

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: 22-18

DATE: 10/11/2022

Child Care

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

SUBJECT: Updates to Reporting Requirements for Wisconsin Shares

CROSS REFERENCE: [Wisconsin Shares Handbook](#)
Section 1.8.1 Reporting Requirements

EFFECTIVE DATE: November 1, 2022

PURPOSE: This Operations Memo informs local agencies of updates to the reporting requirements for Wisconsin Shares.

BACKGROUND: The composition of the Wisconsin Shares assistance group is affected when a child is born or adopted, a parent becomes a foster parent, subsidized guardian, or interim caretaker, and when the legal parentage between a child and second parent living in the home is established. Currently, parents are not informed of the requirement to report when these changes occur, which may result in an incorrect eligibility determination. The following changes are being made to explicitly inform parents of the requirement to report these changes that affect eligibility determination.

POLICY: The following policy will be added to the Wisconsin Shares Handbook with the next release. New policy is highlighted in yellow and policy with a red strikethrough is being deleted.

10.1 Reporting Requirements (Formerly Section 1.8.1 Reporting Requirements)

Parents ~~Individuals~~ receiving Wisconsin Shares must report ~~any~~ changes that may impact eligibility or authorizations ~~in circumstances~~ to the local agency within 10 calendar days after the change. Parents can report changes by calling or visiting the local agency or online through ACCESS Report My Changes (RMC). ~~if the change may affect eligibility or impact the~~

~~authorization.~~ Parents are informed of their rights and responsibilities for reporting changes through their Notice of Eligibility, Quarterly Subsidy Authorization Notice, and ACCESS Renew My Benefits (RMB), Apply for Benefits (AFB) and Add a Program (AAP) application documents.

~~Reporting changes in ACCESS Report My Changes (RMC) meets program requirements for reporting changes if the 10-calendar day reporting timelines are met.~~

~~The Notice of Eligibility is automatically mailed from CARES Worker Web (CWW) after eligibility is confirmed at application, renewal, and when any change is made to the case that impacts eligibility.~~

Income Changes:

The income reporting requirements depend on whether the Assistance Group (AG) is at or below 185% Federal Poverty Level (FPL) or above 185% FPL.

- An AG at or below 185% FPL must report if their gross monthly household income, whether earned or unearned, increases by \$250 or more.
- An AG above 185% FPL must report if their household's gross monthly income, whether earned or unearned, exceeds a dollar amount that will bring the AG to above the next 5% FPL increment.

If the AG's income is between two (2) FPL 5% increments, CWW will use the lower of the two (2) FPL percentages to determine the AG's reporting requirements.

Example: Maria's income places her AG at 187% FPL. Maria's reporting requirement will be \$250 because CWW rounds down to 185% FPL ~~in order~~ to determine her reporting requirement.

All parents must report if their monthly gross income exceeds 85% of the State Median Income (SMI).

The Child Care Notice of Eligibility; ~~and Wisconsin Shares Quarterly Subsidy Parent Authorization Notice, and ACCESS Report My Changes (RMC), Apply for Benefits (AFB) and Add a Program (AAP) all display the income reporting requirement (either \$250 or a dollar amount) for the AG depending on the FPL of the Assistance Group.~~

Note: Parents are not required to report decreases in monthly household income; however, doing so may increase a family's subsidy amount by reducing the hourly copayment per the reduction in income.

Child Care Authorization Provider Changes:

A change in child care providers must be reported before the change occurs. If a parent intends to change to a new child care provider next month, the change needs to be reported before the last business day of the current month ~~in order~~ to receive subsidy funds payable ~~for to~~ the new provider. There are limited exceptions (see 17.3 and 17.3.1).

An individual must report within 10 calendar days after the change if someone in the household:

- Has a change in ~~the number of days or hours that a child needs care need (for example, an increase of child care hours or no longer needing child care); or~~

- Receives a provider price discount (~~for example, a sibling discount~~).
- Has not attended their authorized child care provider for 20 consecutive calendar days

All Other Eligibility Changes

Parents must report within 10 calendar days after the change if anyone in the household:

- Has a new address
- Moves out of state
- Has a change in where he or she is staying, including a change that is only temporary
- Moves into or out of the home
- Gets married or divorced
- Has a child
- Has a change in the composition of the AG, such as:
 - A child is adopted
 - A parent becomes a foster parent, subsidized guardian or interim caretaker
 - Legal parentage between a child and the second parent living in the home is established
- Has a change in their approved activity, such as:
 - A new job
 - Enrollment in basic or postsecondary education if child care is needed for the activity
 - Permanent loss of approved activity
 - Temporary absence from their current approved activity that is expected to last one (1) month or more

~~During ongoing eligibility, when any of these changes are reported, or become unclear, or are incomplete, further verification may be required.~~

Questionable or contradictory verification or reporting must be resolved or referred for Front-End Verification according to the local agency's fraud plan (see 7.6).

Failure to report changes may result in an overpayment based on the results of an audit and investigation, if a parent received subsidy funds that they were not eligible to receive (see Appendix VII – Client Investigations).

NOTICES

The Child Care Notice of Eligibility and Quarterly Subsidy Authorization Notice will be updated with the new reporting requirements on October 29, 2022. The ACCESS Apply for Benefits

(AFB), Add a Program (AAP) and Renew My Benefits (RMB) application documents will be updated with the new reporting requirements at a later date and notification will be provided through the Division of Early Care and Education (DECE) Updates for Counties and Tribes when changes to these documents have been completed.

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.

DCF/DECE/BCCSA/MS