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**State of Wisconsin
Governor Jim Doyle**

TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Job Center Leads and Managers
Training Staff
Child Care Coordinators

FROM: Laura Saterfield, Director
Bureau of Early Childhood Education
Division of Early Care and Education

| DFES OPERATIONS MEMO | | | | | |
|-------------------------|-------------------------------------|-------------|--------------------------|--------------|-------------------------------------|
| No: 09-60 | | | | | |
| DATE: 10/14/2009 | | | | | |
| FS | <input type="checkbox"/> | MA | <input type="checkbox"/> | BC+ | <input type="checkbox"/> |
| SC | <input type="checkbox"/> | CTS | <input type="checkbox"/> | CC | <input checked="" type="checkbox"/> |
| W-2 | <input checked="" 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 | <input type="checkbox"/> * |
| | | | | EP | |
| PRIORITY: HIGH | | | | | |

SUBJECT: Child Care Manual Updates

CROSS REFERENCE:

Child Care Manual Chapter 1 and 3

EFFECTIVE DATE: IMMEDIATELY

PURPOSE

To provide Child Care Manual Updates for Chapters 1 and 3, including technical corrections, new definitions and new policies for Wisconsin Shares child care assistance eligibility and authorizations.

BACKGROUND

The Legislative Audit Bureau and the Department of Children and Families have both reviewed Wisconsin Shares child care assistance cases this year for eligibility determination accuracy and proper authorizations for care. Both reviews confirm the need for additional verification requirements for approved activity for child care assistance eligibility and for documentation for authorized child care assistance hours.

Child Care Manual Updates

Chapter 1: Program Information and Eligibility

Section 1.1.10

Updated staff information for the Bureau of Early Childhood Education.

Section 1.2.0 Definitions:

Added "**Interim Caretaker**. A caretaker who has been approved by the Department of Children and Families to replace a subsidized guardian under Chapter 48 when the subsidized guardian is no longer able to provide care for a specific foster child".

Family or Family Group: Added "A grandparent who has guardianship of both their adult child and their adult child's child may be in the same Assistance Group".

Added "**Allowable Self-Employment Expenses**. All expenses that the Internal Revenue Service (IRS) allows to be deducted from Gross Receipts, except for depreciation. This includes the cost of items sold and normal business expenses".

Changed **Adjusted Self Employment income to** "The income the household receives from self-employment. This is calculated by subtracting allowable expenses from gross receipts".

Added "**Gross Receipts from Self-Employment**. All money paid to the self-employed person".

Added "**Self-Employment Income**. The same as Adjusted Self-Employment Income".
Replaced "net" with "adjusted" for "**Income**".

Section 1.3.2 Telephone Interviews

Removed the requirement for both parents to sign the CAF in two-parent families.

Section 1.3.4 Missing Verification

Added "The authorization may be backdated to the RFA date or the last Sunday of the month prior to the RFA date if the verification is received within thirty days of the last day of the application month if the appropriate individuals in the Assistance Group were in an approved activity".

Added 1.3.6.1 Case Closure

"If the case is closed for a calendar month the parent has to re-apply for child care assistance".

Section 1.3.9 Assistant Group Composition

Added an exception to Assistance Group #1 to allow three-generation cases when a grandparent has guardianship of both their adult child and their adult child's child(ren) and corrected the example for #4 and #5.

Section 1.3.10 Non-Adjudicated Fathers and Assistance Group

Changed the title to "Fathers Who Have Not Established Paternity" and removed "non-adjudicated" from the description".

Section 1.4.7 Child Support Cooperation:

Added that cooperation for child support applied to all custodial parents or noncustodial parents whether the child is part of their Assistance Group or not, except under the following circumstances: foster parents or subsidized guardians in Milwaukee county for foster children or court ordered kinship care relatives for their court ordered kinship care children.

Section 1.5.2 High School

Removed “not for profit” and added to an independent living arrangement “approved by a licensed or public child welfare, social service, or state corrections agency”.

Added “Supervised independent living situations for minors may not be in the same locations as their parents or guardians, including the same address or apartment building”.

Section 1.5.3 Unsubsidized employment

Added “All hours per week of unsubsidized employment, the schedule shift if second or third, and hours allocated for transportation must be documented in CARES Worker Web in case comments, on the employment page or in the Electronic Case File to substantiate the need for the child care assistance hours authorized. Indicate if the hours vary on a weekly basis”.

