



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: 21-07
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 Signature Requirements

CROSS REFERENCE: [Wisconsin Shares Handbook](#)
Section 1.2.5 Signature Requirements

EFFECTIVE DATE: April 1, 2021

PURPOSE: This Operations Memo provides clarification to allow the primary person, their spouse, or non-marital co-parent to provide the written or telephonic signature requirement at application and renewal.

BACKGROUND: Previously, the Wisconsin Shares Handbook stated that the applicant must provide a written or telephonic signature at application and renewal. In an effort to ease accessibility for all families, clarification is being added that the primary person, their spouse, or non-marital co-parent may complete the signature requirement.

POLICY: The following policy will be added to the Wisconsin Shares Handbook with the next release. New policy is highlighted in yellow.

1.2.5 Signature Requirements

A signature is required from the applicant, **spouse, or non-marital co-parent** for every application, renewal, and Wisconsin Shares program add. The signature requirements for Wisconsin Shares are as follows:

- The electronic signature that is submitted through ACCESS Apply for Benefits (AFB) satisfies the signature requirement to set the filing date/Request for Assistance (RFA) date and meets the signature requirement at the conclusion of the intake interview.

- A telephonic signature received during the RFA is a valid form of signature for setting the filing date and meets the signature requirement at the conclusion of the interactive interview.
- A telephonic signature is a valid form of signature on the Case Summary following an intake interview or a renewal interview completed by telephone.
- With a new application, if the intake interview occurs simultaneously with the phone request, a telephonic or written signature on the Case Summary meets the signature requirement.
- The electronic signature that is submitted through ACCESS Renew my Benefits (RMB) satisfies the renewal signature requirement that follows the renewal interview; however, the interview must be documented in CARES Worker Web (CWW) on the Application/Review Interview Details page.
- When a renewal interview is completed, either a telephonic or a written signature is needed on the Case Summary when the Wisconsin Shares renewal interview is completed. However, if the renewal was submitted through ACCESS RMB, no additional signature is needed at the conclusion of the interview.
- If a written Request for Assistance (RFA) signature has been collected on form DCF-F-2835 (Wisconsin Shares Child Care Registration form) or on the CWW Application/Registration, the signature requirement has been met.
- Signatures from individuals other than the applicant, spouse, or non-marital co-parent, such as an authorized representative for another program of assistance, are not allowed.

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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