



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: 22-26
DATE: 11/03/2022
Child Care

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

**SUBJECT: Parents with Limitations**

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**CROSS REFERENCE:** [Wisconsin Shares Handbook](#)  
Section 1.3.9.1 Parents with Limitations

**EFFECTIVE DATE:** December 1, 2022

**PURPOSE:** This Operations Memo informs local agencies of updates to the 1.3.9.1. Parents with Limitations policy for Wisconsin Shares.

**BACKGROUND:**

In two-parent or three-generation households a parent may be exempt from the approved activity requirement if they are unable to participate in an approved activity and unable to care for their child(ren), as verified by a physician, physician assistant, nurse practitioner, psychiatrist, or psychologist. The exemption may be temporary or permanent depending on what is indicated on the verification. The policy is being revised to clarify how the Temporary Break (TBRK) policy relates to this exemption.

**POLICY:** The following policy will be added to the Wisconsin Shares Handbook with the next release. New policy is highlighted and policy that has been removed is indicated with red strikethrough.

NEW POLICY

**Section 5.2 Parents with Medical Exemptions**  
(Formerly Section 1.3.9.1 Parents with Limitations)

Some parents may be unable to participate in an approved activity due to a medical condition. These conditions may be temporary or permanent.

In a two-parent or three-generation household, a parent with a permanent or temporary medical condition may be eligible for a medical exemption from the approved activity requirement. An individual who is the only parent in the Assistance Group (AG) is not eligible for a medical exemption but may be eligible for a Temporary Break Period (TBRK) (see 5.3).

~~A parent who is a member of a two-parent or three-generation Wisconsin Shares Assistance Group may~~ To be exempt from the approved activity requirement, the parent must provide documentation from ~~if he or she is medically certified by~~ a physician, physician assistant, nurse practitioner, psychiatrist, or psychologist ~~as~~ that indicates the parent is both:

- Unable to care for children while another parent in the AG participates in an approved activity, and
- Unable to participate in any approved activity.

**Note:** When obtaining health-related information, certain confidentiality requirements must be met. For more information about these requirements, see Section 2.3.

This ~~exception~~ exemption may be temporary or permanent depending on what is indicated on the medical certification. When a parent in a two-parent or three-generation household has a temporary leave of absence for a medical reason from their approved activity, they must first be evaluated for a medical exemption. If they do not meet the criteria for a medical exemption, then they must be evaluated for TBRK eligibility (see 5.3). ~~Wisconsin Shares authorizations and subsidy must be needed so that the other individual(s) in the AG can participate in their approved activities~~ If the condition is permanent, the parent must meet the criteria above for a medical exemption to be eligible for Wisconsin Shares.

The other parent(s) in the Wisconsin Shares AG must be participating in an approved activity (see 5.1) and need child care to participate in their approved activity to receive an authorization. The other parent(s) can also be in an Activity Break Period (see 5.3) when one (1) parent has a medical exemption. However, at least one (1) parent in the AG must be in an approved activity or Activity Break Period if another parent requires a medical exemption.

**Example 1 (Temporary Limitation):** Mary and John are applying for Wisconsin Shares. They have 6-month-old twins who need Wisconsin Shares subsidy so that Mary can keep her employment. ~~John drove a delivery van for UPS but is now temporarily not able to work due to a back injury.~~ John recently had surgery. He plans to obtain employment after he recovers. His doctor ~~wrote a letter to verify that John's back injury specifically prohibits him from being able~~ verified that John is unable to take care of his children due to a lifting restriction recovering from surgery and that he cannot work at any job for at least four (4) months. John has an exemption from the approved activity requirement until his doctor states that he can care for his children, return to work, or both. ~~Mary and John meet the non-financial requirement for participation in approved activities for two-parent families.~~

**Example 2 (Temporary Limitation):** Lola and Jason have authorizations for their two (2) children when Lola has a baby. She is on maternity leave for eight (8) weeks. Lola is temporarily unable to participate in her approved activity, but she is still able to care for

her children. Even though this is a two-parent household, Lola is placed in a TBRK period because she does not meet the criteria for a medical exemption.

**Example 3 (Three-Generation Household):** Sarah, her spouse Jerome, their minor teen child Fanta, and Fanta's baby live in one (1) household. Fanta attends high school and Jerome works full time during the day, second shift. Sarah is not employed and has a history of alcohol and drug abuse due to a permanent disability. ~~If Sarah is not able to work and not able to care for her grandchild, she must obtain a written statement from a physician, physician assistant, nurse practitioner, psychiatrist, or psychologist that she cannot work and cannot care for the child.~~ Sarah provides verification from her doctor that she is not able to work and not able to care for her grandchild while Fanta attends high school and Jerome works. Sarah is eligible for a medical exemption.

**Example 4 (Single Parent Household):** Annette applies for Wisconsin Shares in July 2021 and is determined eligible. In March 2022, Annette is in an accident. She is unable to participate in an approved activity. However, because she is the only parent in her AG, she is not eligible for a medical exemption. The agency worker reviews her case and determines that she is eligible for a TBRK period.

## FORMS

A new form has been created to assist parents and medical professionals with providing the necessary information for a medical exemption, form [DCF-5566](#). The form is another option for providing verification and is not mandatory. A physician, physician assistant, nurse practitioner, psychiatrist, or psychologist may still send a letter verifying the parent's medical limitation to participating in an approved activity and caring for their child(ren).

### *CONTACTS:*

For Wisconsin Shares policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at [BRCCPolicyHelpDesk@wisconsin.gov](mailto: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](mailto:childcare@wisconsin.gov) or 608-422-7200.