



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: 24-27
DATE: 10/17/2024
Child Care

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

SUBJECT: Virtual School Authorizations for Wisconsin Shares

CROSS REFERENCE: [Wisconsin Shares Handbook](#)
Section 12.2 Authorization Comments
(Renumbered) Section 16.1.1.4 School-Age Children Authorizations
(Renumbered) Section 16.1.1.4.2 School Closed Hours

EFFECTIVE DATE: Immediately

PURPOSE: The purpose of this Operations Memo is to announce new policy regarding school age children in grades K through 12 who attend virtual school.

BACKGROUND: During the COVID-19 Public Health Emergency (PHE), temporary guidance was issued through Operations Memos [20-14](#) for the 2020-2021 school year, [21-18](#) for the 2021-2022 school year, and [22-23](#) for the 2022-2023 school year that allowed agency workers to write authorizations during the “typical school day” for children in grades K through 12 who attended virtual/online schooling while their parents participated in their approved activity.

Current policy as outlined in Section 16.1.1.4 School-Age Children Authorizations is in effect for the 2024-2025 school year and children in grades K through 12 cannot receive an authorization during the typical school day while the school year is in session, except if a short-term (less than 30-days) emergency occurs and the school age child needs to attend virtual school during the typical school day. If an in-person school district changes to a virtual/online learning day due to inclement weather or another emergency, parents can receive school closed hours for that day.

Local agencies that have written authorizations for children in grades K through 12 who attend virtual school during the 2024-2025 school year can allow the authorizations to continue to the end of the school year or to the next child care renewal, whichever comes first.

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

Wisconsin Shares parents with children enrolled in grades K through 12 cannot receive an authorization for time during the typical school day but can receive an authorization for times outside of the typical school hours, such as spring break. Parents may request school closed hours for when school is closed due to planned school closures such as teacher conferences or teacher in-service days or unplanned closures such as inclement weather, and they need to participate in their approved activity.

New Policy

Parents can receive an authorization for their school age child enrolled in grades K through 12 during the typical school day for a short-term (less than 30-days) emergency situation. Parents can request school closed hours for school-age children enrolled in grades K through 12 who attend an in-person school that changes to a virtual learning day, due to inclement weather or another emergency and parents need to participate in their approved activity.

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.

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