Added “Documenting employment schedules is required for both types of unsubsidized employment: working for a qualified employer or legitimate self-employment. If a qualified employer has provided verification of the individual’s hours per week of employment there is no need for them to also provide verification of a work schedule unless the worker finds the employment questionable”.

Section 1.5.3.1 Qualified Employers

Added “All qualified employers must have a Federal Employer Identification Number (FEIN) documented in the individual’s CARES Worker Web record for the verification of the unsubsidized employment to be considered complete and for the employment to be accepted as an approved activity”.

Added “If the FEIN is already on file on the Employment Page or the worker knows the FEIN for the employer, the employer does not have to re-verify the number unless the worker believes that the FEIN is incorrect”.

Section 1.5.3 Work Study

Removed “stand alone” and added “approved”.

Section 1.5.3.7 Self-Employment

Added “Legitimate” to 1.5.3.7 to create “Legitimate Self-Employment” and per Ops Memo 09-49 “Self-employment as an unregulated child care provider is not allowable as an approved activity for Wisconsin Shares child care assistance eligibility”.

Added “See Child Care Manual Chapter 3, Section 3.6.1.1 for authorization restrictions for self-employment”.

Section 1.5.3.6 Basic Education

Added “The requirement for five hours per week of employment may be on a monthly basis of 20 hours per month” and “employment must be at the time that the authorization is to begin instead of at the time school began”.

Added “A child care administrative agency may have a policy that exceeds 20 hours per month if the policy is in writing and applies to all parents and is made available to the parent”.

Clarified that on-call employment or registration with a temporary agency is not qualified as employment for Basic Education as an approved activity.

Added “The individual must actually work the minimum hours on a weekly or monthly basis”.

Section 1.5.7 Technical College or Course of Study Producing Employment.

Added "The requirement for five hours per week of employment may be on a monthly basis of 20 hours per month" and "employment must be at the time that the authorization is to begin instead of at the time school began".

Added "A child care administrative agency may have a policy that exceeds 20 hours per month if the policy is in writing and applies to all parents and is made available to the parent".

Removed "The employment is directly related to the individual's school and their participation in the employment while in school produces a measurable cash value such as: fellowships, working for room and board as a Resident Assistant in a dormitory or private apartment, teaching assistant positions for tuition credits, or any other education-related employment that has a measurable cash value equivalent to five (5) hours per week at the state minimum wage through out the semester".

Clarified that on-call employment or registration with a temporary agency is not qualified as employment for Technical College or Course of Study Producing Employment as an approved activity.

Added "The individual must actually work the minimum hours on a weekly or monthly basis".

Section 1.6.2 Income Limits

Added "who receive kinship care and have a court order for the child's care" to the excluded categories of caretakers who do not have the financial eligibility requirement to have income at 185% Federal Poverty Level".

Section 1.6.3 Maximum Income for On-Going Cases

Added "If the individual reports the increased income within 10 days, eligibility shall continue until the family income exceeds 200% Federal Poverty level for two consecutive months".

Section 1.6.4. Gross Income Test

Removed "gross" from Gross Income Test.

Added "Exclude earned income of minors including earned income of minors living in independent living situations".

Added "do not count the earned or unearned income of foster parents, subsidized guardians in Milwaukee county, or kinship care relatives for court ordered kinship care cases if they are applying only for child care for their foster or kinship care children".

Section 1.6.10 Income Source

Removed "net".

Section 1.6.11 Income Disregards

Added "Disregard repayments that are withheld from Social Security, Unemployment Compensation or other programs that do not base eligibility on income and assets" to mirror the FoodShare program policy".

Section 1.6.15 Self Employment Income

Removed "net" and replaced "income" with "gross".

Section 1.6.17 Anticipated Earnings

Added "adjusted" and Depreciation is not an allowable expense".

Created "1.6.18 SEIRF or Tax Form Requirement

Added Per Ops Memo 09-49, "All self-employment cases must have either a corresponding SEIRF (DWSP-1231) (R.01/2008) or tax form scanned into the Electronic Case File (ECF), plus supporting documentation if the self-employment is questionable. Additionally, a copy of the taxes must be included if the reason for a SEIRF is a change in circumstances and on-going businesses should have taxes scanned in ECF for the prior year".

