

## Ops Memo 21-08 Attachment 1: Chapter 1 Activity Break Period Eligibility Policy Changes

### **Section 1.3.9.2 Activity Break Periods**

Federal requirements in the Child Care and Development Block Grant (CCDBG) requires states to provide three (3) months of continued assistance following a permanent loss of approved activity. CCDBG also requires states to allow a parent to retain eligibility during a temporary absence from their approved activity. These policies are intended to support continuity of care for the child following a parent's permanent loss or temporary break in approved activity.

The Approved Activity Search Period (ACTS) and Temporary Break Period (TBRK) are collectively referred to as Activity Break Periods. For additional criteria that a parent must meet in order to be eligible for **an Activity Break Period** ~~ACTS or TBRK~~, see Section 1.3.9.2.1.

Parents who are eligible for an Activity Break Period are able to retain eligibility and maintain any authorizations at the same number of hours for a period of up to three (3) months following a permanent loss or temporary break in their approved activity. An ACTS period may be ended earlier than three (3) months if the parent is completing an annual eligibility renewal or one (1) of the other criteria in Section 1.3.9.2.3 are met.

**Note:** If a parent is absent or expected to be absent from their approved activity for less than 30 calendar days, they are still considered to be actively participating in their approved activity. A gap of less than 30 calendar days does not need to be evaluated for either ACTS or TBRK; the parent's approved activity status would remain the same.

Parents must continue to meet all financial and non-financial eligibility requirements during this 3-month period. Agency workers must not require parents to provide verification of a job ending or of a parent starting a temporary break unless it is questionable whether the parent has resumed or permanently lost the approved activity and did not report it. Parents are also not required to provide job search logs or other verification of searching for an approved activity during an ACTS period.

#### **Permanent Break (ACTS)**

~~Wis. Stat. s. 49.155(1m)(a)~~ **Wisconsin statute** states that an individual who is eligible to receive a Wisconsin Shares subsidy may remain eligible for that subsidy for a period of three (3) months after the individual permanently ceases participation in the approved activity or until the local agency re-determines the individual's eligibility, whichever is earlier (see 1.3.9.2.3).

A parent must not expect to return to the same approved activity in order to be eligible for **an** ACTS period.

#### **Temporary Break (TBRK)**

~~Per 45 C.F.R. s. 98.21 and Wis. Stat. s. 49.155(1)(cm), if~~ **Wisconsin statute states that** a child **who** was eligible at their most recent eligibility determination (application or renewal) ~~the child must be allowed to~~ **may** remain eligible and receive benefits at the same level following a parent's reported temporary break in approved activity. A temporary break is defined as a parent's time-limited absence from an approved activity due to:

- Illness,
- The need to care for a family member,
- A student or holiday break,

- An interruption in work for a seasonal worker who is not working between regular industry work seasons, or
- Any other cessation of an approved activity as long as the parent continues to be employed or enrolled in the approved activity and the absence does not exceed three (3) months.

~~A parent who meets the above criteria may be eligible for a TBRK period.~~ A parent who experiences a temporary break that will last more than three (3) months is eligible for a TBRK period for the first three (3) months of the temporary break if all other criteria in Section 1.3.9.2.1 are met.

#### **Section 1.3.9.2.1 Eligibility for an Activity Break Period**

A parent must have ongoing Wisconsin Shares eligibility, including a verified approved activity, at the time of the permanent loss or temporary break in approved activity in order to be eligible for an Activity Break Period.

Parents who are applying for Wisconsin Shares and parents who are reapplying after one (1) calendar month of eligibility ending must have a verified approved activity at application and are not immediately eligible for an Activity Break Period. This includes parents added to an ongoing case (Person Add). Parents must have completed the application process [including interview, verification, and confirmation of eligibility in CARES Worker Web (CWW)] with an approved activity prior to experiencing the permanent loss of or temporary break in approved activity in order to be eligible for an Approved Activity Search Period (ACTS) or Temporary Break Period (TBRK).

Parents are not eligible to begin or continue an ACTS period at their annual eligibility renewal the first month of a new eligibility period following a completed annual eligibility renewal. Parents also cannot ~~are not allowed to~~ start a new TBRK period ~~the month following a renewal~~ the first month of their new eligibility period, ~~however, parents~~ but are eligible to continue a TBRK period that had already started prior to the annual renewal after they complete the renewal (see 1.3.9.2.2). This is true regardless of whether the annual eligibility renewal is completed early, timely, or late.

