

MILWAUKEE PARENTS:

MILWAUKEE PARENTS:

MILWAUKEE PARENTS:

*Reporting Absences for Children
in the “Wisconsin Shares” Child
Care Subsidy Program*

*Reporting Absences for Children
in the “Wisconsin Shares” Child
Care Subsidy Program*

*Reporting Absences for Children
in the “Wisconsin Shares” Child
Care Subsidy Program*



**Milwaukee County Child Care Absence
Reporting Line 414-289-6460**

**Milwaukee County Child Care Absence
Reporting Line 414-289-6460**

**Milwaukee County Child Care Absence
Reporting Line 414-289-6460**



State of Wisconsin
Department of Workforce Development



State of Wisconsin
Department of Workforce Development



State of Wisconsin
Department of Workforce Development

IMPORTANT:

If you have too many authorized hours that you do not use each week, contact your county or tribal liaison to have them reduce the amount.

You may be responsible for paying for the unused child care hours if you have signed an agreement with your provider.

If your child is absent for 2 or more consecutive weeks, you need to provide a written excuse, such as a doctor’s note.

IMPORTANT:

If you have too many authorized hours that you do not use each week, contact your county or tribal liaison to have them reduce the amount.

You may be responsible for paying for the unused child care hours if you have signed an agreement with your provider.

If your child is absent for 2 or more consecutive weeks, you need to provide a written excuse, such as a doctor’s note.

IMPORTANT:

If you have too many authorized hours that you do not use each week, contact your county or tribal liaison to have them reduce the amount.

You may be responsible for paying for the unused child care hours if you have signed an agreement with your provider.

If your child is absent for 2 or more consecutive weeks, you need to provide a written excuse, such as a doctor’s note.

EFFECTIVE 3/30/08:

- The Child Care Subsidy Program will **only pay full weekly payments** if a child attends more than half of his/her authorized hours, or is out with an excused absence.
- Parents must report their child's absences when their child is absent 50% of the child's authorized time during any week.

Have this information ready:

1. CHILD'S NAME
2. CHILD CARE PROVIDER'S NAME
3. CHILD CARE PROVIDER'S NUMBER
4. YOUR CASE NUMBER OR SOCIAL SECURITY NUMBER
5. REASON FOR CHILD'S ABSENCE

Approved Excuses:

1. CHILD IS ILL
2. PARENT IS ILL
3. PARENT IS ATTENDING SCHOOL & HAS ONE-WEEK OFF FROM SCHOOL
4. FAMILY ON VACATION (2 WKS. PER YR.)
5. PROVIDER ON VACATION (1 WK. PER YR.)
6. PARENT HAS MEDICAL LEAVE FROM JOB
7. DEATH IN THE FAMILY

Written Excuses:

1. FAX TO 414-289-6463
2. BRING IN PERSON TO:

THE COGGS CENTER
1220 W. VLIET, MILWAUKEE
2ND FLOOR EAST

Please inform your county or tribal liaisons within 30 days of a scheduled absence or as soon as possible for an unpredictable absence.

<http://dwd.wisconsin.gov/childcare/wishares/policychanges2008.htm>

EFFECTIVE 3/30/08:

- The Child Care Subsidy Program will **only pay full weekly payments** if a child attends more than half of his/her authorized hours, or is out with an excused absence.
- Parents must report their child's absences when their child is absent 50% of the child's authorized time during any week.

Have this information ready:

1. CHILD'S NAME
2. CHILD CARE PROVIDER'S NAME
3. CHILD CARE PROVIDER'S NUMBER
4. YOUR CASE NUMBER OR SOCIAL SECURITY NUMBER
5. REASON FOR CHILD'S ABSENCE

Approved Excuses:

1. CHILD IS ILL
2. PARENT IS ILL
3. PARENT IS ATTENDING SCHOOL & HAS ONE-WEEK OFF FROM SCHOOL
4. FAMILY ON VACATION (2 WKS. PER YR.)
5. PROVIDER ON VACATION (1 WK. PER YR.)
6. PARENT HAS MEDICAL LEAVE FROM JOB
7. DEATH IN THE FAMILY

Written Excuses:

1. FAX TO 414-289-6463
2. BRING IN PERSON TO:

THE COGGS CENTER
1220 W. VLIET, MILWAUKEE
2ND FLOOR EAST

Please inform your county or tribal liaisons within 30 days of a scheduled absence or as soon as possible for an unpredictable absence.

<http://dwd.wisconsin.gov/childcare/wishares/policychanges2008.htm>

EFFECTIVE 3/30/08:

- The Child Care Subsidy Program will **only pay full weekly payments** if a child attends more than half of his/her authorized hours, or is out with an excused absence.
- Parents must report their child's absences when their child is absent 50% of the child's authorized time during any week.

Have this information ready:

1. CHILD'S NAME
2. CHILD CARE PROVIDER'S NAME
3. CHILD CARE PROVIDER'S NUMBER
4. YOUR CASE NUMBER OR SOCIAL SECURITY NUMBER
5. REASON FOR CHILD'S ABSENCE

Approved Excuses:

1. CHILD IS ILL
2. PARENT IS ILL
3. PARENT IS ATTENDING SCHOOL & HAS ONE-WEEK OFF FROM SCHOOL
4. FAMILY ON VACATION (2 WKS. PER YR.)
5. PROVIDER ON VACATION (1 WK. PER YR.)
6. PARENT HAS MEDICAL LEAVE FROM JOB
7. DEATH IN THE FAMILY

Written Excuses:

1. FAX TO 414-289-6463
2. BRING IN PERSON TO:

THE COGGS CENTER
1220 W. VLIET, MILWAUKEE
2ND FLOOR EAST

Please inform your county or tribal liaisons within 30 days of a scheduled absence or as soon as possible for an unpredictable absence.

<http://dwd.wisconsin.gov/childcare/wishares/policychanges2008.htm>