

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 Kevin Hayden  
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: **Income Maintenance Supervisors**  
**Income Maintenance Lead Workers**  
**Income Maintenance Staff**  
**W-2 Agencies**  
**Training Staff**  
**Child Care Coordinators**

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

**DWS OPERATIONS MEMO**

No: 07-19

DATE: 03/30/2007

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: "Sharing the News" Volume 1, Issue 2, March 2007

**CROSS REFERENCE:** Ops Memos 06-48; 07-07; 07-15; 07-17

**EFFECTIVE DATE:** March 28, 2007

**PURPOSE**

The purpose of this memo is to provide local agencies an advanced copy of the March 2007 issue of "Sharing the News", a newsletter written for child care providers.

**BACKGROUND**

In response to the recommendations of Wisconsin Shares Regional Meetings the Child Care Section began publishing "Sharing the News", a newsletter for child care providers to communicate changes and clarifications in policy on a regular basis. Communication with providers was also a recommendation of the Secretary's Child Care Rate Setting Task Force in 2006.

## **POLICY CHANGES**

New policies announced in this issue of “Sharing the News” are as follows:

- Maintaining maximum provider rates for 2007 at the same level as 2006. Providers were notified via check stuffers or direct deposit advices on February 5<sup>th</sup> and 12<sup>th</sup>, policies were addressed in Ops Memo 07-07.
- Limiting providers’ ability to enter past attendance to three months. Providers were notified via check stuffers or direct deposit advices on February 5<sup>th</sup> and 12<sup>th</sup>; policies were addressed in Ops Memo 07-07.
- Increasing co-payments by 8% effective March 11, 2007. Providers were notified via check stuffers or direct deposit advices on February 5<sup>th</sup> and 12<sup>th</sup>; policies addressed in Ops Memo 07-17.
- Implementing the under utilization 50% policy for enrollment-based authorizations effective April 1, 2007. Providers were notified by letter on March 19<sup>th</sup>; policies were addressed in Ops Memo 07-15.

## **NEWSLETTER ARTICLES**

“Fair Treatment of Employees” is written in response to issues raised by advocates regarding working conditions for parents that receive Wisconsin Shares child care assistance and are also employed by their child care provider. In addition, readers are referred to the Equal Rights Division (ERD) of the Department of Workforce Development (DWD) for further guidance on the employer issues, and an ERD web address is provided for downloading complaint forms.

Other topics addressed in this issue of “Sharing the News” include DWD’s ability to cross-reference wages reported by providers to the Unemployment Insurance Division and potential consequences for under reporting; the importance of accurate attendance reporting and DWD’s increased monitoring efforts; and the inability of the Wisconsin Shares program to reimburse providers when they provide care to children before receiving an authorization or after an authorization has ended if a parent is not eligible.

## **ATTACHMENTS**

A copy of “Sharing the News” is attached to this operations memo and is also available at: <http://dwd.wisconsin.gov/dws/programs/childcare/wishares/newsletter.htm>

## **CONTACTS**

Sue Mathison, DWD Child Care Section  
Email: [Susan.mathison@dwd.state.wi.us](mailto:Susan.mathison@dwd.state.wi.us)  
Phone: (608) 266-8872

★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.