**Example 1:** Luna calls the local agency on January 4 to complete her annual renewal. Her annual renewal is due January 31, and she has authorizations for her children, Aurora and Asher. Luna tells the agency worker that she just lost her job on January 1 and will be looking for new work. The ACTS period would regularly begin February 1, the month following the change. However, because ACTS cannot start at renewal the first month of the new eligibility period, Luna does not have an approved activity for February (the month following her renewal). The agency worker updates her Approved Activity Status in CWW to “No” for February, and her Wisconsin Shares eligibility ends systematically on January 31.

**Example 2:** Harper calls the local agency on April 12 to complete her annual eligibility renewal. She currently has an authorization for her child, Mason. Her annual eligibility renewal is due April 30. Harper informs the agency worker that she just had a baby and will be on maternity leave her employer will need to temporarily close beginning from April 17 – June 30. The TBRK period would regularly begin May 1, the month following the change. Because TBRK cannot start at renewal the first month of the new eligibility period, Harper does not have an approved activity

for May, ~~the month following her renewal. Even though she has completed her renewal, her eligibility must be ended on April 30 due to lack of approved activity.~~ The agency worker updates her Approved Activity Status in CWW to “No” for May, and her Wisconsin Shares eligibility ends systematically on April 30.

**Example 3:** Gabriella begins a TBRK period in September to care for her sick mother. Her TBRK period is September 1 – November 30, and her annual renewal date is October 31. When Gabriella calls on October 21 to complete her annual renewal, the agency worker leaves TBRK as her Approved Activity Status for November. Gabriella can remain in the TBRK period until November 30 (the end of the 3-month period) as long as she provides all other information necessary to complete her annual renewal.

Because Activity Break Periods cannot begin the first month of the new eligibility period, the agency worker must end Wisconsin Shares eligibility for lack of approved activity after a renewal has been completed if the parent later reported a permanent loss of or temporary break in approved activity that occurred during the renewal month. If the permanent loss or temporary break is reported while the parent is completing a renewal, CWW will prevent the agency worker from entering an ACTS or TBRK period for the month following the renewal. However, if the renewal has already been completed, CWW *will* allow ACTS or TBRK to be entered for the month following the renewal which is not correct. **Agency workers must ensure that an Activity Break Period does not begin the first month of the new eligibility period if a renewal has already been completed.**

If the renewal has already been completed and the change is reported after adverse action, eligibility will end at the end of the month following the renewal month. To ensure benefits are not issued incorrectly, the agency worker must manually end or delete any authorizations for the month following the renewal because the parent does not have an approved activity for that month (see 2.4.3.4). This process ensures that the same policy to not allow an Activity Break Period to start the month following renewal is applied to all parents regardless of when they complete the renewal.

**Example 4:** Jenna calls the local agency on February 10 to complete her annual eligibility renewal, which is due February 28. She is working when she completes her renewal. She provides all verification and her renewal is completed on February 12. On February 25, Jenna calls to report that she lost her job that day. The ACTS period would regularly begin March 1, the month following the change. However, because ACTS cannot start the first month of the new eligibility period, Jenna does not have an approved activity for March. Even though she has completed her renewal, her eligibility must be ended due to lack of approved activity. When the agency worker changes the Approved Activity Status to “No” in CWW and runs eligibility, Wisconsin Shares is closing March 31 due to adverse action. The agency worker must confirm the closure and manually end or delete any authorizations that were created to start in the new eligibility period because Jenna does not have an approved activity for March.

Parents must continue to meet all financial and non-financial criteria during an Activity Break Period, including reporting changes within 10 calendar days of the change (see 1.8.1). This includes reporting the start or end of an approved activity, a return to the same approved activity, or a change in child care need.

As stated in Section 1.3.9.2, both federal regulations and state law require local agencies to allow parents to maintain eligibility following a permanent loss or temporary break in approved activity. Parents are not required to have an authorization in order to maintain eligibility; however, no new authorizations can be written during an ACTS or TBRK Activity Break Period if the parent did not have an authorization for that child that started prior to the first day of the Activity Break Period the parent lost their approved activity or began an absence from their approved activity (see 2.4.3.4.3).

