

DEPARTMENT OF CHILDREN AND FAMILIES
DIVISION OF EARLY CARE AND EDUCATION
ADMINISTRATOR'S MEMO SERIES

ACTION
 NOTICE DECE 11-03

ISSUE DATE: 11/30/2011

DISPOSAL DATE: 12/31/2012

To: County Human Service Directors

From: Elaine Richmond 
Division Administrator

RE: 2012 Income Maintenance Reorganization and Wisconsin Shares

PURPOSE

This memo provides guidance and instruction to county agencies on the administration of the Wisconsin Shares program in 2012 as counties reform their income maintenance (IM) operations into regional consortia.

BACKGROUND

With the upcoming changes to IM local administration in January 2012, several agencies have been asking for guidance from the Division of Early Care and Education (DECE) about how the Wisconsin Shares child care program is expected to be administered at the local level. DECE understands that the IM system is being redesigned so that IM services will be delivered on a regional basis through the county consortiums. Wisconsin Shares is closely integrated with the IM service delivery system and DECE is trying to be as sensitive and flexible as possible in its expectations for Wisconsin Shares administration while upholding key components of the program's service delivery requirements.

ACTION SUMMARY STATEMENT

The local administration requirements for Wisconsin Shares will not fundamentally change for 2012. The only exception to this is that any county within its consortia may process authorization changes and eligibility confirmation and, once DECE is able to make necessary system changes, provider attendance entry, confirmation, and related services may be done by any county within its consortia. DECE will continue to contract with each individual county and hold that county to the terms of the contract. However, DECE has identified several service delivery functions (highlighted in bold below) that can be accomplished through the regional consortia model and still meet the requirements of Wisconsin Shares.

The following points summarize DECE's expectation of local administration of the Wisconsin Shares program in 2012. As the year progresses, DECE will continue to evaluate service delivery performance, the needs of the program, and the needs of local agencies.

- Each county is expected to continue to have a designated child care coordinator responsible for child care services to residents of the county and to serve as a point of contact for DECE.
- Each county is expected to have a local presence for Wisconsin Shares that allows families to apply for, conduct eligibility reviews for, and give and receive information for the Wisconsin Shares program in person at the county office.

- Each county is contractually responsible and liable for the accuracy of eligibility determination, authorizations for families residing within their county, and payments to child care providers.
- Each county must submit all child care administration subcontracts, including those that detail service delivery and funding transfers within the consortia, to their DCF Bureau of Regional Operations (BRO) child care coordinator for approval.
- Fraud prevention allocations may continue to be in part or in whole subcontracted to support the IM fraud consortia structure at the discretion of the county. All subcontracts must be submitted to the county's DCF BRO child care coordinator for approval.
- Each county must provide parents who wish to apply for WI Shares the option to have a face-to-face intake interview in their county of residence.
- Each county must provide parents the option to conduct their 12 month eligibility review as a face-to-face interview in their county of residence.
- Parents must have the option to work with an authorization worker in person and in their county of residence.
- Child Care Authorizations at application and at the 12 month review are to be reviewed and approved by the county of residence.
- Wisconsin Shares does not recognize a telephonic signature as a valid signature for application or eligibility review.
- **Authorization changes and eligibility confirmation, including those done during the Six Month Review Form (SMRF) process or based on a change report, may be done by any county within the consortia; however, parents must also have access to the county of residence to request changes.**
- **Provider Attendance entry, online approval and confirmation, and provider services may be done by any county within the consortia.***

** The ability to have another county do provider services (attendance entry, confirmation, etc.) in CCPI may not be immediately available due to systems changes that will be needed to accommodate this policy. The timeline for these changes is not yet known.*

It is critical that counties keep their DCF BRO child care coordinators informed of their plans regarding service delivery and their local consortia. DECE will continue to respond to questions as they arise.

DECE greatly values its partnership with local county agencies and looks forward to meeting the challenges of the coming year in a cooperative and beneficial manner that both meets the needs of local agencies as well as the needs of the low income families that we serve.

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