



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: 21-06
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: Consular Identification Document for Wisconsin Shares Identity Verification

CROSS REFERENCE: [Wisconsin Shares Handbook](#)
Section 1.5.10 Non-Financial Eligibility Verification

EFFECTIVE DATE: April 1, 2021

PURPOSE: This Operations Memo provides clarification regarding acceptable verification of identity for undocumented immigrants.

BACKGROUND: All parents applying for Wisconsin Shares are required to verify their identity. Parents who are undocumented immigrants may be unable to provide the common forms of verification that are valid for Wisconsin Shares, but often have a Consular Identification Document (CID) issued by their government. This ID may be used to meet the identity verification requirement.

POLICY: The following policy will be added to the Wisconsin Shares Handbook with the next release.

1.5.10 Non-Financial Eligibility Verification

The following lists the non-financial eligibility items that must be verified and includes a list of document types that satisfy the corresponding requirement. The only sources of verification accepted and valid for Wisconsin Shares eligibility are those that are listed below.

- **Identity of the applicant and all parents in the Assistance Group:** A photo ID, (except those excluded by Wis. Stat. s. 66.0438) such as, but not limited to: Driver's license; state-issued ID card; Photo Employee ID card; Photo Student ID card; Military ID card; Native American ID card issued by a federally recognized tribe; Photo ID issued by

United States Citizenship and Immigration Services (USCIS); Consular ID, or U.S. Passport. The following are also acceptable sources for verifying identity: Social Security Administration (SSA) data exchange in CWW; Online Wisconsin Department of Motor Vehicles (DMV) Driver's License query with a status of valid, expired, suspended, revoked, disqualified, canceled, or denied ~~limited to a valid or expired status only~~ (see CWW Process Help Chapter 44); ~~or~~ verification of participation in the Safe at Home program (see CWW Process Help Chapter 77).

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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