



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

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

**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**

**FROM: Vicki Jessup, Policy Section Chief
Bureau of Enrollment Policy & Systems
Division of Health Care Access and Accountability**

BEPS/DFS OPERATIONS MEMO					
No: 10-74					
DATE: 10/14/2010					
FS	<input checked="" type="checkbox"/>	MA	<input checked="" type="checkbox"/>	BC+	<input checked="" type="checkbox"/>
SC	<input checked="" type="checkbox"/>	CTS	<input checked="" type="checkbox"/>	FSET	<input checked="" type="checkbox"/>
BC+ Basic	<input checked="" type="checkbox"/>	BC+ Core	<input checked="" type="checkbox"/>		
CC	<input type="checkbox"/>	W-2	<input checked="" 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"/> *
				EP	

SUBJECT: New Birth Query Functionality in CARES Worker Web

CROSS REFERENCE: Process Help 44.5

EFFECTIVE DATE: January 3, 2011

PURPOSE:

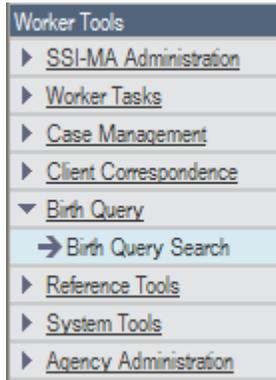
The purpose of this memo is to announce the move of the Birth Query function from the CARES Mainframe system to CARES Worker Web (CWW).

BACKGROUND:

Currently, workers request information from Vital Records to verify citizenship and paternity using the Birth Query function available through the CARES Mainframe system. Vital Records is updating their computer system from a mainframe system to a web based system. Once this update is complete, the Birth Query function on the mainframe will no longer be available. This function has been moved to CWW. Workers will be able to request the Birth Query information using the Navigation Menu in CWW.

CARES:**BIRTH QUERY**

The Birth Query function will be available on the CWW Navigation Menu in the Worker Tools section. The worker can access the Birth Query Search by clicking on 'Birth Query'.

**BIRTH QUERY SEARCH CRITERIA****Birth Query Search Criteria**

This page allows the worker to enter the name and birth date of the individual. The worker can choose to search using either a “Starts With” or an “Exact” search. The first name is optional.

When using the “Starts With” search, a minimum of four characters must be entered in the last name field.

When using the “Exact” search, a minimum of two characters must be entered in the last name field.

NOTE: When searching for birth records prior to 1994, the “First Name” record will contain both the first and middle name and the “Last Name” record will contain both the last name and the suffix. Because of this, a “Starts With” search should always be used for birth records prior to 1994.

An identifying number must also be entered to ensure the query is only requested for an individual that has applied for a program of assistance. This number can be the individual's PIN, the case or RFA number or the ACCESS tracking number. This number won't be used to search the records for the individual. It will only be used to monitor the use of the Birth Query function.

BIRTH QUERY SEARCH RESULTS

The following records have been returned:

WARNING: VITAL RECORD has returned more than 25 records. Please refine your search.

Birth Query Search Criteria

First Name: [Redacted]
 Last Name: [Redacted] (Starts With)
 Birth Date: 2010
 Pin / Case / RFA / Tracking Number: 123456

Birth Query Listing

State File Number	Child's First Name	Child's Last Name	Birth Date	County
2010005520	[Redacted]	[Redacted]	01/31/2010	MLWAUKEE
2010026384	[Redacted]	[Redacted]	02/06/2010	JEFFERSON
2010014704	[Redacted]	[Redacted]	02/12/2010	MLWAUKEE
2010014512	[Redacted]	[Redacted]	02/27/2010	MLWAUKEE
2010011744	[Redacted]	[Redacted]	02/28/2010	WALKESHA

This page provides the list of individuals who match the information entered on the Birth Query Search Criteria page. The list displays the last name, first name, date and county of birth. Clicking on the magnifying glass will take the worker to the Birth Query Details Page.

The "Previous" button will return the worker to the Birth Query Search Criteria Page. The search criteria previously entered will be displayed.

BIRTH QUERY DETAILS PAGE

Birth Query Details

Birth Query Search Criteria

State File Number: 2010000794 State File Date: 08/11/2010
 Legacy State File Number:

Individual Information

Name: [Redacted] Date of Birth: 08/11/2010
 Gender: MALE
 City/Village/Township of Birth: WISCONSIN RAPIDS County of Birth: WOOD
 Deceased?: No

Parent Information

Mother's Maiden Name: [Redacted] Mother's Name at Child's Birth: [Redacted]
 Father's Maiden Name: [Redacted] Father's Name at Child's Birth: [Redacted]

Other Information

Mother's Residence County: WAUSHARA Marital/Paternity Status:
 Last Paternity Action: Judgment Date of Last Paternity: 08/11/2010

Amendments

Amendment Code	Amendment Data	Date Amended	Authority
No data found.			

[Previous](#)

This page displays more detailed information from Vital Records about the individual. The "Previous" button will take the worker back to the Birth Query Search Results Page.

CONTACTS

BEPS CARES Information & Problem Resolution Center
For W-2 Policy Related Questions: Operations Staff
For W-2 CARES Processing Questions: W-2/CC Help Desk

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, 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.

DHS/DHCAA/BEPS/LA