

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
Child Care Section
Bureau of Workforce Programs
Division of Workforce Solutions

BEM/DWS OPERATIONS MEMO					
No:	06-35				
DATE:	07/28/2006				
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"/>	★
PRIORITY: HIGH					

SUBJECT: **2006 Child Care Survey - For Determination of 2007 Maximum Rates for the Wisconsin Shares Child Care Subsidy Program**

EFFECTIVE DATE: Survey period – Aug 1 through September 30, 2006
Due Date: October 1, 2006

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.

CHANGES IN 2006

Last year, the providers were asked to report their Before and After school rates for children who are 4 and older. This year, the survey has been modified to include part-time rates for children from newborn to 4. "Part-time" weekly rate is defined to be care up to 20 hours/week. If a provider does not have a part-time weekly price, the form is asking the provider to multiply the hourly rate by 20.

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. **Early July 2006:** 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.
2. **August-September 2006:** Counties will collect the price information from the providers and will enter the information on the spreadsheet provided to each agency.
3. **October 2006:** Local agencies email the spreadsheets back to the DWD Child Care Section by 10/1/06.
4. **October-November 2006:** Child Care Section will calculate the maximum rates. The approved rates will be published by December 8th, 2006.

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 7/31/06, please send an email to pirkko.zweifel@dwd.state.wi.us, jim.bates@dwd.state.wi.us or Rebecca.brueggeman@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 by 10/15/06 to indicate which neighboring county's rates the tribe wishes to use.

SURVEY TIMELINES

- Survey period - Aug. 1 through Sept. 30, 2006
- Deadline for returning the survey data to Child Care Section - Oct. 1, 2006

- CCS publishes the 2007 maximum rates - Dec. 8, 2006
- Mass change – Scheduled to run on December 23rd with an effective date of December 31, 2006.

Questions can be directed to:

Pirkko Zweifel
DWD Child Care Section
201 E. Washington, Room E100
P.O. Box 7972
Madison, WI 53707-7972
608-261-4595
pirkko.zweifel@dwd.state.wi.us

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