



# SHARING THE NEWS

Volume 3, Issue 2, June, 2009

*This newsletter is for child care providers caring for children in the Wisconsin Shares Child Care Subsidy Program, a program which helps low-income families pay for regulated child care while participating in work activities.*

- Transportation Requirements
- Entering Vacations on CCPI
- Parent Co-Payments



## Safe Transportation Requirements

Child care providers who transport children take on the additional responsibility for doing so safely. Whether certified or licensed, providers who provide or contract for transportation of children must follow additional laws to keep children safe. Every year, we see incidents where children are left in vehicles, and where child care vehicles are involved in serious at-fault accidents. Recently, an infant who was left in a vehicle died, and several children were hospitalized after their child care vehicle, driven by a staff member with a suspended license, was involved in a crash. **These episodes are preventable, and prevention starts with following child care requirements!!**

In response to the recent infant death and other incidents in which children were left in a vehicle, the legislature passed a law that requires any vehicle owned or contracted for by a licensed or certified child care program that is used to transport children must install a vehicle safety alarm system. This requirement applies to any vehicle with a passenger capacity of 6 or more people, regardless of how many children are being transported. Capacity of a vehicle is determined by the manufacturer.

The Department will be sharing more information about the specifics of this legislation shortly and will be updating the licensing and certification rules to incorporate this requirement. Other changes to the rules related to transporting children may be made as well.

In the meantime, it is important for all child care and day camp programs to review the current rules related to transporting children in care.:

- the requirement for a written transportation policy, and staff orientation; (licensed programs only)
- requirements for car safety seats, and vehicle inspections;
- requirements for caregiver background checks for drivers and driving record checks for drivers.

Failure to meet all supervision and transportation rules that protect the health, safety and welfare of children in care may affect a program's ability to transport children and may result in sanctions and/or penalties up to, and including, revocation of a child care license or certification.



**NEVER LEAVE CHILDREN UNATTENDED IN A VEHICLE.**

## Entering Vacations on CCPI

Providers who enter their own attendance into the Child Care Provider Information (CCPI) system can also enter requests for payment for zero-hour attendance for children authorized on an enrollment-basis. Typically, these are requests for payments to hold the slot, including parent vacations, child medical, and parent break in employment. Agencies must confirm these requests with parents before approving them for payment.

When providers want to close for a week and receive one week of vacation pay for children authorized on an enrollment basis, they must request the vacation from the local agency. The contact for this request is the agency's child care coordinator or, in Milwaukee County, provider payment liaison. Providers must contact the agency for the county in which they are located, regardless of the county their customers come from.

Example: Maisy Jones is a Licensed Family provider in Calumet County. All of the children in her care live in Outagamie County. Four children have enrollment authorizations and 3 have attendance authorizations. She is closing for a week to take care of some business problems and wants to count the time as her one-week vacation. She will need to contact the Child Care Coordinator for Calumet County to request the week of vacation. The coordinator will be able to approve the vacation payment for the 4 children in Maisy's care with enrollment authorizations.

## Parent Co-Payments

Providers who care for children in the Wisconsin Shares Child Care Subsidy program get their payment from two sources: the parent and the subsidy.

Subsidy payments come from the State of Wisconsin and are based on a "lowest weekly" amount minus the parent co-payment. For licensed providers, the lowest weekly payment is the provider price or county maximum, whichever is lower, adjusted by the number of hours of care that are authorized. For certified providers, the lowest weekly payment is the county hourly rate times the

hours authorized, or the county weekly maximum for licensed family providers, whichever is lower.

The system-calculated parent co-payment is the portion of the lowest weekly payment that the parent is expected to pay based on household income, number of children in care, and, in some cases, special considerations such as foster care or participation in a particular program

If the provider price is higher than the county maximum, or the provider charges additional fees, the provider will need to work with the parent for payment. Wisconsin Shares will not cover these costs.

It is up to the provider to collect the difference between the subsidy payment and the provider's private price from parents

Example: Kay's Kids is a Licensed Group Center in Waukesha. Kay charges \$250 per week for infants. Gloria Edwards is a Wisconsin Shares parent and her infant son, Marcus Edwards goes to Kay's Kids. The county maximum for infants is \$232. Gloria's system-calculated co-payment is \$60 per week.

In this example, the "lowest weekly" is \$232, the county maximum. The parent co-payment is subtracted from \$232, for a weekly subsidy payment of \$172.

Kay will bill Gloria for \$78 per week.

Example: Cheri is a provisionally certified provider in Waukesha County whose private rate is \$3.75 per hour. Stacy Smith is a Wisconsin Shares parent and her 3-year old daughter, Marie, goes to Cheri's for 25 hours per week. The county's hourly rate for this care is \$3.75 and Stacy's system-calculated co-payment is \$60 per week.

In this example, the "lowest weekly" is \$93.75. The parent co-payment is subtracted from \$93.75, for a weekly agency payment of \$33.75. Because this is an attendance-based authorization, this is paid out as \$1.35 per hour, up to 25 hours per week.

Cheri will bill Stacy for up to \$60 per week. If Cheri charged more than \$3.75 per hour, she would bill Stacy the additional amount as well.