



# SHARING THE NEWS

Important Information for Child Care Providers  
caring for children in the Wisconsin Shares Child  
Care Subsidy Program

Volume I  
Issue 1  
November 2006

The purpose of the Wisconsin Shares Child Care Subsidy Program is to assist low income working families in paying for the cost of quality child care for the time needed to participate in work and work activities.

## Introducing a new Newsletter!

With this very first edition of Sharing the News, the Child Care Section of the Wisconsin Department of Workforce Development (DWD) is launching an effort to regularly share important program information directly with providers in the Wisconsin Shares Child Care Subsidy program.

The newsletter will be published quarterly as a check or EFT advisory insert for providers active in the Wisconsin Shares program. Back issues will be available at the Child Care Section's newsletter web site, <http://dwd.wisconsin.gov/dws/programs/childcare/wishares/newsletter.htm>

Each issue of Sharing the News will contain policy updates and clarifications. It is intended to help providers across the state get the information needed to do business with the Wisconsin Shares program. Material will be selected based on events and questions that have occurred in the previous few months.



### **ATTENDANCE REPORTS MUST BE ACCURATE!!!**

DWSW-15463-P (N.10/2006)

#### *It's the Law*

The attendance that you report to the Wisconsin Shares Program is a claim for payment and must accurately show the hours of regulated child care that you provided to each Wisconsin Shares subsidized child in the attendance period.

Providers who submit paper attendance reports to their counties sign a statement on each attendance report agreeing that they **"must enter the actual hours of attendance for each child in care on each Child Care Attendance Report form, even if the authorization is based on enrollment."** Providers who enter their attendance directly onto the automated payment system have signed a similar statement as a condition of having access to the system.

What difference does it make?

As trustees of public funds, the Child Care Section must make sure that we are paying only for child care that is needed and allowable under the Wisconsin Shares program, as authorized by law.

For attendance-based authorizations, accurate attendance reporting is needed to assure that each payment is correct. For enrollment based authorizations, accurate attendance is needed to assure that the authorization is for the correct number of hours.

Providers must communicate when a child will no longer be attending so that authorizations can be ended appropriately and must enter zero hours of attendance when the child is not in care for all weeks that are authorized.

All licensed and certified child care providers in Wisconsin must keep a daily written attendance record showing arrival and departure times for each child. These daily time records for each child are important tools in operating your child care business within the law and within various program requirements. Besides providing verification of attendance reporting the provider does for the Wisconsin Shares Program, DHFS Licensing, certification, or the Day Care Adult and Child Food Program, these mandatory daily records help a provider keep track of the children in care. If the provider does not document attendance, the local agency should recover payments from the provider.

**BEST PRACTICE:**

You should double check your Wisconsin Shares attendance report against your daily written attendance record before submitting for payment.

**AUTHORIZATIONS ARE SITE SPECIFIC**

**Question:** Can a provider move children from one location to another and still receive a Wisconsin Shares payment for the children?

**Answer:** No. Wisconsin Shares payments can only be made for care a child receives at the authorized site/location.

**Discussion:** Each Wisconsin Shares authorization specifies the location where the care will occur. Children authorized to a location appear on the attendance sheet for that location. A child cannot attend one site and be reported as having attended a different one. See previous article.

It is DWD's policy that Wisconsin Shares payments will be made only for care that occurs at the location identified in the authorization. Because of heavy workloads, local staff are unlikely to actively look for instances where children are shuffled from one regulated site to another. However, DWD has instructed local staff to take action in the following circumstances:

1. If children are moved from the authorized location to an unregulated site and local staff learns of the situation, they will deny payment or recover an overpayment for the situation.
2. If children are frequently or flagrantly shuffled from regulated location to regulated location, the local staff will flag the provider for regular review as to whether they have more children authorized than appropriate. They will take steps to reduce the number of children authorized to all affected sites. They may require additional reporting and help the parents find new sites or providers for the children.

**CHILD CARE IS A BUSINESS  
BUSINESS CHECKLIST**

Child Care is a very special profession and service. It takes very special people to provide children with warm affection, stable care, and wise leadership while educating children up to today's standards. It's a tough job.

At the same time, child care providers are business owners and operators. If you employ someone to

work in your child care business, Wisconsin Shares providers are responsible for complying with all federal and state employer laws. Here is a partial list of those requirements:

- \* You must have and use a Federal Employer Identification Number (FEIN)
- \* **Unemployment Insurance (UI)**  
You must complete New Hire Reports within 20 days of hire. You must report all wages to UI and pay UI taxes on those wages each quarter. Late reporting incurs penalties. See <http://dwd.wisconsin.gov/ui201/> for additional information.
- \* **Worker's Compensation (WC)**  
You must have a worker's compensation insurance policy. See <http://dwd.wisconsin.gov/wc>
- \* **Social Security**  
You must report all wages to the Social Security Administration on forms W-2 and W-3. You must withhold, match and deposit Social Security and Medicare taxes for all employees.
- \* **Internal Revenue Services (IRS)**  
You must withhold federal income taxes from each employee and submit it to the IRS, along with a copy of the employee's W-2 form. See <http://www.irs.gov/businesses/small/article/0,,id=98862,00.html>.
- \* Any reports that you make to government agencies must be honest and accurate.

Several Child Care Resource and Referral Agencies (CCR&R) have resources and trainings available for child care providers who need help with business related topics. Find the CCR&R in your area at:

<http://www.wisconsinccrr.org>

Readleaf Institute also has useful information about this topic listed at <http://www.redleafinstitute.org/>.

Following these requirements will help you avoid penalties, remain a part of the Wisconsin Shares program, and keep your child care business.

DWD is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format; need it translated to another language, or you have questions about the content of this newsletter, please contact your county child care coordinator or call the Child Care Help Desk at (608) 261-6317, option #2.

For civil rights questions call (608) 266-6889 or (866) 864-4585 TTY (Toll Free).