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**State of Wisconsin
Governor Jim Doyle**

TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators/Certifiers

FROM: Laura Saterfield, Bureau Director
Bureau of Early Childhood Education
Division of Early Care and Education

DFES OPERATIONS MEMO					
No: 09-17					
DATE: 03/27/2009					
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	CC	<input checked="" type="checkbox"/>
W-2	<input type="checkbox"/>	FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
PRIORITY: HIGH					

SUBJECT: Child Care Provider Union Dues Deduction from Subsidy Payments

CROSS REFERENCE: CCPI user manual, CSAW user guides

EFFECTIVE DATE: 05/04/2009

PURPOSE:

The purpose of this memo is to inform the counties and tribes about the provider union dues deduction from the provider payments.

BACKGROUND:

Governor Doyle signed Executive Order #172 on October 6, 2006 directing the Department of Health and Family Services and the Department of Workforce Development to Meet and Confer with Wisconsin Child Care Providers Together (WICCPT) in order to improve the delivery of quality child care services.

The two departments negotiated an agreement with the Wisconsin Child Care Providers Together, AFSCME Councils 40 and 48, AFL-CIO. The members ratified the agreement and it was signed in July 2008. The new Department of Children and Families (DCF) is executing the agreement. This agreement pertains only to certified and licensed **family** providers.

The parties agreed on deducting union dues from the Wisconsin Shares child care subsidy payments for those providers who have subsidized children enrolled in their program.

UNION DUES:

Union dues are set at \$25/month for a full calendar month. The dues are \$12.50 for the first month if the provider joins after the 15th of the month. Child care providers who wish to become members of the WICCPT union complete a membership card agreeing to the dues deduction.

The cards are scanned by WICCPT staff and sent to DCF electronically. DCF staff verifies that the information on the membership card matches with the provider information in CSAW. Once the match is confirmed, the union dues deductions will start from the next issuance. If a provider wants to cancel the union membership, s/he must contact WICCPT to request the dues to be cancelled. WICCPT will send DCF weekly updates on new and cancelled members.

If a provider does not submit attendance for several months, the union dues will continue accruing and will be deducted all at once from the next issuance.

SYSTEM CHANGES

A new screen has been created in CSAW provider management for the union dues. The local agency workers can view the union membership information but cannot update it.

Below are the list of new screens:

CSAW PROVIDER MODULE

These screens will move into production on April 4th.

List of Union Members

This screen is located in the CSAW provider module. The link is in the top section of the menu, above the Provider Details heading. This page displays information on all providers whose membership information has been sent from WICCTP to DCF. Local agency workers cannot update this screen, but can view the Union Membership Details by clicking on the provider number of their choice.

The user can also search the list by changing the status code and/or change the membership dates.

The screenshot displays the 'List of Union Members' interface. On the left is a 'Provider Menu' with options like Home, Search, Create Provider, and Union Members List. The main area shows a table of search results:

Provider Number	Union Member Number	Provider Name	Union Membership Period	Union Status	Updated Date
1900016001	2009021008	Pcr34878 Business	02/01/09 -	Approved	02/27/09
2900016002	2323232323	Pcr36859 Business	01/01/09 - 03/31/09	Approved	03/02/09
4900015964	1	Pieslfam	02/26/09 -	Approved	02/26/09
4900016014	1212121212	Adj Business	01/01/09 -	Approved	02/24/09
4900016014	1212121212	Adj Business	01/01/08 - 12/31/08	Approved	02/26/09
5900002465	2323232323	Ccwa - Load Test 01	01/01/09 - 12/31/10	Approved	02/23/09
5900015975	2094823042	Sc21598another Pies	03/01/09 -	Approved	03/02/09
5900016015	3654785	Patty Provider	03/01/09 -	Approved	03/03/09

Below the table is a 'Search Criteria' section with the following fields:

- Status * (Dropdown menu set to 'Approved')
- Union Membership Begin Date (Date picker set to 12/6/2008)
- Union Membership End Date (Date picker set to 3/6/2009)
- Search > button

Union Membership Details

This screen is updatable only by DCF staff, however, local agency staff can view details about the membership such as Membership period, membership status, comments, etc. If the status is pending or withdrawn, no fees will be deducted. Once the status is changed to 'approved', the dues deduction will begin. Below is the screen print of the page:

Union Membership Details

Provider #	5900016015	Provider Name	Patty Provider
Tax #	976-68-5422	Tax Indicator	SSN

Union Membership ID	Union Membership Period	Status	Comment	Updated Date
3654785	03/01/09 -	Approved	Card verified on 3/4/09.	03/06/09

This provider has a current membership status (approved). If an end date is in the system, the provider's membership is no longer active and no dues are deducted.

Modify Union Membership Details

This page is updatable only by DCF staff. The local agency workers can view the details.

Modify Union Membership Details

Provider #	5900016015	Provider Name	Patty Provider
Tax #	976-68-5422	Tax Indicator	SSN

Provider Union Information

Union Membership ID	3654785
Union Membership Begin Date	3/1/2009
Union Membership End Date *	
Status *	Approved
Comments	Card Verified On 3/4/09.