~~However, parents must indicate that they anticipate needing child care during or after an ACTS or TBRK period.~~

**Example 5:** Jamie reports to the agency worker on May 24 that she lost her job on May 15. Jamie has two (2) children, Alanna and Jasmine, but does not have an authorization for either child. The agency worker informs Jamie that she may maintain eligibility for up to three (3) months, but that Alanna and Jasmine will not be eligible for authorizations during that time because they did not have authorizations that started prior to the day that Jamie lost her job (May 15) in place at the time of the job loss. ~~The agency worker asks Jamie if she anticipates needing child care when she finds a new approved activity.~~ Jamie states that she would like to keep her Wisconsin Shares eligibility until she can find a new job, ~~and that she does anticipate sending her children to child care when school starts in the fall if she has found a new job by then.~~ The agency worker changes Jamie's Approved Activity Status in CWW to ACTS for June, even though Jamie's children do not have authorizations.

A parent may report a temporary or permanent change in their approved activity over the phone, in person, or through ACCESS. When the local agency receives the reported change information of a permanent loss or temporary break in approved activity, the agency worker must change the parent's approved activity in CWW to ACTS or TBRK (based on the change reported) for the month following the change.

Eligibility should only be ended due to lack of approved activity following a permanent loss or temporary break in approved activity if the parent explicitly states that they do not want to maintain Wisconsin Shares eligibility or are not eligible for an Activity Break Period. Agency workers should encourage parents to leave eligibility open with the ACTS or TBRK activity. This eliminates the need for the parent to reapply and meet the initial financial eligibility threshold of 185% FPL.

**Example 6:** Daniel has an authorization for his child, Andrew. He reports to the agency worker on June 28 that he will be on temporary leave from his job starting June 30 because Andrew is very sick. Daniel states that he does not need the authorization or Wisconsin Shares eligibility because he will be caring for Andrew. The agency worker informs Daniel that if he leaves his Wisconsin Shares eligibility open, it will be easier to receive a new authorization and avoid the need for Daniel to reapply when he goes back to work. Daniel agrees to leaving his Wisconsin Shares eligibility in place and the agency worker updates his Approved Activity Status in CWW to TBRK for July.

~~contact the parent to inform them that they can continue to be eligible and can continue using any existing authorization(s). The agency worker must ask the parent if they anticipate needing child care during or after the ACTS or TBRK period before placing the parent in the ACTS or~~

TBRK activity in CWW. The agency worker may contact the parent by telephone to obtain this information or ask the question using the Notice of Proof Needed. Agency workers must send the Notice of Proof Needed if they attempt to contact the parent by phone but are unable to reach them.

**Process:** Agency workers must include the following text (or text substantially similar) as a note on the Notice of Proof Needed: *"You may be able to keep your Wisconsin Shares Child Care eligibility and any subsidy authorizations you have following this change in approved activity. Your subsidy amount may increase, but you will still be responsible for paying the difference between the subsidy amount and the price your child care provider charges. Please contact your local agency if you are interested in this. Failure to respond to this request will result in your Wisconsin Shares Child Care eligibility ending."*

Parents are not eligible for an ACTS or TBRK period after declining the offer. The following circumstances are considered to be declining an ACTS or TBRK period:

- Parents who state they do not anticipate needing child care during or after an ACTS or TBRK period.
- Parents who state they no longer want to maintain Wisconsin Shares Child Care eligibility or otherwise indicate that they will reapply at a later time.
- Parents who do not respond to the agency worker's verbal or written request on the Notice of Proof Needed of whether they anticipate needing child care following a reported change. Parents have seven (7) business days to respond to the Notice of Proof Needed.

**Process:** If the parent's response (or lack of response) to either the phone call or the Notice of Proof Needed meets one (1) of the circumstances above, the agency worker must change the Approved Activity Status in CWW to "No" and the parent's eligibility for Wisconsin Shares Child Care will end according to adverse action (see 1.8.4). The authorization will systematically end on the last day of the last month that the child had eligibility. Agency workers do not need to manually end the authorization early unless the parent indicates they no longer need the authorization (see 2.4.3.4).

Agency workers must document in case comments if the agency worker entered an ACTS or TBRK period for the parent following a reported change and any response or lack of response from the parent (see 1.9).

