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TO: **Income Maintenance Supervisors**
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Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators

FROM: Laura Saterfield
Child Care Section
Bureau of Workforce Programs
Division of Workforce Solutions

BEM/DWS OPERATIONS MEMO					
No:	06-48				
DATE:	11/09/2006				
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: **Child Care Section Introduces New Provider Newsletter**

CROSS REFERENCE: Child Day Care Manual, Chapter 3, section 1.1.0

EFFECTIVE DATE: Policy Clarification – Effective November 1, 2006

PURPOSE

This memo will:

- Introduce the quarterly provider newsletter entitled “Sharing the News”
- Clarify policy stated in the newsletter

BACKGROUND

It was identified during recent Wisconsin Shares Regional Meetings that there is a need for better communication of Wisconsin Shares policy to child care providers. It was suggested that the Child Care Section (CCS) communicate changes and clarifications in policy to providers on a regular basis through a newsletter. It is expected that through better communication of policy with providers the CCS and local agency staff will be able to build better working relationships with providers and ensure greater accuracy in payment through their increased knowledge of the program.

In response to this suggestion, the CCS will issue a quarterly newsletter (called “Sharing the News”) beginning November 2006 to providers. Sharing the News will be included as a

check/EFT stuffer for two weeks of issuance and will also be posted on the Wisconsin Shares web site at: <http://dwd.wisconsin.gov/dws/programs/childcare/wishares/newsletter.htm>

CCS will put announcements on the Child Care Statewide Administration on the Web (CSAW) and the Child Care Provider Information (CCPI) when the latest edition has been posted.

The CCS will send an Operations Memo along with new editions of Sharing the News when new or changed policy or automation is being communicated in the newsletter. The CCS *may* send an Operations Memo when policy is being clarified if there is a need to clarify the policy with local agency staff as well as providers.

If you have suggestions for topics to include future newsletters, please contact Sue Mathison at the CCS at either (608) 266-8872 or susan.mathison@dwd.state.wi.us.

POLICY CLARIFICATION

The first edition of Sharing the News will cover three topics.

1. *Providers must enter accurate attendance for both attendance and enrollment based authorizations. Accurate attendance reporting is a requirement of Wisconsin Shares. Accurate attendance reporting is required to ensure that payment is accurate for attendance based authorizations and that authorization levels are accurate for enrollment based authorizations. Providers must communicate when a child will no longer be attending so that authorizations can be ended appropriately and must enter zero hours of attendance when the child is not care for all weeks that are authorized. Providers are required to keep attendance records indicating when a child is dropped off and picked up from care for their licensing and/or certification requirements. Those records should reflect the hours of attendance reported for Wisconsin Shares.*
2. *A provider who owns multiple locations should not be moving authorized children from one location to another in order to avoid being over capacity at any one location (or for any other reason). A child is authorized to receive care at one site and all the care for that child must be provided at that site.*

If the CCS or local agency staff determines that care was done at a site that was not authorized, payment will be denied or recovered if it has been issued. Local agency staff will “flag” providers who frequently or flagrantly shuffle children from one site to another and will take steps to reduce the number of children authorized by ending authorizations and/or denying new authorizations.

Providers should not over enroll children at any one site so that if all the children attended, they would be over their group size. Local agency staff should not authorize providers so that they are over their group size.

CSAW gives informational messages to staff when they are authorizing children that may be over licensed family or certified provider’s group size. It is more difficult to track group size with licensed group providers. The capacity information is displayed on the Provider Location Details page in the Provider Management module of CSAW and should be referenced when it appears that many children have been authorized to a licensed provider and they might be over capacity. Staff should compare the capacity data with the number of children authorized in order to ensure the provider does not have authorizations that exceed their capacity.

3. *Providers who have employees must follow federal and state employer laws.* A partial list of the laws is included in the newsletter. CCS plans on using Unemployment Insurance and Worker's Compensation data in order to identify if the provider has reported parents who are receiving Wisconsin Shares who are also employees of the provider and if the provider carries the Worker's Compensation insurance policy coverage required by law. These will be the first steps in investigating whether the employment is real. More information will be sent regarding this process in the future.

ATTACHEMENTS

The newsletter is attached to this operations memo.

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/SM