Section 1.7.2 Required Verification Information

Added "The Federal Employer Identification Number (FEIN) of employers for participants in unsubsidized employment as an approved activity".

Section 1.7.6 Applicant Unable to Produce Verification

Added "the exception is for the FEIN verification requirement for qualified unsubsidized employment as an approved activity".

Removed "Instead, the agency must use the available information to process the case then reassess the case then the requested information is received".

Section 1.7.9 Social Security Numbers

Deleted "be will to" apply and added "must" for parents whose children do not have social security numbers.

Section 1.7.11 Documentation

Deleted "should" and added "must".

Section 1.7.14 Verifying Employment and Income Ending

Deleted this section because it is duplicative of Section 1.15.1.

Section 1.7.16 Acceptable Forms of Employment Verification

Added "If FEIN is documented in the case record" to paycheck stub.

Added "the number of hours of employment per week" as a requirement for employers to include in letters verifying employment.

Added " the number of hours of employment per week and the company name, FEIN, and employer signature" as required fields on the Employer Verification Forms.

Section 1.7.17 Sources of Verification for Each Eligibility Item

Deleted "any other document that verifies earned income" from the Earned Income category.

Added "a collateral contact with" a child welfare agency as a form of verification for Court Ordered Kinship Care and "Collateral contacts must be documented in CARES".

Added for Approved Activity " if the employer is a child care provider or is questionable, the additional verification requirements in Section 1.5.3 Qualified Employers applies (see Qualified Employers and Appendix) for Employment as an Approved Activity and allows the use of paycheck stubs if the employers FEIN is in the case record".

Added "US Passport" to US citizenship as a source of verification.

Added "3-generation case" to the category of Excused from Approved Activity.

Section 1.10.6 No Social Security Number or Proof of Parent Citizenship Effective 2005

Added “must have a Social Security Number or have an SSN applied for on their behalf” to children who receive Wisconsin Shares child care assistance must be US citizens or legal aliens and “(see 1.7.9)”.

Sections 1.11.0 Foster Care-1.14.1 Financial Eligibility (of non-court ordered kinship care cases)

Updated policy information published in Operations Memo 09-04.

Section 1.15.1 Reporting Requirements

Added “or other persons receiving Wisconsin Shares child care assistance” to individuals who must report changes in circumstances that effect eligibility.

Section 1.15.2 Examples of Required Information to be Reported

Added “or any increases that raise gross income above 200% Federal Poverty Level”.

Section 1.15.3 Agency Time Frame for Eligibility Redetermination

Added “within ten business days” following the receipt of a parent’s reported change.

Section 1.15.4 Agency 5-Day Entry Deadline

Eliminated and replaced by Section 1.15.3.

Section 1.15.15 Six Month Reviews and Six Month Review Forms (SMRFs)

Added “ Information on the Child Care Add On should be considered a request for authorization”.

Corrected that if a case closes in months six (6) for no SMRF the case can re-open if the SMRF comes in anytime during month seven (7) and if no SMRF comes in for the client in month seven (7) the can only open for child care assistance if there is a new application for child care assistance. The income eligibility test will be at 185% Federal Poverty Level.

Section 1.15.16 Twelve Month Reviews

Added “If a client provides the information needed for an authorization during the review it should be treated as a request for authorization”.

Chapter 3: Reimbursement

Section 3.3.2 W-9 Requirements

Added “providers are responsible for submitting new W-9 forms to the local agency whenever any of the information changes”.

Added “it is an agency’s discretion to decide if the certifier or the subsidy worker should be collecting the W9 forms for certified providers”.

Section 3.3.3 1099 End of the Year Tax Statement

Added “when a child care provider moves the system creates a new location for the new site, it is important that Head Quarter location on the W9 Details page in CSAW is changed to reflect the active location because 1099 forms are sent to the HQ address”.

Section 3.3.5 Child Care Center Name Different from Tax Identification Number

Specified the Location Details page in CSAW as the page where data is to be entered in the Check/EFT Payable name field if the child care provider wants their check issued in another name.

Section 3.4.1 Introduction: County Maximum Reimbursement Rates

Deleted “when a provider does not report a weekly price the counties exclude that provider from the survey”.

