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TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
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 Program Services and Statistics
Division of Family Supports

DFS OPERATIONS MEMO					
No:	07-61				
DATE:	11/5/2007				
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: Under Utilization Policy and Attendance for Enrollment Authorizations

CROSS REFERENCE: Operations Memo 06-01
Operations Memo 06-16
Operations Memo 07-15

EFFECTIVE DATE: October 28, 2007

PURPOSE

The purpose of this memo is to inform W-2 and Child Care Subsidy Administrative Agencies about a change in child care subsidy attendance reporting and reimbursement policies.

BACKGROUND

Beginning April 1, 2007, the Department of Workforce Development began a new policy in which enrollment authorized child care was paid on an hourly attendance basis when the actual attendance of the child was less than one-half of the hours authorized for the week. Under this policy, parents were able to request approved absences for specific situations relating to attendance.

The authority for this policy was through Emergency Administrative Rule. This authority expired on October 28, 2007. The Department has chosen not to seek renewal of the Emergency Administrative Rule and is not filing a permanent Administrative Rule related to this policy at this time.

POLICY CHANGE

Effective October 28, 2007, the Under-utilization policy is no longer in effect. Attendance beginning the week of October 28, 2007 will be reimbursed based on the policy prior to April 1, 2007. Attendance from April 1 – October 27, 2007 that is still being entered will continue to be reimbursed using the Under-utilization policy.

Parents will no longer need to request Approved Absences beginning with attendance October 28, 2007; however Approved Absences will still be required to be requested and approved in order to fully pay for attendance weeks between April 1 and October 27, 2007 when the attendance would otherwise be less than half the authorized hours. The approved absence policy for the Zero Hour Attendance policy is in effect beginning October 28, 2007. Details on this policy are outlined in Operations Memo 06-16.

PROCEDURE

Beginning with the attendance week of October 28, 2007, payments will no longer be automatically reduced to an hourly rate for enrollment based authorizations when attendance is less than one-half (50%) of the hours authorized. These payments will be paid at the full authorized enrollment rate unless there are two consecutive weeks of zero hour attendance or the first week of zero hour attendance for a new enrollment authorization.

For attendance periods between April 1, 2007 and October 28, 2007, the system will continue to automatically reduce payments to an hourly rate for enrollment based authorizations when attendance is less than 50%. Absence approvals for these attendance periods continue to be time limited to no later than 30 calendar days after the end of the two week attendance period during which the absence occurred.

Workers should keep in mind that the policy of not paying for zero hour attendance is still in effect and that the child care subsidy does not pay for a 10-day notice period when an authorization is ended due to the child no longer being in care. These policies and procedures, including policies related to holding a slot, are outlined in Operations [Memos 06-01](#), [06-16](#), and [07-28](#).

SYSTEM CHANGES

Rate calculation details:

When enrollment-based authorizations are created, the system will continue to calculate an hourly rate in addition to the weekly rate. The hourly rate is for informational purposes only.

CCPI “Request Payment for Approved Absence” screen:

This screen will be renamed to “Request Payment for 0-Hour Attendance” as the functionality will be returning to enforce the Zero Hour Attendance policy and the Underutilization policy will no longer apply for attendance weeks beginning October 28, 2007. Workers will still be able to use this screen to approve absences for attendance weeks prior to October 28, 2007. They will also be able to use this screen to approve weeks of zero hour attendance (e.g. for holding a slot) for attendance weeks beginning October 28, 2007.

CONTACTS

DWD Child Care Helpdesk 608-261-6317, option 2

Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare 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/DFS/BPSS/JB