

## Verification Documentation

Below is a list of common documents that may help you meet verification requirements. This list is not all inclusive.

- Driver's license, photo ID card, or U.S. Passport
- Social security card for all children who need Child Care
- Certified copy of child's official birth certificate
- A current utility bill or lease
- Unexpired immigration documents for children who need Child Care
- The last 30 days of dated paycheck stubs
- Proof of parent's school enrollment and class schedule

## Parent Rights

You have the right to:

- Choose your own qualified child care provider
- Ask the agency worker to explain program rules or other materials you do not understand
- Be treated with respect by agency staff
- Have your information treated confidentially
- Have your civil rights upheld
- Request language translation or disability accommodations
- Have your eligibility fairly and accurately determined
- Get timely notice of any needed information or verification you need to provide, appointments for phone or in-person interviews, and decisions on your case
- Request a hearing if you disagree with a written decision of the agency



## Child Support Cooperation

Parents participating in Wisconsin Shares will be referred for child support cooperation services.

Parents must cooperate with the child support agency in establishing legal paternity for their child(ren) and in collecting child support from any absent parent.

Additional information regarding child support services can be found at

<https://dcf.wisconsin.gov/cs/home>

## Choosing a Child Care Provider

You are responsible for choosing a provider. Talk with your chosen provider **before** providing information to the agency to make sure there is room for your child and that the provider can meet your family's needs.

You must provide correct information to your local agency about your provider prior to receiving an authorization.

Your chosen provider must be regulated as one of the following:

- A licensed group child care center
- A licensed family provider
- A licensed day camp
- A certified family provider
- A child care program run by a public school

Your chosen provider must participate in YoungStar. Out-of-state providers and those providing care in the child's own home must have a current, signed Wisconsin Shares Participation contract. Talk with your provider to ensure they are authorized to accept payment from your MyWICildCare EBT card.

Visit [childcarefinder.wi.gov](http://childcarefinder.wi.gov) to compare child care providers to find the right place for your child's care.



## MyWICildCare EBT Card

You are responsible for making all payments for child care and should never give your card or PIN to your provider. The subsidy amount on your card is private and you do not need to provide this information to anyone, unless you want to share your information.

You cannot change providers after your subsidy funds have been loaded for the month. If you need to change your child care provider next month, the change must be requested to your local agency before to the last business day of the current month.

## Program Violation Penalties

Violating state or federal child care laws may result in denied child care subsidy.

Providing false or misleading information as well as omitting information in order to receive child care subsidy may result in criminal penalties.

**Receiving cash back or anything of value from a MyWICildCare EBT card transaction is collusion and will be considered an intentional program violation.**



## Parent Responsibilities

Notify your local child care agency **within 10 calendar days** of any change required by Wisconsin Shares policy, including but not limited to:

- **A new home address**
- **A change in income**
- **A loss of a job**
- **A change in the size of your household**
- **A change in marital status**
- **A change in child care need**
- **If your child will be absent for 20 or more consecutive days**

Failure to report required changes within 10 calendar days can result in an overpayment which must be paid back.

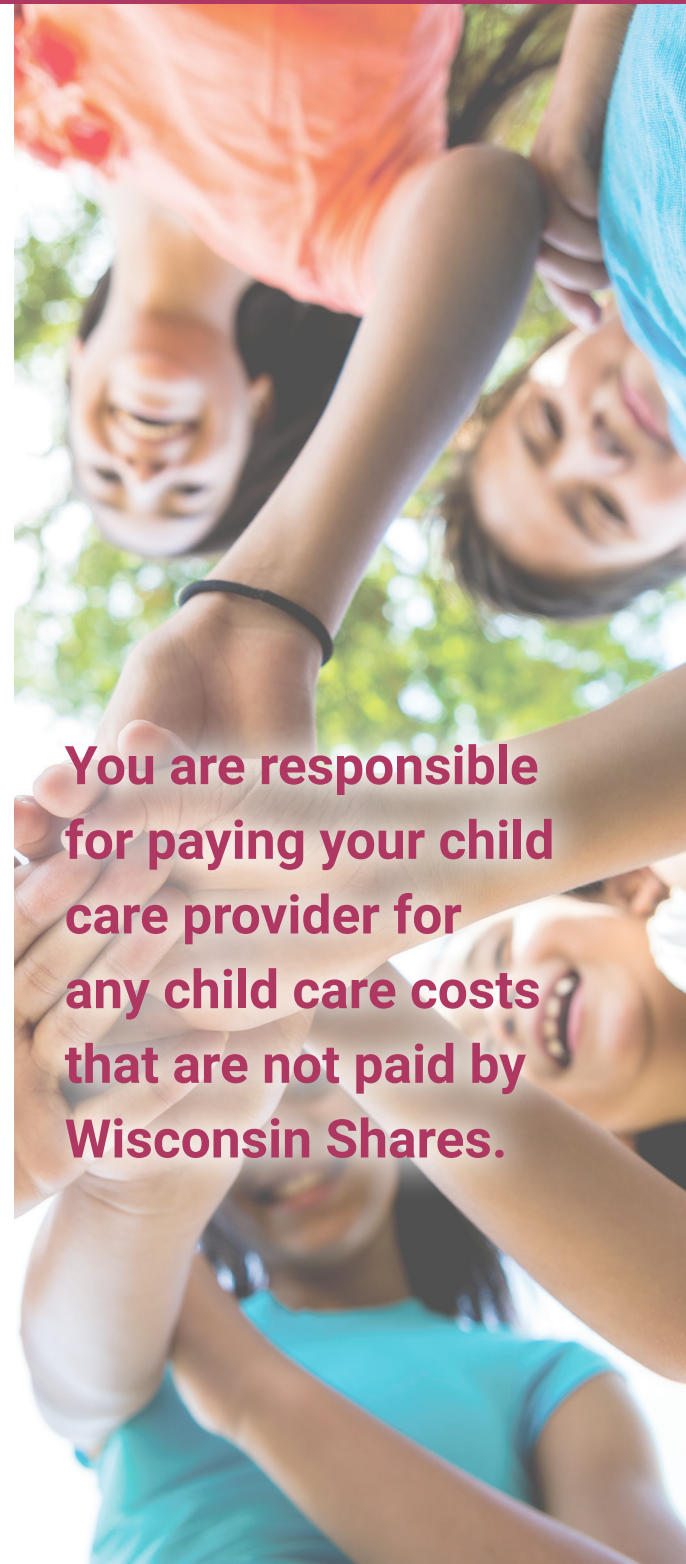
You are required to allow your local child care agency worker to obtain information from third parties to verify your income, living circumstances, and need for child care.

You are responsible for paying your child care provider for any child care costs that are not paid by Wisconsin Shares.

## Verification Requirements

The following items must be verified:

- Identities and dates of birth of all people in your child care case
- Wisconsin residency and home address
- U.S. Citizenship or immigration status of all children who need subsidy
- Social Security number or SSN application date for all children who need subsidy
- Income sources and amounts for everyone in your child care case
- Approved activity for all parents and guardians
- Placement of children



**You are responsible for paying your child care provider for any child care costs that are not paid by Wisconsin Shares.**

# WISCONSIN SHARES

## *Rights and Responsibilities*

The Department of Children and Families is an equal opportunity employer and service provider.

If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Division of Early Care and Education at 608-422-6002.

Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.



Wisconsin Department of  
Children and Families

[dcf.wisconsin.gov/wishares](https://dcf.wisconsin.gov/wishares)

DCF-P-5234  
(R. 01/2021)



Wisconsin Department of  
Children and Families