

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

ACTION
 NOTICE DECE 12-01

ISSUE DATE: 01/04/12

DISPOSAL DATE: None

To: County/Tribal Human Service Directors

From: Elaine Richmond 
Division Administrator

RE: Authorizations for Licensed Group Child Care Centers

PURPOSE

This memo provides guidance and instruction to county and tribal agencies on the administration of Wisconsin Shares authorizations for licensed group child care centers.

BACKGROUND

It has come to the attention of the Division that many authorizations for children attending licensed group centers are being inappropriately entered as "attendance" authorizations instead of "enrollment" authorizations. DCF Administrative Rule 201.04(2g)1 clearly states that for licensed group centers, the local agency shall authorize payment based on authorized units of service (enrollment authorizations) unless the schedule of the child varies widely or the child care provider has a history of significantly over-reporting attendance of children.

ACTION SUMMARY STATEMENT

Effective immediately, the Division is asking all counties and tribes that administer the Wisconsin Shares program to review their procedures for determining and creating authorizations for children who attend licensed group centers. Chapter 3.6.9 should be used as guidance for determining the type of authorization.

Additionally, the Division is asking all counties and tribes that administer the Wisconsin Shares program to review all existing attendance based authorizations for children attending licensed group centers and determine whether they are appropriate or if they need to be changed to enrollment based authorizations.

The Division and the DCF Bureau of Regional Operations will follow up in the coming months to ensure compliance with DCF 201.04(2g)1. To expedite local agency review of authorizations, each agency's BRO Child Care Coordinator will share a listing of attendance based authorizations for children attending licensed group centers.

DECE greatly values its partnership with local county and tribal agencies and looks forward to continuing a relationship 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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