**Example 7:** On August 20<sup>26</sup>, Naomi calls the local agency to report that she had a baby and is on maternity leave from her job. Her maternity leave started August 15 and she expects to return to work on October 15. She currently has an authorization for her older child, Jodie. The agency worker informs Naomi that she may maintain eligibility for up to three (3) months, and that Jodie's authorization may remain at the same number of hours during that time. ~~The agency worker asks Naomi if she will continue to use child care for Jodie until she returns to work.~~ The agency worker encourages Naomi to leave eligibility open so that she doesn't need to reapply when she returns to work. However, Naomi still requests to end her Wisconsin Shares eligibility. ~~Naomi indicates that she does not need child care during this time, and that she will reapply for Wisconsin Shares when she returns to work.~~ The agency worker changes Naomi's

Approved Activity Status in CWW to “No” and Naomi’s eligibility for Wisconsin Shares ends on September 30 (according to adverse action). Jodie’s authorization will also systematically end on September 30; the agency worker does not need to update the authorization end date unless Naomi indicates she will not need child care in September.

**Example 8:** George reports through ACCESS on Saturday, March 2, that he lost his job on February 25. On Monday, March 4, when the agency worker receives the report, she updates the Approved Activity Status in CWW to ACTS for March. An ACTS period is established for March 1 – May 31. George’s eligibility can continue until May 31 as long as George continues to meet all financial and non-financial requirements. ~~pend the Approved Activity Status in CWW and add a note to the Notice of Proof Needed to see if he needs the ACTS period. George does not respond to the local agency within seven (7) business days. George’s worker changes the Approved Activity Status to “No” and runs eligibility to close Wisconsin Shares Child Care. If George later calls to request the ACTS period, the agency worker must inform George that he is no longer eligible and must be in an approved activity in order to reapply for Wisconsin Shares Child Care.~~

Parents are not limited to one (1) ACTS period or one (1) TBRK period within their 12-month eligibility period; however, a parent must be engaged in a verified approved activity between each ~~ACTS or TBRK~~ Activity Break Period. If a parent reports a new approved activity during an ~~ACTS or TBRK~~ Activity Break Period, but does not verify it, the parent is not eligible for a new ~~ACTS or TBRK~~ Activity Break Period based on the unverified approved activity. However, the parent is eligible to continue utilizing the remainder of the original ~~ACTS or TBRK~~ Activity Break Period. A new approved activity must be verified in order for a parent to receive a subsequent ~~ACTS or TBRK~~ Activity Break Period.

Once an ~~ACTS or TBRK~~ Activity Break Period has been established, agency workers should not pend or change the Approved Activity Status in CWW until a new approved activity has been verified. Parents will need to verify a new approved activity by the end of their ~~ACTS period (or TBRK Activity Break Period if the temporary break changed to a permanent break during this period)~~ in order to maintain Wisconsin Shares eligibility.

**Process:** The agency worker should pend on the Employment page for verification of new employment, and **not** update the Approved Activity Status page. If verification is not received, the agency worker should enter a verification code on the Employment page indicating that the information was not verified (i.e. NV-Not Verified, QV-Questionable Not Verified, etc.), but should still **not** update the Approved Activity Status page because a parent does not need another verified approved activity until the end of the ~~ACTS or TBRK~~ Activity Break Period. For the two-step verification process, see Section 1.5.11.2.

ACTS and TBRK periods cannot be consecutive. Parents cannot be in an ACTS period and then immediately follow it with a TBRK period, and parents cannot be in a TBRK period and then immediately follow it with an ACTS period. There must be a verified approved activity between ~~ACTS or TBRK~~ Activity Break Periods, even if the months of ~~ACTS or TBRK~~ the Activity Break Periods are consecutive. There is not a minimum number of days that a parent must be engaged in an approved activity in order to qualify for a new ~~ACTS or TBRK~~ Activity Break Period, but the approved activity must be verified. If any verification received appears questionable, local agencies must follow the guidance in Section 1.5.8.



**Example 9:** Celeste is in an ACTS period from November 1 – January 31 following a job loss in October. On ~~December~~ January 9, Celeste reports that she obtained new employment, but only worked for a week. Celeste provides the only paystub she received to verify the employment on ~~December~~ January 12. The agency worker updates the Approved Activity Status in CWW to EMPL for ~~December~~ January and runs with dates to confirm eligibility for January ~~December~~. Next, the agency worker goes back to the Approved Activity Status page in CWW and updates the Approved Activity to ACTS for February ~~January~~. The agency worker runs and confirms eligibility. Although it appears that Celeste had consecutive ACTS period (November to January and February to April ~~January to March~~), she did have verified employment between the two (2) ACTS periods.