Section 3.4.9 In-Home Care

Deleted “In-home child care provider reimbursement is limited to no more than the current state minimum wage combined for all of the children in their care” because it is duplicative of 3.4.17.

Section 3.4.13 Before /After School Rate

Changed to **Section 3.4.13 Part Time Rate** per Ops Memo 09-52.

Added “Record a weekly price that reflects about 20 hours of care. If the provider does not have a weekly part-time rate, the agency may multiply an hourly rate by 20 to calculate a weekly rate. Also, a daily rate may be used by multiplying the daily price by 3”.

Added “The part time rate should be used for all age groups if the authorization is less than 25 hours. It can also be used when a parent receives a sizeable discount from the center such as an employee discount”.

Section 3.4.14 School Closed (School Bank Hours)

Added “if there is a 0-hour or part-time authorization to the sentence related to automatically marking all children over age 5 as school age”.

Section 3.4.16 Accredited Care

Added “to receive the higher rates, the accredited provider’s private pay rates must exceed the regular Wisconsin Shares maximum rates”.

Section 3.4.17 In-Home Child Care

Changed rate paid information to “The maximum sum of the “Hourly Rates” in CSAW for all children in care will be equal to the state minimum wage.

Added “On July 24, 2009 the state minimum wage increased to \$7.25 per hour”.

Added “Special needs child care cases are considered on a case-by-case basis and the beginning agency hourly payment rate may need to be higher if the child care provider meets the special needs rate increase criteria. If care is for 15 or more hours, the price determined should equal at least minimum wage, but may exceed this amount, if necessary”.

Changed person living in the home information to “Person’s living in the home may not be authorized to receive Wisconsin Shares child care funds to care for the child unless the administrative agency determines that the care is necessary because of a special health condition of a child. The special health condition must be diagnosed by a licensed physician (See Definition of Special Health Condition)”.

Re-worded language pertaining to agencies reminding parents of their in-home tax reporting obligations to “Local agencies should remind parents choosing in-home child care of the parent’s responsibilities as an employer of the child care provider, including their responsibility to completed the appropriate tax withholdings. The Social Security Administration advises that parents should contact the IRS to determine the correct amount of tax withholding and that the

provider should also contact the IRS to ensure the parent (his/her employer) is withholding the correct amount. The parent may have other employer obligations as well, including payment of the employer share of Social Security, and Unemployment Insurance wage reporting”.

Section 3.4.18 Other Rate

Added “manually-calculated” and “type” to “other rate” and that it must be used in authorizations for in-home care and when the parent works for the provider and receives an employee discount.

Deleted “to use for a large volume of cases/authorizations.”

Replaced the paragraph relating to sibling discounts with “Sibling discounts, unless the discounted amount is still above the county maximum rate.”

Section 3.4.19 The Other Rate Type is Manually Calculated

Deleted “authorization amount for in-home certified providers or a” from the language about manually calculating the higher rate for special needs children.

Section 3.4.20 Registration Fees

Added “enrollment” as a type of fee that is not covered by the Wisconsin Shares program.

Section 3.5.0 Process Flow

Under the “Licensed” column added “the current maximum” and deleted “Based on the annual rate survey of licensed day care providers, set weekly ceilings and hourly rates for licensed group and licensed family day care providers.

Under the “Certified” column, added “Based on the annual rate survey of licensed providers, set the reimbursement rate for certified providers.

Added “ No child in a case may have more than 75 hours authorized.”

Deleted “should” and added “ has the authority to” in the licensed category for when a licensed child care provider repeatedly reports incorrect hours of the attendance report forms and the agency changes an enrollment authorization to an attendance based authorization.

Added “The providers who enter attendance online can suppress the attendance forms being mailed”.

3.6.1.1 Authorizations for Unsubsidized Employment

Created “Authorizations may not be written for unsubsidized employment as an approved activity until there is a Federal Employer Identification Number (FEIN) documented in the individual’s CARES Worker Web”.

Created “If the FEIN is already on file on the Employment Page or the worker knows the FEIN for the employer, the employer does not have to re-verify the number unless the worker believes that the FEIN is incorrect”. (See Section 1.5.3.1 Qualified Employers).

3.6.1.2 Authorizations for Self Employment

Updated to include information from Ops Memo 09-49:

Added “During the first 6 months that a parent is engaged in a new self-employment business, the agency may authorize care for the hours the parent is engaged in self-employment work”.

