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State of Wisconsin  
Governor Scott Walker

TO: **Income Maintenance Supervisors**  
**Income Maintenance Lead Workers**  
**Income Maintenance Staff**  
**Training Staff**  
**Child Care Coordinators**

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

**DECE/BELP OPERATIONS MEMO**

**No: 18-23**

**DATE: 08/01/2018**

**Child Care**

**SUBJECT: Updates to Wisconsin Shares Child Care Policy Manual Chapters 1 and 2**

**CROSS REFERENCE:** Operations Memos [18-10](#), [18-J6](#), [18-J7](#), [18-21](#), and [18-22](#)

**EFFECTIVE DATE:** August 1, 2018

**PURPOSE:** This Operations Memo informs local Child Care agency staff that Chapters 1 and 2 of the Wisconsin Shares Child Care Subsidy Policy Manual have been updated with the Operations Memos published from January 2018 to the current date.

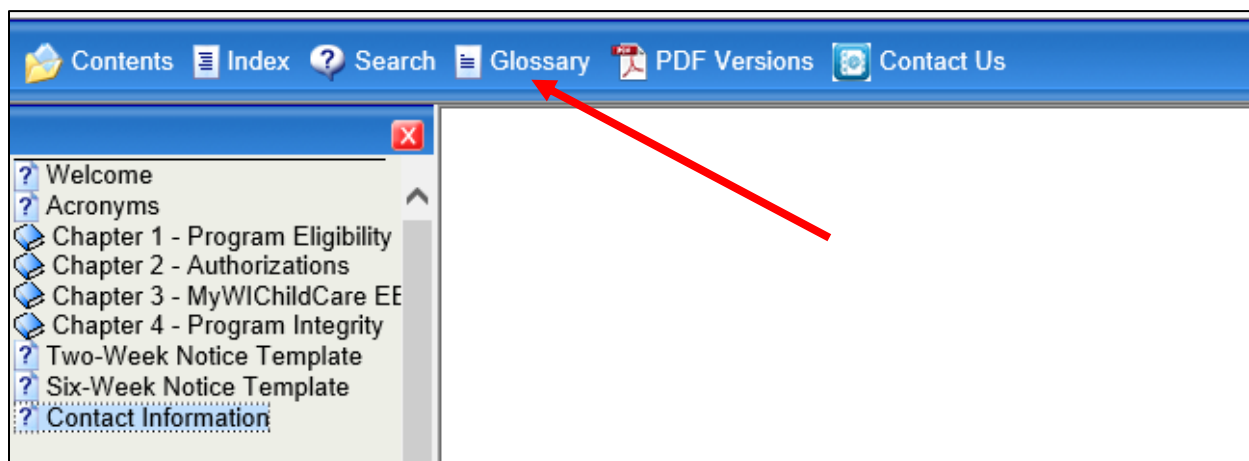
**BACKGROUND:** Several key policy areas have been updated since the previous publication of the Wisconsin Shares Child Care Subsidy Policy Manual on January 31, 2018. Local agency staff are strongly encouraged to thoroughly review the new Chapters 1 and 2. Each change from the previous online version is highlighted in yellow in the online and the PDF versions of each chapter. Text removed from the manual is indicated by ~~red strikethrough~~ in the PDF version only.

**POLICY:**

The changes listed below will be incorporated and published in the manual on August 1, 2018. Changes that do not reference an Operations Memo are clarifications that were not published in an Operations Memo.

## Glossary

The previous Section 1.2 Definitions has been moved out of Chapter 1 to a new Glossary icon that can be accessed from any chapter. The Glossary can be found in the top navigation menu of the online version manual and will also be published as a separate PDF.



The following Glossary terms have been **revised for clarity**: Accreditation, Acknowledged Father, Adjusted Self-Employment Income, Administrative Error, Authorization Notice, Certified Provider-Provisional, Certified Provider-Regular, Dually Regulated, Homeless, Parent Portal, Payment Adjustment, Provider Portal, Relative, Sleep Shift Hours, Two-Parent Household, and Unregulated Child Care Provider.