Updated Information

Updated Date	03/06/2009
Worker ID	W00836
Worker Name	Pirkko Zweifel

Modify >

Union Membership History

This page displays information on past updates to the Union Membership information for a specific provider. To access this page, click on the little 'scroll' icon on the Union Membership Details page.

The screenshot shows a web browser window titled "CSAW - Union Membership History - Microsoft Internet Explorer". The address bar shows the URL: http://dwdmadwst113/DWSCSAW/Provider/ProviderUnionDetailsHistory.aspx?PROVIDER_NUM=5900016015&SEQ_NUM=1. The page header includes the CSAW logo and navigation links like "Provider Management", "Authorization Management", "Issuance Management", "Report Management", "Announcements", and "Administration".

The main content area is titled "Union Membership History" and contains the following information:

Union Membership History					
Provider Details					
Provider #	5900016015	Provider Name	Patty Provider		
Tax #	976-68-5422	Tax Indicator	SSN		
Union Membership History					
Union Membership Period	Status	Comments	Updated Date	User ID	
03/01/09 -	Approved	Card verified on 3/4/09.	03/06/09	W00836	
03/01/09 -	Approved		03/03/09	W00836	

Below the table is a button labeled "Return to Provider Union Details".

CSAW ISSUANCE MODULE

These pages will be moved into CSAW on May 4th.

Due to the union dues deduction, the Issuance Amount is no longer the same as the Check/EFT Amount for providers who have become members and have chosen to have the union dues deducted from the subsidy payments. Check Amount is a new column on the many of the issuance screens. The Check Amount also functions as a link to the "Deduction Details" page that will display details about the union dues deduction.

Provider Issuance History

Search Period
 Issuance Begin Date * 1/10/2009
 Issuance End Date

Search >

Provider Details
 Provider # 7900003357 Provider Name John's Daycare
 Tax # 87-6273651 Tax Indicator FEIN

Provider Issuance History from 01/10/09

Issuance #	Issued Locn #	Check #	check/EFT Date	Issuance Amount	Check Amount	Issuance Status	Status Reason	Status Date	Payment Method	Return Method
990035699	008			11.00	12.50	Issued		01/10/09	Check	
990035649	011			10.00	12.50	Issued		01/10/09	Check	
890035508	010			50.00	12.50	Issued		01/10/09	Check	
790035507	007			10.00	12.50	Issued		01/10/09	Check	
590035415	010			225.00	200.00	Issued		01/10/09	Check	
490035414	011			150.00	12.50	Issued		01/10/09	Check	
390035553	011			75.00	12.50	Issued		01/10/09	Check	
190035461	010			150.00	12.50	Issued		01/10/09	Check	

Deduction Details

This page shows the dues deduction(s) in detail for a specific issuance.

Deduction Details

Issuance Details

Provider Details
 Provider # 7900003357 Provider Name John's Daycare
 Tax # 87-6273651 Tax Indicator FEIN

Issuance Summary

Issued Location #	010	Issued Location Name	Locn 10 New
Issuance #	590035415	Issuance Date	01/10/2009
Check #		Check/EFT Date	
Payment Method	Check	Issuance Amount	\$225.00
Issuance Status	Issued	Status Date	01/10/2009
Issuance Status Reason		Check Amount	\$200.00

Deductions

Type	Effective Date	Amount
Issuance Amount	01/10/2009	\$225.00
Union Dues	01/01/2009	(\$25.00)
Check Amount		\$200.00

Return to the Previous Page

NOTE: If the dues were deducted in error, the state staff is able to issue a return. Any returned amount would also display on this page.

The Check/EFT Amount has been added to the following pages in CSAW:

- Provider Issuance History

- Payment Summary
- Issuance Summary
- Issuance Details
- Issuance Status Details
- Stop Payment
- Full Return
- Cancel Issuance (accessible only by state finance staff)
- Issuance Release or Re-Issue

Provider Deductions

This page shows the provider deductions for a specific time period. This page displays both dues and refunds (if they exist). The refunds can be entered by the state staff if the dues were deducted in error. NOTE: The local agency staff does not have access to the Deduction Refund page, however, the refunds are displayed on the Provider Other Deduction page.

The screenshot shows the CSAW Child Care Statewide Administration on the Web interface. The main content area is titled "Provider Other Deductions" and includes a search form and a table of results.

Search for Provider Other Deductions

Provider Details

Provider #	0900016020	Provider Name	Jeff's Day Care
Tax #	34-0853408	Tax Indicator	FEIN

Search Criteria

Effective Begin Date: 12/30/2008
 Effective End Date: 3/24/2009
 Issuance Number:

Search Results from 12/30/08 to 03/24/09

Deduction Type	Issuance #	Effective Date	Collection Amount/ Refund Amount	Collection Date/ Refund Date
Union Dues	990037109	03/01/09	(\$25.00)	03/21/09
Union Dues	990037109	02/01/09	(\$25.00)	03/21/09
Union Dues Refund	990037109	01/01/09	\$25.00	03/21/09
Union Dues	190037061	01/01/09	(\$25.00)	03/21/09
Union Dues Refund	690037216	01/01/09	\$25.00	03/28/09

Other Deduction Refund

This page is only accessible by state staff and is used if dues were deducted in error.



