



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: 24-12

DATE: 06/19/2024

Child Care

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

**SUBJECT: Initial Income Eligibility and Copayment Changes for Wisconsin Shares**

**CROSS REFERENCE:**

[Wisconsin Shares Handbook](#)

Section 6.1.1 Application Income Limit

Section 7.9.3 SWICA Discrepancies

Section 8.1 Financial Eligibility

Section 9.2 Financial Eligibility

Section 10.1 Reporting Requirements

Section 18.2.1 Exit Period Copayments

Section 18.4 Copayment Periods

Section 18.4.1 Copayment Stabilization

Section 18.4.2 Gradual Phase Out (GPO)

Section 18.4.3 Exit

Section 18.4.4 Moving Between Copayment Periods

Appendix III Benefit Calculation Examples

**EFFECTIVE DATE:** July 1, 2024

**PURPOSE:** The purpose of this Operations Memo is to announce new policy regarding initial income eligibility and copayment changes.

**BACKGROUND:** The Wisconsin Shares program assists low-income families with a portion of the cost of quality child care while they are working or participating in activities that will lead to work. The biennial budget increased the initial income eligibility threshold in hopes that more families will apply and become eligible for the program.

The biennial budget also changed the copayment calculation for higher-income families currently eligible for the program, so that they can receive a higher increase in income before they will see an increase in their copayment.

**POLICY**

The Wisconsin Shares policy updates are summarized in the attachment and will be added to the Wisconsin Shares Handbook effective July 1, 2024. In the attachment, the updated policy is highlighted in yellow. Policy with a ~~red strikethrough~~ is being deleted.

**Current Policy**

Wisconsin Shares applicants must be at or below 185% Federal Poverty Level (FPL) at initial application to be eligible for the program. Families currently eligible for Wisconsin Shares and over 200% FPL see an increase in their copayment of \$1 for every \$3 increase in income.

**New Policy**

The biennial budget [2023 Wis. Act 19](#) increased the initial income eligibility limit for Wisconsin Shares to at or below 200% of Federal Poverty Level (FPL) and changed the copayment calculation for families over 200% FPL to an increase in copayment of \$1 for every \$5 increase in income.

To simplify the program for both parents and agency workers, additional changes to copayment periods and income reporting requirements are being made. System changes to CWW, CSAW, ACCESS, and notices will be made to support these changes effective July 1, 2024.

**CWW CHANGES**

Starting July 1, 2024, agency workers will see:

- Initial income eligibility will test at or below 200% FPL.
- Child care budget page Gross Income Test display will show (Tested Against 200% FPL) for the application month.
- SWICA tolerance test will be updated to above 200% FPL.

**CSAW CHANGES**

Starting July 1, 2024, agency workers will see:

- Calculation Details page will no longer show Gradual Phase Out (GPO) as a Copayment Period.
- Families in GPO will show as being in Copayment Stabilization.
- Calculation Details page will calculate the additional copayment amount for families above 200% FPL to be \$1 increase in copayment for every \$5 increase in income.

**ACCESS CHANGES**

Starting July 1, 2024, parents will see:

- Two bullets under the 'All Other Eligibility Changes' Reporting Requirements on the Apply for Benefits (AFB), Add a Program (AAP), and Renew My Benefits (RMB) updated to match the current Section 10.1 Reporting Requirements policy.
- The Am I Eligible (AIE) screener will be updated with income and AG size criteria to at or below 200% FPL.
- Report My Changes (RMC) will continue to display a dynamic dollar amount. This amount is based on the updated income reporting requirements for the AG's assigned copayment period.

**NOTICE CHANGES:**

Starting July 1, 2024, parents will see:

- Two bullets under the 'All Other Eligibility Changes' Reporting Requirements on the Child Care Activity Break Letter will be updated to match the current Section 10.1 Reporting Requirements policy.
- Child Care Notice of Decision and Parent Authorization Notice will have the following updates:
  - A dynamic dollar amount will continue to display and is based on the updated income reporting requirements for the AG's assigned Copayment Period.
  - Two bullets under the 'All Other Eligibility Changes' Reporting Requirements will be updated to match the current Section 10.1 Reporting Requirements policy.

## **ATTACHMENTS**

[Policy Attachment](#)

## **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.

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