



TO: **Child Care Eligibility and Authorization Workers and Supervisors**
Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
Training Staff
Child Care Coordinators

DECE/BCCSA OPERATIONS MEMO
No: 22-16
DATE: 09/19/2022
Child Care

FROM: Junior Martin, Director
Bureau of Child Care Subsidy Administration
Division of Early Care and Education
Department of Children and Families

SUBJECT: Short-Term Authorizations and Wisconsin Shares Subsidy Proration

CROSS REFERENCE: [Wisconsin Shares Handbook](#),
Section 2.3.10 Short-Term Authorizations
Operations Memo 18-54 Short-Term Authorizations in Wisconsin Shares Child Care (Obsolete)
CSAW User Guide - Benefit Calculations

EFFECTIVE DATE: October 1, 2022

PURPOSE: This Operations Memo repeals the short-term authorizations policy in Wisconsin Shares Handbook Section 2.3.10 and Operations Memo 18-54.

BACKGROUND: The short-term authorizations policy was created as a workaround to issue more subsidy to parents for authorizations that were less than a full calendar month. However, the system is functioning as it was designed and there is no need for a workaround. This "policy" is not defined in Administrative Rule or Wisconsin Statutes and is now being removed.

POLICY: The following policy is repealed without replacement with the publication of this Operations Memo and will be removed with the next Handbook release. Local agencies must continue to follow the guidance in Sections 2.3.6, 2.3.6.1, and 2.3.7 to determine authorization begin dates, Section 2.3.8 to determine authorization end dates, and Section 2.3.9 to create consecutive authorizations whenever possible.

~~2.3.10 Short-Term Authorizations~~

~~If a parent needs an authorization to cover a short period of time, the local agency should write the authorization for no less than seven (7) consecutive calendar days in the month. This will allow subsidy amounts to remain stabilized across all of the authorizations written for the~~

month. Short-term authorizations do not need to be from Sunday to Saturday; however, they do need to end on or before the last day of the month. When a 7-day authorization is written at the end of the month, the last day must not cross over into the next month. A second short-term authorization will need to be written for the additional days that overlap into the next month. The second short-term authorization must still be at least seven (7) days long. However, the Child Care Need schedule for the short-term authorization must only reflect the actual days that care is needed.

Short-term authorizations are authorizations that are written in addition to the parent's regular or zero-hour authorizations, such as authorizations for when school is closed for holiday breaks and spring breaks. These authorizations are more than likely written to a second provider. Regular authorizations should continue to be written to the next expected change or the parent's renewal date.

Example 1: Sharee called to report that her provider will be closed April 1 through April 12. Sharee needs child care on Monday April 2, Tuesday April 3, and Friday April 6 to a different provider. The authorization should be written for April 2 through April 8. The Child Care Need schedule in CSAW should reflect that care is only needed on Monday, Tuesday, and Friday.

The following example will be revised as shown and included in a different section in the next Handbook release.

Example (Short-term authorization): Mike called to report that his provider is going on vacation August 30 through September 8. Mike needs a new authorization for child care at a second child care provider for Thursday August 30, Friday August 31, Monday September 3, and Tuesday September 4. ~~Two (2) authorizations would need to be written to the second provider to meet Mike's needs. One (1) authorization would be written~~ The agency worker writes one (1) authorization for August 25 30 through September 4 August 31. ~~The second authorization would be written from September 1 through September 7.~~ The agency worker could use different begin and end dates if necessary to create consecutive authorizations. The Child Care Need schedule in CSAW should reflect that care is ~~only~~ needed for Monday, Tuesday, Thursday, and Friday. ~~the days of August 30 and 31 on the first authorization. The Child Care Need schedule in CSAW should reflect that care is only needed for the days of September 3 and September 4 on the second authorization.~~

CSAW: The proration functionality that is used in CSAW for the benefit calculation when an authorization is less than a calendar month is described in the CSAW User Guide – Benefit Calculations Partial Month Authorizations section. This functionality is not changing.

CONTACTS:

For Wisconsin Shares policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at BRCCPolicyHelpDesk@wisconsin.gov.

For Program Integrity technical assistance, Child Care CARES/CWW and CSAW Processing Questions statewide, and policy questions in Milwaukee County, contact the Child Care Help Desk at: childcare@wisconsin.gov or 608-422-7200.

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