

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 R. 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: **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

<b>BEM/DWS OPERATIONS MEMO</b>					
No: 07-40					
DATE: 07/30/2007					
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"/>	★
<b>PRIORITY: HIGH</b>					

SUBJECT: 2007 Child Care Survey - For Determination of 2008 Maximum Rates for the Wisconsin Shares Child Care Subsidy Program

**EFFECTIVE DATE:** Survey period – Aug 1 through September 30, 2007  
Due Date: October 1, 2007

**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. Last year, the department kept the maximum rates frozen at 2006 level due to budget constraints. Even if the rates would remain frozen this year, the administrative rule mandates the counties to conduct the annual survey.

**CHANGES IN 2007**

The question asking if the provider is open for general public was eliminated this year. That question caused confusion with providers. If your agency is aware of programs not serving children of the general public, please exclude those from the survey.

Again, this year's survey collects 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. **July 2007:** 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://dwd.wisconsin.gov/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 2007:** Counties will collect the price information from the providers and will enter the information on the spreadsheet provided to each agency.
3. **October 2007:** Local agencies email the spreadsheets back to the DWD Child Care Section by 10/1/06.
4. **October-November 2007:** Child Care Section will calculate the maximum rates. The approved rates will be published by December 7th, 2007 or the department will notify the counties if the subsidy maximum rates will remain at the 2007 level.

## ***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 7/31/07, 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.

**SURVEY TIMELINES**

- Survey period - Aug. 1 through Sept. 30, 2007
- Deadline for returning the survey data to Child Care Section - Oct. 1, 2007
- CCS publishes the 2008 maximum rates or informs the counties/tribes if the rates remain the same for another year - Dec. 7, 2007
- Mass change – Scheduled to run on December 22nd with an effective date of December 30, 2007.

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](mailto: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