The following Glossary terms have been **added**: Adjudicated Father, Certification Agency, Certified School-Age Child Care Program, Public School Child Care Provider (formerly "License-Exempt Child Care Provider"), and Receiving a Kinship Care Payment.

## Chapter 1:

**1.4.1 Assistance Groups (AG):** Reorganized section for clarity. There are no policy changes to this section.

**1.4.7.2 Exemptions to Cooperating with the Child Support Agency:** Clarified that the exemption to cooperate with child support applies to any child living in an out-of-home placement, not only those who are residing with a foster parent, subsidized guardian, interim caretaker, or relative with court-ordered placement and receiving the Kinship Care payment.

**1.4.7.11 Good Cause Disputes:** Revised policy to re-align with Wis. Admin. Code DCF s. 102.10(4).

**1.4.8.3.2 Self-Employment:** Removed an obsolete reference to DCF form DCF-F-DWSP2131, added a hyperlink to DHS Self-Employment Income Report Form (F-00107). Clarified that Self-Employment Income Report Forms (SEIRFs) are required for the last 30 calendar days.

**1.5.1 Gross Income:** Clarified that income availability refers to settlements and other income that a person may be granted, but may not actually receive for several years. This policy does not refer to deductions to earned income withheld by an employer.

**1.5.3 Income that is Not Included in the Financial Eligibility Test:** Added CMF+ to the list of W-2 payments that are disregarded income in accordance with [Operations Memo 18-J7](#).

**1.5.6 Asset Testing:** Added cross-reference to Glossary term “Receiving a Kinship Care Payment”.

**1.6.10 Non-Financial Eligibility Verification:** Added verification of participation in the Safe at Home program as an allowable source of verification for Identity and Wisconsin Residency and Residence. Added Numerical Identification System (Numident) record as allowable source of verification for Social Security Number in accordance with [Operations Memo 18-J6](#). Added school registration record and any other reliable document that verifies Wisconsin residency as allowable sources of verification for Wisconsin Residency and Residence (home address). Added court orders from states other than Wisconsin as an allowable source of verification for Placement of Children in accordance with [Operations Memo 18-21](#). Replaced the term “voluntary kinship” with “kinship placements for which the relative volunteered to have the child placed with him or her”.

**1.6.11 Approved Activity Verification:** Clarified that if exempt or salaried employees do not have hours worked listed on the pay stubs, the individual’s stated work hours must be documented on the Employment page in CARES Worker Web (CWW). Removed an obsolete reference to DCF form DCF-F-DWSP2131, added a hyperlink to DHS Self-Employment Income Report Form (F-00107). Clarified that SEIRFs are required for the last 30 calendar days.

**1.6.12 Financial Eligibility Verification:** Clarified that if exempt or salaried employees do not have hours worked listed on the pay stubs, the individual’s stated work hours must be documented on the Employment page in CWW. Removed an obsolete reference to DCF form DCF-F-DWSP2131, added a hyperlink to DHS Self-Employment Income Report Form (F-00107). Clarified that SEIRFs are required for the last 30 calendar days. Removed language from the Unearned Income section regarding verification of the Kinship Care payment, Foster Care payment, Subsidized Guardian payment, or Interim Caretaker payment as this is disregarded unearned income and does not need to be verified.

**1.7.2 Eligibility through the Migrant Child Care Contract:** Clarified that the parent must provide proof that the family has temporarily left their principal place of residence outside of Wisconsin and has come to this state for not more than 10 months in a year to accept seasonal employment.

**1.8.1 Financial Eligibility:** Added cross-reference to Glossary term “Receiving a Kinship Care Payment”. Clarified that while approval to receive the Kinship Care payment is considered to be the same as receiving the Kinship Care payment, being likely to receive the payment or being on the waitlist to receive the payment is not the same as receiving the payment in accordance with [Operations Memo 18-22](#). Proof of the Kinship Care payment approval may be provided by written confirmation from or collateral contact with the Kinship Care coordinator who made the determination.

