



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

DECE/BCCSA OPERATIONS MEMO

No: 21-05

DATE: 03/12/2021

Child Care

FROM: Junior Martin, Director
Bureau of Child Care Subsidy Administration
Division of Early Care and Education
Department of Children and Families

**SUBJECT: Wisconsin Shares Authorizations and Maximum Hours of Care for a Child
Per Day**

CROSS REFERENCE: [Wisconsin Shares Handbook](#),
Section 2.4.8 Maximum of 75 Authorized Hours Per Week
Wis. Admin. Code DCF ss. [201.039\(9\)](#), [202.08\(5\)\(c\)](#), [250.055\(1\)](#),
[251.055\(1\)](#), and [252.425\(1\)](#)
Wis. Stat. s. [49.155\(6g\)\(a\)](#)

EFFECTIVE DATE: April 1, 2021

PURPOSE: This Operations Memo provides new policy and system changes regarding the number of hours that a child may be in child care in a 24-hour period and the impact to a child's Wisconsin Shares authorization. This memo also clarifies the policy regarding 75 subsidized hours per week.

BACKGROUND: On April 1, 2020, licensing and certification administrative rules were updated to change the number of hours that a provider may provide care. Additionally, licensing administrative rules changed the number of hours that a child may be in care within a 24-hour period.

Wisconsin Shares policy is being revised to align with the changes to the licensing rules. The maximum hours that could be *subsidized* per week has previously been included in the policy; however, the maximum subsidized hours per week are not associated with the licensing and authorization limits for the number of hours a child can be in care in a 24-hour period.

Section 2.4.8 Maximum of 75 Authorized Hours Per Week has now been updated to indicate the maximum number of hours a child can be in care in a 24-hour period and includes the previous policy that subsidized hours are limited to 75 hours per week. The section has also been retitled

to "Maximum Hours Per Day." System enhancements have been made to the Child Care Statewide Administration on the Web (CSAW) system to support the new policy.

POLICY: The following policy will be added to the Wisconsin Shares Handbook with the next release. New policy is highlighted and policy that has been removed is indicated with red strikethrough. The previous Section 2.4.8 Maximum of 75 Authorized Hours Per Week has been entirely replaced with the new Section 2.4.8 Maximum Hours Per Day.

2.4.8 Maximum Hours Per Day of 75 Authorized Hours Per Week

~~A child's total authorized hours cannot exceed 75 hours per week. This includes a child in two (2) Wisconsin Shares Child Care Assistance Groups and/or authorized to more than one (1) provider. CSAW will not allow authorizations for more than 75 hours of child care per week. It is only when the hardship policy requirements are met that staff with the Child Care Coordinator profile in CSAW may write an authorization for more than 75 hours of child care per week (see 2.4.9.1 and 1.1.3).~~

~~**Example:** Claudia has an authorization for 43 hours per week for her child, Jackson, at Lydia's Child Care program. Claudia asked for and was approved an exception to change child care providers mid-month due to Lydia's Child Care program's abrupt permanent closure. In this scenario, Jackson would have a 43 hour authorization at Lydia's Child Care program and another authorization for 45 hours at Jolly House Child Care program, for a sum of 88 hours. Since the original authorization to Lydia's Child Care program cannot be end-dated until the end of the month, the new authorization to Jolly House Child Care must be written by a worker with the Child Care Coordinator privileges in CSAW.~~

Children may not be authorized for Wisconsin Shares for more than 12 hours per day unless written documentation is provided describing a parent's work schedule, travel time, or a combination of work and travel time that exceeds 12 hours per day. Written documentation may include a parent's written statement or other verification already provided for approved activity (see 1.5.11) or financial eligibility (see 1.5.12). Documentation must be scanned into the Electronic Case File (ECF). If verification that was previously provided is used to justify a child care need that exceeds 12 hours per day, a summary of the relevant verification must be documented in case comments (see 1.9).

If written documentation is provided describing a child care need of more than 12 hours per day, child care may be authorized up to the following limits:

- **Licensed Providers and Day Camps:** Per licensing rules, children cannot be in care more than 14 hours in a 24-hour period at a licensed provider (group or family) or a day camp. A child may not be authorized for more than 14 hours in a 24-hour period, which includes travel time, for a licensed provider or a day camp.
- **Certified Providers:** Per Wisconsin Shares rules, children may not be authorized for more than 16 hours per day, which includes travel time, for a certified provider.

Out-of-state providers will have a status of Licensed or Certified in the Child Care Statewide Administration on the Web (CSAW) system and CSAW will enforce the associated daily limit as described in the CSAW Changes section of this memo.

Example 1 (Certified): Violet is receiving Wisconsin Shares for her child, Donna, to attend a certified child care provider. In May, Violet begins working 12-hour overnight shifts (7 p.m. to 7

a.m.) on a rotating schedule. She also needs six (6) hours of sleep time, as well as 30 minutes of travel time each way. Donna would need to be in care for 19 hours within a 24-hour period (12-hour shift + six (6) hours sleep time + one (1) hour travel time). Because a child cannot be authorized to a certified provider for more than 16 hours per day, only 16 hours of care may be authorized. Travel time could not be included in the authorization because Donna would still be in care during that time. CSAW will consider travel time and the parent schedule/child care need overlap and prevent the agency worker from entering a child care need that is greater than 16 hours per day.

Example 2 (Licensed): Carol is receiving Wisconsin Shares for her child, Johnny, to attend a licensed child care provider. Carol works a rotating 12-hour shift from 10 p.m. to 10 a.m. She also requests five (5) hours of sleep time and 30 minutes travel time for pick up only. Johnny would be in care 17.5 hours within a 24-hour period (12-hour shift + five (5) hours sleep time + 30 minutes travel time). Because a child cannot be authorized to a licensed provider for more than 14 hours per day, only 14 hours of care may be authorized. Travel time could not be included in the authorization because Johnny would still be in care during that time. CSAW will consider travel time and the parent schedule/child care need overlap and prevent the agency worker from entering a child care need that is greater than 14 hours per day.

Subsidized hours are capped at 75 hours per week. For more information about the subsidy calculation, see Section 2.5.4.

CSAW CHANGES:

CSAW was updated on January 29, 2021, to support these policies. The following validations were added to CSAW:

1. Child Care Need Exceeds 12 Hours

A yellow soft stop validation displays when the child care need and parent schedule overlap, including travel time, exceeds 12 hours within a 24-hour period. This validation reminds workers to collect written documentation of a child care need greater than 12 hours.

2. Child Care Need Exceeds Daily Limit

A red hard stop validation displays when the child care need and parent schedule overlap, including travel time, exceeds the daily licensing or authorization limit for the provider type as described above. Neither agency workers nor Child Care Coordinators are able to override this validation.

3. Child Care Need Outside Hours of Operation

A red hard stop validation displays when the child care need and parent schedule overlap, including travel time, for any day are outside of the child care provider's hours of operation (as listed in CSAW). Neither agency workers nor Child Care Coordinators are able to override this validation.

CONTACTS:

For Wisconsin Shares policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at BRCCPolicyHelpDesk@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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