



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: 24-15
Date: 07/18/2024
Child Care

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

SUBJECT: Wisconsin Shares Authorization Assessment and Schedule Changes

CROSS REFERENCE:

- [Wisconsin Shares Handbook](#)
- Section 10.1 Reporting Requirements
- Section 12.2 Authorization Comments
- Section 16.1 Authorization Assessments
- Section 16.1.1 Authorization Hours
- Section 16.1.1.1 Approved Activity and Child Care Need Alignment
- Section 16.1.1.2 Sleep Hours
- (Obsolete) Section 16.1.2 Child Care Need Schedule
- (Renumbered) Section 16.1.1.3 Co-located Head Start and 4K School Programs
- (Renumbered) Section 16.1.1.4 School-Age Children Authorizations
- (Renumbered) Section 16.1.1.4.2 School Closed Hours
- (Renumbered) Section 16.1.1.5 Gaps Between Approved Activities
- (Renumbered) Section 16.1.1.6 Travel Time
- (Renumbered) Section 16.1.2 Maximum Hours Per Day
- Section 16.2 Self-Employment Authorizations
- Section 16.2.1 New Self-Employment Authorizations
- Section 16.2.2 Ongoing Self-Employment Authorizations
- (Obsolete) Section 16.2.3 Self-Employed Out-of-Home Care Placement Parents
- Section 16.3 Two-Parent and Three-Generation Families
- Section 17.1 Authorization Changes
- Section 17.1.1 Assessment Results Authorizations
- Section 17.1.2 Continuity of Care Authorizations
- Section 17.1.3 Authorization Assessments Following Activity Break Periods
- Section 17.2.1 Activity Break Period Authorization Hours
- Section 18.5 Subsidy Calculation
- Appendix VI Red Flag Reports and Referrals

EFFECTIVE DATE: August 1, 2024

PURPOSE: The purpose of this operations memo is to announce policy, process, and system changes related to the collection of parent and child schedules when creating authorizations.

BACKGROUND: To improve accessibility to the program and create efficiencies in the authorization request process, the policy to collect parent and child schedules is being removed. With this policy change, parents can self-declare their child care need and do not need to provide detailed schedules for themselves or their children. Agency workers will compare the self-declared child care need with the verification of approved activity hours that is collected as part of approved activity verification for alignment, then write the authorization using the total number of child care hours needed.

Parents will also be able to request the highest number of weekly hours needed within a month; an average will no longer be used for parents with varying child care need. Workers will still be able to enter schedules if needed to assist the parent with determining their child care need if the parent is unsure of the number of hours needed. However, the assumption is that workers will not need to enter schedules for most parents.

POLICY: The policy in the attachment will be added to the Wisconsin Shares Handbook with the next update. New policy is highlighted in yellow and policy with red-strikethrough is being deleted. The following is a summary of the changes:

Current Policy

Parents must provide exact times and dates of their approved activities and their child care need (child schedule). The parent's self-declared schedule must align with the total number of hours on the approved activity verification. Travel time must be entered separately from the parent and child schedules. Gap time of more than two (2) hours can only be covered in limited situations. When a parent reports a change in child care need, agency workers must end the current authorization, enter a new parent schedule, and create a new authorization, even if there is no change to benefits. Parents are only eligible for school closed hours based on the hours that are not covered by a before/after school authorization.

New Policy:

Parents can self-declare the total number of hours they need for child care, which includes travel time, sleep time, gap time, etc., and do not need to provide detailed schedules. The parent's self-declared schedule must be reasonably related to their approved activity verification, while prioritizing the child's wellbeing and stability at the child care provider. Agency workers only need to update authorizations if the parent is eligible for increased hours, the parent requests fewer hours, or the authorization is required to be reduced. Authorizations do not need to be updated for changes within full-time or within part-time that will not change the subsidy amount. Parents can provide the number of school closed hours needed, but if they do not know the specific number, a daily default of 10 hours can be entered.

CSAW CHANGES:

Starting August 1, 2024, CSAW will no longer require the agency worker to enter parent or child schedules to complete an authorization. Authorizations written on or after August 1, 2024, **regardless of the begin date of the authorization**, should follow the new policy and process.

ATTACHMENTS:

[Updated Policy Sections with markup](#)

[Updated Policy Sections without markup](#)

CONTACTS:

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