“The authorization may not exceed one full time authorization”.

“A parent may not use this Section more than once every 24 months”.

“Any parent who uses part of a 6 month period under this section may not have child care authorized under this section again until 24 months have elapsed”.

“Self-employment as an unregulated child care provider is not allowed as an approved activity for Wisconsin Shares child care assistance eligibility”.

“Authorizations for self-employment are only allowed to the extent that they support employment that produces monthly-adjusted self-employment income equivalent to at least the state minimum wage”.

| Case Status | Authorization Timeframes |
|--|---|
| New applicants and Program Adds and on-going participants who have continuous self-employment for less than 6 months. | Authorization may be up to the applicant’s full need for care up to six months; authorization is limited to one full time authorization. |
| New applicants or Program Adds and on-going participants with the same continuous self-employment for more than 6 months. And Those who have continuous self-employment for less than 6 months but have already used a 6-month grace period under Section 3.6.1.2 within the previous 24 months. | Authorization hours are adjusted in accordance with Section 3.6.1.2 (this is when you divide the income to limit auth hours to only time support by a profit). Divide the weekly self-employment income by the state minimum wage to fine the maximum authorized hours. |

“Example: Marty is determined to be income eligible for child care assistance and reports that he earns \$500 per month adjusted self-employment income as a freelance writer. Marty is requesting full time child care (35 hours per week). To qualify for 35 hours per week of child care, Marty must report an adjusted self employment monthly income of \$1,091 (35 hours X \$7.25 X 4.3 weeks per month equals \$1,091). \$500 monthly adjusted self-employment income is sufficient for only 16 hours per week of child care assistance ($\$500/\$7.25=68.9$ converted to 69 hours per month, which when divided by 4.3 weeks = 16 hours per week of child care)”.

3.6.1.3 Authorizations for Parents who are Family Child Care Providers

Added “If a family child care provider meets financial and non-financial criteria for Wisconsin Shares eligibility, they may receive child care assistance for their children to attend child care as follows:

- They are considered to be self-employed
- They must be regulated”

“The authorization will be limited by the provisions of Section 3.6.1.2”.

“The authorization may only be for the hours that the parent is he or herself engaged in care for children”.

“The authorization is to a child care provider who does not reside with the children”.

Section 3.6.7 Two Day Time Frame to Issue Authorizations

Added “ if all verification needed for the authorization is received” to “Child Care authorizations must be issued to the parent and child care provider within two business days of the confirmation of eligibility if the parent has provided the child care provider information, and there must be a case comment indicating the reason is there is a delay.”

Added “If authorization information is complete at SMRF or review, the agency shall treat these as requests for authorization and comply with the two-day time frame.”

Added “Example: Eligibility was confirmed on Friday July 10th but the employer verification form lacked a FEIN and there was not a FEIN in CARES. The parent was asked to obtain an FEIN but has not been able to produce the number. The parent is not considered to be in unsubsidized employment as an approved activity until the employer has a FEIN in the case record. Since the worker cannot authorize child care until the FEIN is obtained, the two-day time limit for issuing an authorization does not apply.”

Section 3.6.9 Attendance Based Authorizations to Licensed Providers

Added “If a child has a history of widely varying attendance, the agency may consider this criteria to be met” to language pertaining to when authorizations licensed providers may be established on an attendance basis.

Section 3.6.10 Significantly Over Reported Attendance

Reworded definition of “significantly over reported” attendance by adding “For attendance-based authorizations and part time (less than 35 hours) enrollment based authorizations,” to the child was reported as being in care and added “more hours than they attended and “For full time enrollment-based authorizations” to the child was reported as being in care “full time (35 to 50 hours)” when the child was actually in care “part time (less than 35 hours).

Section 3.6.14 Agency Refusal to Authorization to a Child Care Provider

Added “and times” of care to when a provider can show that they are not over their group size by submitting information listing the children in care.

Added “If the information shows that already-authorized children are not receiving as much care as they are authorized for, existing authorizations should be adjusted before additional children are authorized to the provider”.

Section 3.6.15 Agency May Refuse Confirmation of Attendance Submitted More than 3 Months Old

Replaced “confirm (approve) payment” with “enter attendance” to language pertaining to an agency’s authority to refuse confirmation of attendance submitted more than 3 months old.