A parent who expects to be temporarily absent for more than three (3) months is eligible for a TBRK period; however, the parent will only be eligible for Wisconsin Shares for the first three (3) months of the temporary break (see 1.3.9.2). Eligibility and any authorizations will end systematically at the end of the third month if the parent has not reported a return to his or her approved activity.

Parents engaged in Self-Employment (see 1.3.8.23.2) are eligible for an ACTS or TBRK Activity Break Period the same as parents who are regularly employed. ~~For authorization policy in these situations, see 2.4.3.4.~~

If the parent is employed by a temporary employment agency (or “temp agency”), and the parent reports that their job assignment has ended, the agency worker must ask follow-up questions in order to determine if the parent is eligible for an ACTS or TBRK period. If the parent expects to receive a new assignment within the next 30 calendar days, the parent’s Approved Activity Status in CWW should continue to be Employment (EMPL). If the parent does not expect to receive a new assignment in the next 30 calendar days, does not know when their next assignment will be, or reports that they are no longer employed with the temp agency, the case can be evaluated for an ACTS or TBRK period.

Parents participating in ~~other~~ school-year-based approved activities are eligible for a TBRK period while school is not in session ~~for the summer~~ if they intend to return to the same approved activity after the break. This includes:

- Parents participating in basic education (see 1.3.8.6.27), post-secondary education (see 1.3.8.6.38), or online education (see 1.3.8.6.4) who are also employed;
- Teen parents enrolled in high school;
- Parents employed through the school district;
- School bus drivers; and
- Any other parents whose approved activity is based on the school year.

If the break is less than a month (i.e. winter break, spring break, or a break between fall or spring semester and summer semester), the parent is still considered to be in their approved activity and the Approved Activity Status in CWW does not need to be updated.

Parents participating in basic, ~~or~~ post-secondary, ~~or~~ online education who are also employed (Approved Activity Status of EMGE or EMTS in CWW), but lose their employment are eligible for an ACTS period. This is because they are no longer meeting the 20 hours per month work requirement to be eligible for Basic Education (see 1.3.8.6.27), ~~or~~ Technical College or Course of Study Leading to Employment (see 1.3.8.6.38), ~~or~~ Online Education (see 1.3.8.6.4). Parents who are eligible for an ACTS period under this policy may maintain the same number of authorized hours during the ACTS period (see 2.4.3.4).

Parents who are participating in basic, ~~or~~ post-secondary, ~~or~~ online education and are still employed but are no longer meeting the 20 hours per month work requirement would be considered to only be employed (EMPL as the Approved Activity Status in CWW). These parents are not eligible for ACTS because they are still working. Although the parent may continue participating in basic, ~~or~~ post-secondary, ~~or~~ online education, the parent does not meet the work requirement so the approved activity must be changed to employment (EMPL). Parents who experience a decrease in approved activity hours (i.e. no longer qualifying for education as an approved activity) may maintain the same number of authorized hours based on continuity of care (see 2.4.2.2).

#### **Section 1.3.9.2.2 Starting an Activity Break Period**

Both an Approved Activity Search Period (ACTS) and a Temporary Break Period (TBRK) begin the month following the **start** of a reported permanent loss or temporary break. If the parent reports a ~~temporary or~~ permanent ~~loss or temporary~~ break in an approved activity untimely, the ~~ACTS or TBRK~~ Activity Break Period must be granted; however, the begin date will be backdated.

**Example 1:** Jordyn reports on May 15 that he is having surgery on May 30 and will be off work for three (3) months before returning to his job. The agency worker updates Jordyn's Approved Activity Status in CARES Worker Web (CWW) to TBRK with a June begin date. A TBRK period is created for June 1 – August 31.

**Example 2:** Maranda reports ~~a permanent loss of activity~~ on June 15 that she lost her job, but the last day she worked was April 20. Maranda's ACTS period ~~will~~ **must** be backdated to start on May 1 and ~~will~~ end on July 31. Maranda must have a verified approved activity entered in CWW for the month of August by July 31 in order to remain eligible for Wisconsin Shares.

A change in approved activity reported and verified during an ~~ACTS or TBRK~~ Activity Break Period must be entered in CWW with a begin date of the month that the reported change starts (this allows CSAW to display the correct approved activity when the parent requests a new authorization).

