



DEPARTMENT OF
CHILDREN AND FAMILIES
Secretary Reggie Bicha
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov

State of Wisconsin
Governor Jim Doyle

DEPARTMENT OF HEALTH SERVICES
Secretary Karen Timberlake
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhs.wisconsin.gov

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: 09-52					
DATE: 09/11/2009					
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: Changes in CSAW Provider Rate Structure

CROSS REFERENCE: Child Care Manual, Chapter 3, 3.4.13,
Operations Memo 04-46

EFFECTIVE DATE: 09/14/09

PURPOSE:

The purpose of this memo is to inform the county/tribal agencies about changes in the provider rate screen in CSAW Provider Management Module.

BACKGROUND:

In 2004, the department added the Before and After School (BA) Rate functionality into CSAW provider management and added an edit in the system that forced the use of BA rate if the child is over 7 years of age and authorized less than 21 hours. The system allowed BA rate to be used down to age 5, however, now the age limit has been eliminated so the BA rate can be used with a child of any age.

Part-Time Rate

The Before and After School Rate headings in CSAW and CCPI have been changed to Part-Time Rate because it now can be used by all age groups. The functionality has not changed and the edit for children 7 and up is still in place, however, there is no edit for children younger than 7 years of age.

Reason for the Change:

The department has received in increasing number of calls/emails about situations when the center is paid more by the subsidy than what the center charges private-pay children. These situations often occur when the child is authorized part-time because the system compares the 'Beginning Reimbursement' amount to the center's Full-Time Regular rate.

Example:

Center charges \$200/week for full time care and \$120 for part-time care.

County maximum is \$227. County hourly rate for a child is \$6.50/hour.

Child needs an authorization for 20 hours.

Beginning reimbursement rate is \$130 (20 x \$6.50).

The current system compares \$130 to \$200 (or the county weekly max - \$227) and deducts the co-pay from \$130.

After 9/14, the system will deduct the copay from \$120 since that is lower than the 'beginning reimbursement' rate.

School-age Identification and Attendance Reporting:

The process of identifying school age children for use of school bank hours has not changed.

The system marks a child as school age automatically when:

- The child is 5 years of age as of the authorization begin date, **and**
- Either a zero hour authorization is entered or an authorization is entered using the part-time rate.

Children under the age of 5 years (down to age 3) will need to manually be marked as school age in order to enter zero hour authorizations.

Attendance for authorizations using either the Regular or PT rate types will be entered in the Regular attendance fields just like when using BA rates in the past. Hours needed for day care because school is closed are reported on the School Closed attendance fields. Hours reported for zero hour authorizations are reported in the School Closed fields as well.

NOTE: If the provider/center has regular rate in the system, the regular + school bank hours are capped at provider's full time (Regular) rate. If the provider/center has only Part-time rate in the system, the regular + school bank hours will be capped at the county/tribal maximum.

Collecting Part-Time Rates:

The counties are conducting rate surveys during months of August and September. If the providers/centers report weekly part time rates, please enter them into CSAW. Some centers have multiple part time rates, choose one that reflects about 20 hours of care/week. If the provider/center does not report a PT rate but reports an hourly rate, please multiply the hourly rate by 20 and enter that amount into CSAW.

Use of the Part-Time Rate:

The counties/tribes should be using the PT rate when creating authorizations for less than 25 hours/week for any child when the provider is licensed.

Note: The PT rate can also be used when the parent receives a discount if the amount that the center charges the parent is close to the Part-Time rate in the system. This will eliminate the need for the worker to use the 'other' rate and manually calculate the authorization.

Current Authorizations

Please enter authorizations using the part-time rate, as appropriate, the next time authorizations for the case are touched. Please use the PT rate for all new authorizations under 25 hours.

Contacts:

Contact childcare@wisconsin.gov if questions.