DEPARTMENT OF CHILDREN AND FAMILIES

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State of Wisconsin Governor Scott Walker

TO: Child Care Eligibility and Authorization Workers

and Supervisors

Income Maintenance Supervisors

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: 18-52

DATE: 12/05/2018

Wisconsin Shares Child Care

SUBJECT: System Change to Address Verification Codes

CROSS REFERENCE: Wisconsin Shares Child Care Policy and Process Handbook

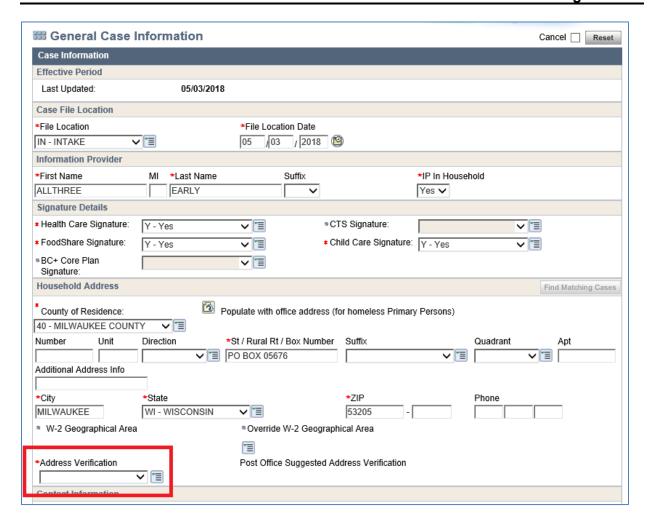
Section 1.5.10

EFFECTIVE DATE: October 27, 2018

PURPOSE: This Operations Memo informs Wisconsin Shares Child Care Subsidy agencies of a systems change made to the "Address Verification" field on the *General Case Information* page in CARES Worker Web (CWW). This is an automation change only; there are no changes to policy or process.

BACKGROUND: On the *General Case Information* page in CWW, there is an "Address Verification" field. Previously, there were a large number of verification codes, many of which were irrelevant to address verification.

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CHANGES: On October 27, 2018, the Department of Children and Families (DCF) implemented changes to the Address Verification code table: three new codes were added, one code was modified, 30 codes were kept, and 84 codes were removed.

For cases with an "Address Verification" code that was removed from the reference table, the code will still display in the Address Verification field. This is true for current and historical sequences of the *General Case Information* page. However, workers are not able to select the removed codes going forward.

Please note that the "NQ – Not Questionable" Address Verification code was temporarily removed, but it has now been restored.

New Address Verification Codes

HA - WI Housing Assistance Approval Document
MO - Motor Vehicle Registration Document
MT - Mortgage Receipt or Statement

Modified Address Verification Code

GI - Government Id: Fed/State

This code previously included "Local"

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Retained Address Verification Codes

Removed Address Verification Codes

AD - Adoption Records AR - Attendance Report AW - Award Letter BA - Baptismal Certificate BC - Birth Certificate BQ - Birth Record Query BR - Us Amended Birth Record BX - Bendex Record Query CA - Child Citizenship Act 2000 CD - Citizenship/Am Indian/N Mariana CE - Census Record	?O - Out Of State Verification Pending
AW - Award Letter BA - Baptismal Certificate BC - Birth Certificate BQ - Birth Record Query BR - Us Amended Birth Record BX - Bendex Record Query CA - Child Citizenship Act 2000 CD - Citizenship/Am Indian/N Mariana	AD - Adoption Records
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CA - Child Citizenship Act 2000 CD - Citizenship/Am Indian/N Mariana	BR - Us Amended Birth Record
CD - Citizenship/Am Indian/N Mariana	BX - Bendex Record Query
	CA - Child Citizenship Act 2000
CE - Census Record	CD - Citizenship/Am Indian/N Mariana
	CE - Census Record

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CH - Church/Synagogue Records
CI - Citizenship Papers
CK - Check Or Cancelled Check
CP - Confirmation Papers
CR - Child Care Receipt
CV - Conversion
CW - Participated In CWEP
DE - Data Exchange
DO - Documented With SSN
DS - Doctor's Statement
DT - Death Certificate
D2 - Annual Re-Screen For LTC
D3 - Change In Condition For LTC
ED - Educational Document
EI - Employee Id
ER - Employer Record
FR - Family Records
GR - Participated In A GR WP
HR - Hospital Birth Records
IN - Ins Papers
IS - Income Statement
JT - Participated In JTPA
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LC - Library Card
LN - Participated In Learnfare
LW - Lawyer Statement Or Records
MB - Medicaid Birth Claim
MC - Medicare Card
MD - Medical Records
ML - Marriage License Or Certificate
MR - Medical Record
MS - Military Service Papers
NE - Household Newly Arrived
NH - Nursing Home Records
NU - Numident
NW - Newspaper
OG - Organization Records Letters
OI - Other Identity
PB - Birth Certificate Paid By IM Agency
PG - Pregnancy Statement
PI - State Id Card Paid By IM Agency
PM - Presumptive MA Card
PP - Passport
RA - Railroad Retirement Records
RE - Receipt

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RJ - Registered For AFDC WP
RN - Participated In A RNIP WP
RR - Religious Record
SA - SSA Document
SC - SSI-MA Or Medicare Recipient
SD - State Department Records
SE - Self Employment Records
SF - Attended Elem/Secondary School
SI - School Id Card
SN - Seneca/Navaho Indian Census Record
SO - Sponsor Statement
SP - Self Declared/Proclaimed
SS - Social Security Card
SV - Save Database
SW - Sworn Statement
S5 - SS-5 Copy
S6 - SSA 1610
TN - Two Non-Photo Id's
TP - Third Party Written
UC - Unemployment Compensation Statement
VA - Veterans Admin Records Or Checks
VO - Visibly Obvious
VR - Voter Registration Card
VS - Vital Statistics Bureau
VT - Attended Voc/Tech School
WA - Written Affidavit
WC - Worker's Compensation Statement
WS - Written Statement From Other Source

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.

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.

DCF/DECE/BELP/RH