**Example 3:** Roxanne reports to the agency worker on June 28 that she lost her job on June 21 ~~and indicates that she wants the ACTS period~~. The agency worker enters the ACTS activity in CWW ~~with a for~~ July ~~begin date~~. The ACTS period is set for July 1 – September 30. On August 12, Roxanne reports that she obtained new employment starting August 15. The agency worker pends the Employment page for verification of her new employment. On August 29, Roxanne provides the verification and the agency worker updates the Approved Activity Status **in CWW** to EMPL with an August begin date.



If a parent begins a TBRK period and that temporary break status changes into a permanent loss of approved activity, the parent may continue to use the remainder of the TBRK period to search for another approved activity if any remainder of the three (3) months is available. Agency workers should leave TBRK as the Approved Activity Status in CWW, unless the parent reports and verifies a new approved activity before the end of the 3-month TBRK period or requests that the local agency end his or her Wisconsin Shares eligibility (see 1.3.9.2.3).

**Example 4:** In April, Aparna goes on maternity leave. She has an authorization for her child, Barakaa, and is placed in a TBRK period from May 1 – July 31. However, in June she reports to her agency worker that she will not be returning to her job. Aparna can use the remainder of her TBRK period (June and July) to search for a new approved activity. The agency worker leaves the Approved Activity Status as TBRK and does not change it to ACTS. Aparna must find a new approved activity by the end of July in order to remain eligible for Wisconsin Shares.

#### **Section 1.3.9.2.3 Ending an Activity Break Period**

As stated in Section 1.3.9.2, parents who are eligible for an Approved Activity Search Period (ACTS) or Temporary Break Period (TBRK) must be allowed to maintain Wisconsin Shares eligibility and any current authorizations may remain at the same number of hours for a period of up to three (3) months following the **permanent loss or** temporary **or permanent** break **from in** their approved activity.

However, an ACTS period cannot cross a parent's annual eligibility renewal. ~~CARES Worker Web (CWW) will fail the Assistance Group (AG) for a lack of approved activity for any months following the annual eligibility renewal date if a new approved activity is not entered on the Approved Activity Status page.~~ This is true whether a parent completes an early, timely, or late renewal; the month following the renewal must have an approved activity (see 1.3.9.2.1). ~~This includes prospective months (see Example 3 below).~~

**Example 1:** On September 6, Anya reports that she lost her job on August 28. Her annual eligibility renewal is due on October 31. Anya's ACTS period should be from September 1 – November 30, but because an ACTS period cannot cross renewal, her eligibility will end October 31 if she does not have a verified approved activity entered in CWW for November. The agency worker changes the Approved Activity Status to ACTS in **CARES Worker Web (CWW)** for September and runs eligibility. When the agency worker runs eligibility, they see that ~~September and October are passing, but~~ November is failing for lack of approved activity. This is correct due to Anya's renewal date of October 31. Anya will need to have a verified approved activity entered in CWW for the month of November by October 31 in order to complete her annual eligibility renewal and remain eligible for Wisconsin Shares.

If a parent's renewal is ~~also~~ due on the last day of the **ACTS or TBRK Activity Break Period**, the parent will need a new approved activity or a return to the same approved activity entered in CWW for the month following the renewal date in order for eligibility to continue.

**Example 2:** Leonard is in an ACTS period from October 1 – December 31. Leonard's annual eligibility renewal is also due on December 31. Leonard does not complete his annual eligibility renewal by December 31, and his Wisconsin Shares eligibility ends on December 31. On January 10, Leonard calls the local agency to complete his late renewal. Leonard must have an approved

activity for January at the time that he completes his renewal on January 10 in order for Wisconsin Shares eligibility to reopen.

TBRK periods are allowed to cross the annual eligibility renewal (see 1.3.9.2.2). The approved activity can only be TBRK for the month following the renewal due date if the parent started the 3-month TBRK period prior to the renewal date.

**Example 3:** Regina reports on July 1 that she will be on maternity leave beginning July 6. Regina's annual eligibility renewal is due on September 30. The agency worker updates her approved activity to TBRK for August and a TBRK period is created for August 1 – October 31. As long as Regina completes her annual eligibility renewal by September 30 (or completes a late renewal by October 31), her TBRK period can continue until October 31. If Regina completes a late renewal, she must have an approved activity entered in CWW for November or her Wisconsin Shares eligibility will end on October 31.

