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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: Amy Mendel-Clemens  
Technical Assistance, Training & Education  
Section  
Bureau of Eligibility Management  
Division of Health Care Financing

BEM/DWS OPERATIONS MEMO					
No:	05-26				
DATE:	07/14/2005				
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"/>	★
<b>PRIORITY: HIGH</b>					

SUBJECT: 2005 Child Care Survey - For Determination of 2006 Maximum Rates

**EFFECTIVE DATE:** Survey period – Aug 1 through September 30, 2005  
Due Date: October 1, 2005

**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.

**POLICY CHANGE FOR 2005**

In order to get a true full-time, weekly rate for school age child care, the part-year centers will be surveyed for the first time this year, however, the program must be open at least 5 hours/5 days per week to qualify. Also, this year we are asking the providers to report the number of hours per week they consider full time care.

### Survey Process And Timeline

The survey has not changed from last year. The local agencies will again report their survey data in an electronic format. The rate survey process is described below:

1. **Late July 2005:** DWD Child Care Section 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. There is no need to contact Child Care Licensing for a directory on licensed programs. The list of child care coordinators is found at: <http://www.dwd.state.wi.us/dws/programs/childcare/wishares/pdf/coordinators.pdf>. If the coordinator information on this list is inaccurate, please email the correct information to [pirkko.zweifel@dwd.state.wi.us](mailto:pirkko.zweifel@dwd.state.wi.us).
2. **August-September 2005:** Counties will collect the price information from the providers and will enter the information on the spreadsheet provided to each agency.
3. **October 2005:** Local agencies email the spreadsheet back to the DWD Child Care Section by 10/1/05.
4. **October-November 2005:** Child Care Section will calculate the rates for each county. The approved rates will be sent to each agency by December 3rd, 2005.

### 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. **Instructions** – Instructions on completing the spreadsheet are included.
3. **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 7/31/05, please send an email to [pirkko.zweifel@dwd.state.wi.us](mailto:pirkko.zweifel@dwd.state.wi.us).
4. **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. The tribal coordinators must send an email to [pirkko.zweifel@dwd.state.wi.us](mailto:pirkko.zweifel@dwd.state.wi.us) by 10/15/05 to indicate which neighboring county's rates the tribe wishes to use.

### **SURVEY TIMELINES**

- Survey period - Aug. 1 through Sept. 30, 2005
- Deadline for returning the survey data to Child Care Section - Oct. 1, 2005
- CCS sends maximum rates to counties/tribes - Dec. 3, 2005
- Mass change – Scheduled to run on December 24th with an effective date of January 1, 2006.

Questions can be directed to:

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## **CONTACTS**

BEM CARES Information & Problem Resolution Center

★Program 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.

DWD/DWS/BDS/PZ