Added “Note: Providers are not able to enter their own attendance after 3 months from the attendance period.”

Section 3.6.23 Authorizations for Person’s Living in the Home

Deleted this section because it is duplicative of Section 3.4.17.

Section 3.6.24 Wrap Around Head Start, Preschool and 4 & 5 year-old Kindergarten Programs Offered with Child Care Programs

Reworded this section to “If a child attends a part day Head Start, Preschool, or 4 or 5 year old Kindergarten program (“school program”) and child care is provided on-site, the school program hours can be included in the authorization if all of the following are true:

- The hours included in the authorization all qualify under Wisconsin Shares as times that the child’s parents are in an approved activity and child care is needed for the parents to participate;
- The length of the child’s authorized day is 5 or more hours;
- The length of the child’s school program is no more than 4 of those hours”.

Added “Kathy’s parents are both at work between 8:00 a.m. and 3:00 p.m.” to the example.

Section 3.6.27 Authorizing When the Child Lives with the Child Care Provider

Changed the section title to “**Authorizing When the Provider is the Child’s Parent or Other Legally Responsible Adult, or Provider Resides with the Child**”.

Added “For purposes of this requirement, a child is considered to reside in any home where they have placement. A child can have more than one residence. Any placement arrangement that puts a child with a parent or other person for any period of time makes that child a resident of the parent or other person’s home”.

Added “A family child care provider is eligible for Wisconsin Shares child care assistance for his/her own children when they attend another child care outside of their home if they meet financial and non-financial eligibility criteria. This is limited to the hours child care (for other children) is being done in her/her own home. The parent who is a child care provider is considered to be self-employed and the provisions of Section 3.6.1.1 apply”.

Added “If child care eligibility exists, the parent, who is also a child care provider, could receive an authorization for his/her children to attend a child care provider who is not a parent of that child. This would free up slots for the child care provider parent in her/his day care”.

Added the following example: “Leo is Maria’s father. Leo lives with his mother, Juana who is a certified child care provider. Leo has placement of Maria every other weekend. Maria’s mother, Nancy, has placement the rest of the time, and is eligible for Wisconsin Shares. Maria is considered to live with her grandmother, Juana, and cannot be authorized to Juana for child care”.

Added “or someone with whom they reside” to the information regarding authorizations being allowable for children of child care providers”.

Deleted “Authorizations are allowable for a child to receive child care at a home or a center where their parent or other legally responsible adult is employed by the child care provider if” from the information regarding parents working for the provider were their child is authorized”.

Corrected the example by deleting “Betty’s day” and replacing it with “Margaret’s child”.

Section 3.6.28 Backdating Authorizations at Initial Eligibility

Renumbered from **Section 3.6.27 to Section 3.6.28**.

Deleted “if the certification was completed within a 60 day time frame and payment can go back to that date” from the information regarding unregulated providers that must become certified to be reimbursed by Wisconsin Shares”.

Replaced “later” with “initial eligibility has been determined” when a family who has been determined to be eligible for child care assistance does not request an authorization until several months later.

Replace “on” with “effective” in both examples.

Added “Note: This limit applies only to initial eligibility determinations. For families with on-going eligibility, late requests for child care authorization should be honored if all work criteria are met and eligible care has been provided”.

Added “CSAW allows backdating of authorization and attendance up to 3 months in the past. If an agency needs to back date an authorization further than 3 months, a worker with: retro security access must enter those authorizations. Please contact the child care helpdesk to determine who has retro security clearance in your agency”.

Section 3.6.29 Backdating Authorizations: Late SMRF

Renumbered from **Section 3.6.28 to Section 3.6.29**.

Section 3.7.1 Determination of Co-Payments Responsibility

Eliminated Foodshare Employment and Training (FSET) from having a zero co-pay per federal regulations.

Section 3.7.1.1 Co-Pay for FSET

Changed: Co-pay for FSET participants is set a “Regular (REG)” level.

Section 3.7.2 Co-Pay for Teen Parents

Replaced “both adult and minor” with “Minor and adult” to teen parent information and added “attending high school or its equivalent”.

Section 3.7.3 Co-Pay for Foster Parents

Added “NOTE: If a foster parent chooses a provider whose private-rates are above the county/tribal maximum rates, the foster parent is responsible for paying the difference between the subsidy rate and what the provider charges”.

