



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: 24-28
DATE: 10/23/2024
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 Copayment Changes

CROSS REFERENCE: [Wisconsin Shares Handbook](#)
Section 18.3 Copayment Types
Section 18.4.1 Copayment Stabilization
Appendix III Benefit Calculation Examples

EFFECTIVE DATE: November 1, 2024

PURPOSE: The purpose of this Operations Memo is to announce policy and process changes related to copayments for families at or below 100% Federal Poverty Level (FPL) and for families participating in Wisconsin Works (W-2).

BACKGROUND: The copayment is the amount that is reduced from the subsidy based on the household income and family size. Prior to writing a child care authorization, each eligible child is assigned a copayment type in the Child Care Statewide Administration on the Web (CSAW). There are three copayment types– regular, \$0 copayment, and minimal copayment. When benefits are calculated, CSAW subtracts the copayment amount from each child’s subsidy amount before loading the funds to the MyWICChildCare card.

For families at or below 100% FPL, CSAW will automatically apply a \$0 copayment during the benefit calculation process. Children assigned a minimal copayment type, which assesses a copayment based on 65% FPL instead of the family’s or the placement family’s actual FPL, will also have a \$0 copayment.

A new copay type titled W2 Participant will be available in CSAW for agency workers to select for families participating in W-2. These families will also have a \$0 copayment applied.

With these copayment changes, only families with a Copay Type of Regular and above 100% FPL will have a copayment reduced from the subsidy amount during the benefit calculation process.

A report will be provided to local agencies listing cases open for W-2 that are eligible to use the new W2 Participant copayment type. Guidance on updating the current copayment type to the new copay type will be provided with the report.

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

There are three copayment types– regular, minimal copayment and \$0 copayment. Regular copayment is assessed based on the family's actual income, family size and the number of children in care. Minimal copayment is assessed based on 65% FPL rather than the family's or placement family's actual FPL, and children assigned a \$0 copayment have no copayment.

New Policy

The current copayment types will remain; however, a new copay type in CSAW titled W2 Participant will be added as a \$0 copayment type and selected when a parent is open for Wisconsin Works (W-2) in CARES Worker Web (CWW). Assistance groups at or below 100% FPL will automatically have a \$0 copayment applied. This includes children assigned a minimal copayment type since the copayment is based on 65% FPL instead of the family's or placement family's actual FPL.

CSAW CHANGES AND PROCESSING:

- The new W2 Participant copay type will be available to select from the Copay Type dropdown for all children in CSAW. Agency workers must verify the case is open for W-2 in CWW prior to selecting this copay type.
- A child in a Foster/Kinship/Non-Court Ordered Kinship placement must still be assigned the FOS/KIN/NCK copay type.
- A case open for W-2 that includes a minor teen parent whose child would be assigned the Learnfare copay type, should instead be assigned the W2 Participant copay type.
- A copay type of W-2 Emp End, Unsub Emp Beg should be assigned the W2 Participant copay type and should remain in place until the next annual renewal.

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/CH and MS