**Example 4:** Raquel is in a TBRK period from January 1 – March 31. Raquel's annual eligibility renewal is due February 28. Raquel does not complete her annual eligibility renewal, and her Wisconsin Shares eligibility ends on February 28. On March 10, Raquel calls the local agency to complete her late renewal. Raquel's renewal is completed with TBRK as her approved activity for March and Wisconsin Shares eligibility reopens for March. However, April and May eligibility will still fail if Raquel does not have an approved activity entered in CWW for April.

Parents must be in an approved activity beginning the month following the end of ~~the ACTS or TBRK~~ an Activity Break Period in order to remain eligible for Wisconsin Shares. If eligibility ends at the end of an Activity Break Period but the parent gains a new approved activity within one (1) calendar month of eligibility ending, eligibility will reopen effective the first of the month following the closure (see 1.2.7).

There are some situations where Wisconsin Shares eligibility may ~~fail~~ end but then reopen within one (1) ~~a~~ calendar month of eligibility ending ~~during an Activity Break Period~~, such as when a parent has failed to cooperate with child support but then starts cooperating again, or when non-financial verification was not provided but is subsequently provided to the local agency (see 1.2.7). If Wisconsin Shares eligibility ~~fails~~ ends but reopens within one (1) ~~a~~ calendar month, the parent is allowed to continue in their ~~ACTS or TBRK~~ Activity Break Period for the remainder of the 3-month period. For process related to this policy, see Process Help 76.1. If Wisconsin Shares eligibility is closed for more than one (1) calendar month, parents must have a verified approved activity to be eligible because this is a new application.

**Note:** Even if the parent has an expected return date following a temporary break, the agency worker must not end the TBRK period in CWW until the parent reports that they have returned to their approved activity. Circumstances could change before the parent returns to their approved activity which would require different worker action and create duplicate work. The same policy applies to authorizations (see 2.4.3.4).

**Example 5:** On August 20, Jolene reports that she is going on maternity leave starting August 22 and indicates that she should be returning to work on September 28. The agency worker updates her Approved Activity Status to TBRK for September. The agency worker should leave

the TBRK period as September 1 – November 30 until Jolene reports that she has returned to work.

In order to support the eligibility policy, CWW automatically sets an Activity Break Period once the agency worker updates the Approved Activity Status page with either ACTS or TBRK and confirms eligibility. The Activity Break Period will either be for three (3) months or, for ACTS, for the period remaining until the parent's annual eligibility renewal if the renewal due date is prior to three (3) months.

CWW will also systematically end eligibility during the 12-month eligibility period at the end of the 3-month ~~ACTS or TBRK~~ Activity Break Period if an approved activity has not been entered for the month following the end of the 3-month period. If the parent does not report a new approved activity, the agency worker does not need to take any action to end eligibility.

An ~~ACTS or TBRK~~ Activity Break Period may end earlier than the 3-month period set in CWW if:

- The parent begins a verified new approved activity during an ACTS period or reports that they have returned to their approved activity during a TBRK period.
- The parent contacts the local agency and requests that the agency worker end the ~~ACTS or TBRK~~ Activity Break Period or otherwise indicates that they no longer want to receive Wisconsin Shares.
- Eligibility ~~fails~~ ends for any financial or non-financial reason. Examples include, but are not limited to, the family moving out of state, failing to cooperate with the Child Support Agency, or a new parent moving into the household who is not participating in an approved activity.
- Another parent in the Assistance Group (AG) reaches the end of his or her ~~ACTS or TBRK~~ Activity Break Period in a two-parent or three-generation family.

**Process:** Agency workers are not required to manually override the ACTS or TBRK period in CWW in these situations; updating the case according to the change is sufficient for ending the ~~ACTS or TBRK~~ Activity Break Period.

**Example 6:** Molly is in an ACTS period from January 1 – March 31 and her husband Peter is in an ACTS period from February 1 – April 30. If Molly does not start a new verified approved activity by the end of March, eligibility will end because at that time, there is one (1) parent in the AG who is not engaged in an approved activity.

New employment or other approved activity following an ACTS period must be verified (see 1.5.11). A parent must report when he or she returns to an approved activity following a TBRK period, but this does not need to be verified. However, an increase in income, change in work hours, or change in child care need following a TBRK period must be reported (see 1.8.1).

~~For policy and system functionality regarding authorizations during an ACTS or TBRK period, see Section 2.4.3.4.~~