

DEPARTMENT OF WORKFORCE
DEVELOPMENT
Secretary Roberta Gassman
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784
www.dwd.state.wi.us



State of Wisconsin
Governor Jim Doyle

DEPARTMENT OF HEALTH AND
FAMILY SERVICES
Secretary Helene Nelson
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhfs.wisconsin.gov

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers**

FROM: Laura Saterfield
Department of Children and Families (DCF)
Division Early Care and Education (DECE)
Bureau of Early Care and Education (BECE)

BEM/DWS OPERATIONS MEMO					
No:	09-46				
DATE:	07/27/2009				
FS	<input type="checkbox"/>	MA	<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	EP	<input type="checkbox"/>	H
PRIORITY: HIGH					

SUBJECT: **2009 Child Care Rate Survey - Wisconsin Shares Child Care Subsidy Program**

EFFECTIVE DATE: Survey period – Aug 1 through September 30, 2009
Due Date: October 9, 2009

PURPOSE

This memo includes the materials and instructions needed to complete the annual child care rate survey.

BACKGROUND

The annual rate survey is required by federal regulations and state administrative rule and is used to establish a level of maximum reimbursement rates for the Wisconsin Shares Child Care Subsidy Program for each county/tribe. Last three years, the department kept the maximum rates frozen at 2006 level due to budget constraints. The 2009-10 budget freezes the maximum rates at the current level until June 30th, 2011. Despite the rate freeze, the administrative rule and state statutes mandate the counties to conduct the annual survey.

CHANGES IN 2009

This year, the survey collects hourly, daily and weekly price modes. Collecting the price information in the above modes will help the department analyze the divisor.

Also, per request from some counties, we are now asking the licensed group centers to report if they give an employee discount. If the response is 'yes', they are asked to explain their discount in more detail. At this time, we are not asking the counties to report the discounts to the state on the spread sheets.

SURVEY PROCESS AND TIMELINE

The local agencies will again report their survey data in an electronic format. The rate survey process is described below:

1. **July 2009:** DCF child care staff will email to each county child care coordinator a spreadsheet that will include all licensed programs to be included in the survey. The email will also include mailing labels. The list of child care coordinators is found at: <http://dcf.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf>. If the coordinator information on this list is inaccurate, please email the correct information to pirkko.zweifel@wisconsin.gov.
2. **August-September 2009:** Counties will collect the price information from the providers and will enter the information on the spreadsheet provided to each agency.
3. **October 2009:** Local agencies email the spreadsheets back to the DCF BECE by 10/9/09.

SURVEY TOOLS

Below is a list of tools needed for this year's survey:

1. **Rate Survey Forms** – Survey forms for licensed family and group providers are included in this Operations Memo.
2. **Excel Spreadsheet** – An Excel spreadsheet of licensed providers will be emailed to each Child Care Coordinator. If your agency has not received the spreadsheet by 7/31/09, please send an email to pirkko.zweifel@wisconsin.gov.
3. **Mailing Labels** – Mailing labels for the providers listed on the spreadsheet above will be emailed to each county.

Tribal Rates

The licensing database does not include tribes. The tribal coordinators will not be sent the provider listings. Licensed tribal programs are listed under the county where the tribe is located. The county should include those programs in the survey.

Tribes that have tribal land located over multiple counties, can choose which county's rates are to be used for the subsidy program.

INSTRUCTIONS

This year, the survey will be collecting hourly and daily rates in addition to the weekly rates. The providers are instructed to report their prices in all 3 modes if they charge those prices to private pay parents. **To establish the most accurate rate possible, we strongly encourage at least an 80% return rate for the annual survey.** If an agency does not reach this goal, the agency must explain the reason for the low return rate.

The attached survey forms are to be used by local agencies to collect price information from licensed group and licensed family child care providers. **Use of the survey form is required.** Exemptions to its use may be granted. If it is necessary for your county to request such an exemption, please send your proposed survey instrument, along with the justifications for the exemption, to CCS for approval before you distribute the survey.

By July 31, 2009 the DCF Bureau of Early Care and Education (BECE) staff will email each county/tribal Child Care Coordinator an Excel spreadsheet that will include all licensed family and group providers in the county. Also, a set of mailing labels in Word format will be emailed to each agency. Sometimes emailing mailing labels causes problems with the labels fitting onto a label sheet. If your agency is not able to line up the labels correctly, please email Pirkko.zweifel@wisconsin.gov and request an excel spreadsheet with the address information emailed to you so the local agency can import the address information into an MS Access database and run the labels locally.

For large child care chains, make sure to send a separate survey for each active site.

Excel Spreadsheet:

The spreadsheet for each county will include providers who meet the following criteria:

- Provider has either a family or a group license as of July 3rd, 2009.
- The program provides care to children ages 0-13 and provides full-time child care, at least 5 days a week and 5 hours per day. Others will be excluded.

The survey shall collect providers' current prices in August/September 2009. Providers are required to submit printed verification of prices that are charged to private pay families. The counties usually survey providers in September, if a school age program is not in operation in September, please have them report August prices and number of subsidy children in care.

Provider Information To Be Entered Onto The Spreadsheet

- Include the provider information even if the provider indicates to have less than 25% of slots paid by private pay families. The database that calculates the maximum rates, will automatically exclude programs that serve less than 25% private-pay children, however, the rate information for these programs is valuable for statistical purposes.
- The spread sheet now has **three** columns for each age group. **If the provider does not have all price modes (hourly, daily, weekly), do not make conversions.** Example: Provider reports only hourly rate on the survey. Enter the hourly rate into the spreadsheet. **Leave daily and weekly columns blank.**
- If your agency is aware that one of the programs listed on the spreadsheet does not enroll children from the general public, please exclude them from the survey. Please enter a note in the comment column.

FREQUENTLY ASKED QUESTIONS ON RATE SURVEY

1. **If provider does not sign the survey form, should the county include the provider's prices in the spreadsheet?**

If the prices are well documented in printed format, the local agency should include the provider in the survey.

2. **If provider sends in the rates, but does not send the survey form. Should the provider's prices be included in the rate survey?**

If rates are well documented in **printed** format, not just written on piece of paper, the agency should include the provider's prices in the rate survey.

3. **Provider sends a signed survey, but no written price list. Should the provider's prices be included?**

No, this provider's prices should not be included. Request the provider to submit her/his prices in a written format.

4. **If a provider has multiple prices for one age category, which price is entered into the spreadsheet?** Example: Provider charges \$200 week for children under 12 months and \$180 for children between 12 and 24 months. Which rate is entered into the spreadsheet?

Enter the highest rate for the age-category. In the example above, enter \$200 for the 0-2 weekly column.

CONTACTS

Questions can be directed to:

Pirkko Zweifel
DCF Bureau of Early Care and Education (BECE)
pirkko.zweifel@wisconsin.gov.

HProgram Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.