**1.8.2 Exemption from Cooperation with Child Support:** Added cross-reference to Glossary term “Receiving a Kinship Care Payment”.

**1.8.3 Exemption from Providing Verification within 7 Days:** Clarified section title to indicate seven (7) days refers to seven (7) business days.

**1.8.4 Request for Assistance (RFA) via Child Welfare Agency:** Added cross-reference to Glossary term “Receiving a Kinship Care Payment”.

**Chapter 2:**

**2.1.1 Child Care Provider Regulation:** Clarified that child care providers operated by a Wisconsin public school board must be monitored by the Department of Children and Families (DCF) Bureau of Early Care Regulation (BECR).

**2.1.1.2 Certified Child Care Providers:** Clarified that certifying child care providers in Milwaukee is a process administered by DCF.

**2.1.1.2.1 In-Home Certified Child Care Providers:** Clarified that in-home child care providers may be provisionally certified for up to six (6) months. Revised to indicate that certification group size rules do not apply to in-home care (care provided in the child's home), but the provider may not bring additional, nonresidential children into the certified location (child's home).

**2.1.1.3 Public School Programs:** Clarified that public school programs must be licensed or operated under contract with a public school and entered into WISCCRS in order to receive Wisconsin Shares Child Care authorizations and subsidy payments.

**2.1.3 Fingerprint-Based Background Checks:** Added note that this policy will be obsolete effective October 2018.

**2.1.4 Fidelity National Information Services (FIS) Contract:** Clarified that all child care providers who will accept Wisconsin Shares Child Care authorizations must complete a contract with FIS in order to receive Electronic Benefit Transfer (EBT) payments. Added link to DCF website with information about the FIS contracting process.

**2.1.6 Authorizations for Children Whose Parent is a Child Care Provider and 2.2.1 Parental Choice:** Revised citation to align with current Administrative Rule.

**2.2.3 Authorizations at Initial Eligibility:** Added example to clarify the begin date of an authorization when a parent loses eligibility due to noncooperation with Child Support and applies after being closed more than 30 days.

**2.2.3.1 Authorizations at Initial Eligibility for Relatives with Court-Ordered Placement and Kinship Payment:** Added cross-reference to Glossary term "Receiving a Kinship Care Payment".

**2.2.4 Authorizations for Ongoing Eligibility:** Added example to clarify the begin date of an authorization when a parent loses eligibility due to noncooperation with Child Support and reopens after being closed less than 30 days.

**2.2.8.5 Self-Employed Foster Parents:** Added cross-reference to Glossary term "Receiving a Kinship Care Payment".

**2.2.8.8 Sleep Hours for Third Shift Employment:** Revised to indicate that a parent's need to sleep does not need to be "during daytime hours"; this policy is intended to cover the time the parent needs to sleep, regardless of whether it is during the morning, afternoon, or evening.

**2.2.10 In-Home Child Care:** Clarified that in order to receive an authorization for child care provided in the child's own home, the three (3) or more children being cared for must be receiving Wisconsin Shares Child Care Subsidy.

**2.2.14.1 Timely Reported Change:** Removed contradictory language under “Timely Verified and Loss of Eligibility (Before and After Adverse Action)” to simply allow the authorization to end systematically.

**2.3.1 Parent Authorization Notices:** Revised to include current Quarterly Subsidy Authorization Notice language, including Authorization Ending language, in accordance with [Operations Memo 18-10](#).

**2.4.2 Wisconsin Shares Copayment Types:** Clarified that the Learnfare copayment type only applies to the child of a teen parent whose custodial parent is enrolled in W-2, not all children participating in Learnfare.

**2.5.9.1 Inclusion Rate for Children with Special Needs:** Revised Form DCF-F-2976 to remove the “Parent Appeal Rights” section.

**2.8.2 Provider Closure Policy:** Clarified reference to Chapter 4 as Section 4.11.1.2.2.1.

### **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](mailto: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](mailto:childcare@wisconsin.gov) or (608) 422-7200.

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