Section 3.7.4 Kinship Care Relatives

Added “there is no requirement to receive a kinship care grant for this co-payment type” (for KIN co-payment type).

Added “who do not have a court-ordered” to kinship care relatives who have a NCK (minimum) co-payment.

Section 3.7.5 Co-Pay for Public Schools

Added “for the children within the case meeting this criteria” for PSP co-payment type.

Section 3.8.0 Authorization Rate Changes

Added “One or more children in the case had a change in authorized hours, which changed how the copayment is distributed among the children” as an example of factors that change copayment rates on authorizations during the Saturday batch.

Section 3.8.3 Reasons for Changing Authorizations

Added the following items:

“use of informal care” and “The authorization must be changed by the worker” when there is a change in the number of hours the child must be in care for the parent to remain in their approved activity”.

“or puts income above 200% FPL” and “CSAW automatically calculates the new authorization amounts. No manual intervention needed” when there is a change in gross monthly income. “The authorization must be changed by the worker” when a parent chooses a new provider”.

“CSAW automatically ends the authorizations effective Saturday following the date the provider’s regulatory status ended” when a certification or license ends.

“There is a change in household composition, which may affect eligibility or hours of care eligible for Wisconsin Shares. CSAW automatically recalculates the new authorization amounts”.

“CSAW automatically ends the authorization effective the end of the eligibility month” when eligibility is lost due to a change in income, or not participating in an approved activity, cooperation with child support, etc”.

“When the worker does a county transfer, all authorizations to the case ends on the Sunday after 2 weeks of the transfer date” when a parent and/or child moves out of a county”.

Section 3.8.7 Ending Authorizations

Added “Household composition changes eligibility” as a reason when a worker must end an authorization.

Deleted “and equivalent of 10-days of care” and added “for failure to provide agreed-upon advance notice” to an example of when a parent is responsible for payment to a provider when a child is no longer in care and the worker is notified after the child has left the program”.

Section 3.8.10 Parent No Longer in an Approved Activity

Added “If reported within 10 day” as criteria to end an authorization by county ahead 10 calendar days. Also added to the same section “If the change was not reported timely, manually end the authorization the following Saturday”.

Section 3.10.1 Attendance Reporting Forms (ARF’s)

Added “must” to the requirement that agencies develop and communicate their policy to providers of the last day/time that ARFs are accepted to guarantee issuance the following week.

Added “Local agencies must follow these schedules. If a schedule will be varied due to holidays or other events, the variation must be timely communicated to providers”.

Section 3.10.2 Attendance Reporting: Rounding

Added "Summarize daily hours to a weekly total and round up to the closest full hour. Example: 43.5 hours would be 44 hours".

Section 3.10.4 Confirmation Agency

Added "a confirmation agency" to the information pertain agency choice".

Section 3.11.1 Authority to Pay for Holding a Slot

Added "The purpose of this provision is to assure that the child's place in care will remain available to the child after temporary absences".

Section 3.11.2 Situations When a Slot Can Be Held and Time Limits

Added "Once per calendar year" to the family vacation provision.

Section 3.11.3 Conditions Required for Holding a Slot

Deleted "because the provider must always report accurate number of hours of attendance and if zero hours are reported the system will not pay the child care provider".

Section 3.11.4 Consecutive Leaves

Reworded and labeled another example: "C. Sue is laid off from her employer for the month of December. The county agrees to hold the slot for 4 weeks for Sue's infant. On December 15th she gets a notice from her employer that the layoff will be extended through January. The administrative agency would have to stop payments to the child care provider effective December 15th because the temporary break in employment will be more than 4 weeks".

Section 3.11.6 Provider Vacation Policy

Deleted "that the agency determines to be valid" for the reason for closure of a child care program for a provider to be paid for an enrollment authorization while on vacation".

Added "if the provider has contacted their local agency to request approval and the agency has entered an approval in CSAW".

Implementation:

Implementation of these revisions is immediate for all new child care assistance applications and Program Adds. For on-going cases these revisions are in effect at the next Six Month Review Form processing, case review or any changes pertaining to eligibility.

Child Care Manual web address: <http://dcf.wisconsin.gov/childcare/wishares/default.htm>

CONTACTS

Child Care Help Desk at childcare@wisconsin.gov or 608-261-6317, option 2.

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, 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.
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