[Help](#) [Logout](#)

[Provider Management](#) |
 [Authorization Management](#) |
 [Issuance Management](#) |
 [Payment Adjustment Management](#) |
 [CLIC Discrepancy Management](#) |
 [Report Management](#) |
 [Announcements](#) |
 [Administration](#) |
 [CCPI](#)

Issuance Menu

- [Home](#)
- ▼ Issuance - Case
 - [Search by Case](#)
 - [Issuance History](#)
 - [List Authorizations](#)
 - [Registration Fee](#)
 - [Adjustment Requests List](#)
- ▼ Issuance - Provider
 - [Search by Provider](#)
 - [Details / W9](#)
 - [Issuance History](#)
 - [Location Details](#)
 - [List Authorizations](#)
 - [Payment Summary](#)
 - [Payment Adjustment](#)
 - [Overpayment Return](#)
 - [Return List](#)
 - [Return and Recovery](#)
 - [Refund](#)
 - [Provider Deductions](#)
 - [Adjustment Requests List](#)
- ▼ Issuance

Other Deduction Refund

Other Deduction Refund			
Provider Details			
Provider #	0900016020	Provider Name	Jeff's Day Care
Tax #	34-0853408	Tax Indicator	FEIN
Other Deduction Refund			
	Deduction Type	Union Due	
	Issuance Number	0990037109	
	Effective Date	2/1/2009	
	Collection Amount	\$ 25.00	
	Collection Date	3/21/2009	
	Refund Date		
	Comment		
		0 of 100 characters.	

CCPI CHANGES

The dues deductions will be included on the Check/EFT remittance reports effective 5/9/09. The changes to the CCPI pages will move into production on May 4th.

The following screens in CCPI have been changed:

Provider Locations

If a family provider is a member of WICCTP, the union membership information is displayed on this page. If the provider is NOT a member, the union details are not displayed.

Child Care: Provider Locations Logout

Home | Provider Information | Announcements | FAQ | Reports | Admin | CSAW | CCPC

Patty Provider Provider Number 5900016015

SSN	976685422	Owner Type	Individual/Sole Proprietor/Partnership
Headquarters Location	001	HQ Address	888 Child Care Cir Caretown WI 45454
Union Membership Number	3654785	Union Membership Period	03/01/09 -

Provider Locations
Showing 10 records per page
Page 1 of 1 - Records 1-1 of 1

Location #	Attendance	Valid Location	Facility ID	Tax ID	Individual Name	Business
001		Yes		S 976685422	Patty Provider	

Showing 10 records per page
Page 1 of 1 - Records 1-1 of 1

Union membership number and membership period are displayed for providers who are members.

Check/EFT Amount/Issuance Amount

Since the Issuance Amount no longer is the same as the Check Amount for providers who have their dues deducted from the subsidy payments, the Check/EFT amount column has been inserted to the following pages:

- Payment by Issuance Date
- Issuance Details
- Payment Information by Quarter

The Check/EFT Amount works as a link to Deduction Details page where the user can view details about the deductions.

Deduction Details

The Deduction Details page displays information on the Dues deduction. If a deduction has been made in error, the state staff can issue a refund. Those refund amounts would also be displayed here.

Child Care: Deduction Details

Logout

Home | Provider Information | Announcements | FAQ | Reports | Admin | CSAW | CCPC

Location

John's Day Care
 Location Location 001 #001
 123 Main St
 Madison WI 23524
 Contact Phone 434-353-5355

Provider Number 3900015963

Deductions for Issuance on 03/14/2009

Type	Effective Date	Amount
Issuance Amount	03/14/2009	\$239.11
Union Dues	03/01/2007	(\$25.00)
Return - Union Dues	01/01/2007	\$12.50
Check Amount		\$226.61

USER MANUALS

The CCPI, CSAW Issuance and CSAW Provider Management user guides have been updated to include the above changes. The user guides are posted at:

CCPI: <http://dcf.wisconsin.gov/childcare/ccpi/manual.htm>

CSAW: <http://dcf.wisconsin.gov/childcare/wishares/CSAW/guide.htm>.

CONTACTS

If counties/tribes receive questions from providers in regards to the union dues deduction, please refer the providers to the WICCPT staff. The contact information is below.

WICCPT Contacts

Milwaukee:

Pete Swinford
 Council 48
 3427 W. St. Paul Ave.
 Milwaukee, WI 53208
 1-414-344-6868 ext 227
petedc48@hotmail.com

All other counties:

Silke O'Donnell
 Oma Vic McMurray
 Genniene Lovelace-Michel
 Child Care Representatives
 AFSCME-CCPT Council 40
 8033 Excelsior Dr. Ste. B
 Madison, WI 53717
 608-836-4040 Ext. 222
wiccpt@afscmecouncil40.org

If you have questions about the changes in CSAW/CCPI, please contact the Child Care Help Desk at childcare@wisconsin.gov or 608-261-6317, option 2.