.

Annual Eligibility Renewal

If your annual Wisconsin Shares Child Care eligibility renewal was due during March, April, May, or June 2020, your renewal due date was extended for three months. You must now complete your renewal when it is due. You will receive a notice in the month before your renewal is due. You must verify your income and approved activity at renewal, in addition to any other verification that your worker requests.

If you have any questions, please contact your local agency. Your agency's contact information is listed on the first page of this letter.

Thank you,

K. McGurk

Kath McGurk, Bureau Director
Bureau of Early Learning and Policy
Division of Early Care and Education
Department of Children and Families

The following is an **example** of the reporting requirements that are on your Notice of Decision:

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