



# SHARING THE NEWS

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*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.*

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## YOUNGSTAR APPLICATIONS

YoungStar is designed to reward quality child care providers, and to give a financial incentive to providers who show continuous improvement. Providers who are operating within state regulation and exceeding the minimum requirements, will be rewarded and benefit from a higher quality rating. **All providers serving children with Wisconsin Shares subsidies must participate in YoungStar, must sign a Wisconsin Shares Contract, and will be rated. Providers currently serving children receiving Wisconsin Shares who do not submit an application by June 1, 2011, will not be able to receive a Wisconsin Shares Subsidy after July 1, 2011.**



### Applications for YoungStar are available online.

Providers can access the application forms online at the following location:

- For Group Providers:  
<http://dcf.wisconsin.gov/forms/pdf/2591.pdf>
- For Family Providers:  
<http://dcf.wisconsin.gov/forms/pdf/2590.pdf>

In addition, providers must complete a YoungStar Participation Request Form. This can be found online at:

<http://dcf.wisconsin.gov/forms/pdf/2587.pdf>.

If you do not have internet access, you can call 1-888-713-KIDS for applications and regional contact information

Providers must return both the Application Form and the YoungStar Participation Request Form to their YoungStar Regional Office. DCF selected "The Consortium" to administer YoungStar in each

of the six regions. The Consortium will work with existing and new local training and technical assistance providers to deliver services to providers within the regions. These offices are identified at:

<http://dcf.wisconsin.gov/youngstar/map/default.htm>

A Provider Tip Sheet has been developed to help providers prepare for a YoungStar rating:

[http://dcf.wisconsin.gov/youngstar/pdf/provider\\_tip\\_sheet.pdf](http://dcf.wisconsin.gov/youngstar/pdf/provider_tip_sheet.pdf). You can find additional information

regarding YoungStar at,

<http://dcf.wisconsin.gov/youngstar/default.htm>

## Holiday Reminders



The winter holidays bring many opportunities for sharing traditions, special activities, winter play, and exciting art projects. With all of this, keep in mind safety is still important. Weather-appropriate clothing is essential, and indoor safety for cords, crock-pots, and decorations require close attention as you make room for special seasonal items.

Check with the Child Care Information Center for more information and ideas on winter activities and safety. You can find them on the Internet at

<http://dpi.wi.gov/ccic/> or call 1-800-362-7353.

## Up to date W-9 Required !!!

Providers **must** keep accurate, up to date W-9 forms on file with their local child care agency. If your W-9 form is out of date, you should submit a new one immediately. In the next few weeks, information from the W-9 will be used to determine who receives tax information (sole proprietorships and non-corporate partnerships), and where the forms are mailed. You can find a copy of the form at [http://dcf.wisconsin.gov/forms/doc/DCF\\_f\\_149\\_e.doc](http://dcf.wisconsin.gov/forms/doc/DCF_f_149_e.doc).

## MECA: MILWAUKEE EARLY CARE ADMINISTRATION

### Reminders:

- Zero hours recorded for an enrollment based authorization for licensed providers will generate a weekly payment to be made unless it is the second week of zero hours. If the second week of zero hour attendance occurs during the first week of a new attendance period and the second week of a previous attendance period was paid in full, the system will create a negative adjustment to recoup the payment from the first week of zero hour attendance
- Notify your parents that they are responsible for contacting MECA when authorized hours must be increased for children attending year round schools for intercession periods. It is also helpful for the parent to notify authorization worker when child attends a year round school so that the authorization can be created to cover intercession periods. Parents may contact MECA at 1-888-947-6583.
- Please remember to record school closing hours in appropriate fields when applicable (must use all weekly authorized hours before recording school closed hours). For providers who complete a paper attendance report form remember to attach a copy of school calendar.



### Statewide Reminders

- For questions regarding Caregiver background fees, please contact DCF Caregiver Background unit at 608-266-8001 or by email [DCFCBCUNIT@wisconsin.gov](mailto:DCFCBCUNIT@wisconsin.gov).
- Wisconsin Shares does not pay for transportation for children as a stand-alone service or cost.
- The parent and the provider will receive a notice two weeks prior to authorization ending, please advise the parent to start renewal process prior to authorization ending when a renewal is necessary.

## The Child Care Authorization Process: An Overview

Every child care provider participating in the Wisconsin Shares Child Care Subsidy Program has seen the document called the authorization. That authorization is the result of a lot of work on the part of many people. Before you see the authorization:

- The local agency verified that the family is eligible, all parents in the household have an eligible activity (such as work), and the children need child care while parents are working or doing other approved activities.
- The parent(s) and his or her employer, school official, or other activity manager verified the hours that the parent is in the approved activity.
- The parent selected you as their child care provider. You have agreed to be the provider, you have slots available for the times care is needed, and you and the parent have agreed on any service details or additional required payment. The Department recommends that you have signed agreements with all the parents.

### The agency uses this verified information from the parent to determine:

The number of hours of care a child needs per week for their approved activities;

The type of authorization the care is approved for (attendance based or enrollment based)

The co-payment type

The length of time care is needed up to 6 months.

The agency will also consider whether the child has a history of using less care than requested in determining the hours of care authorized and the type of authorization.

**The agency cannot increase an authorization or change it from attendance to enrollment (or enrollment to attendance) at the request of a provider.** The agency can only make these changes upon the family's request and proper verification.

A provider with concerns about an authorization should first discuss them with the family. Providers can certainly discuss their concerns with their local agency, but should expect that the information will be confirmed with the family and verified through documents and third parties if appropriate.

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If you need this information in an alternate format, need it translated to another language, or have questions/suggestions about the content of this newsletter, please e-mail [ChildCare@Wisconsin.gov](mailto:ChildCare@Wisconsin.gov) or contact your local child care coordinator or Milwaukee County vendor liaison. For civil rights questions, call (608) 266-5335 or (866) 864-4585 TTY (Toll Free). Previous issues of this newsletter are located at <http://dcf.wisconsin.gov/childcare/wishares/newsletter.htm>.