



# 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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## Is it a Field Trip or Unregulated Care?

With Spring Break coming up and summer a few months later, providers may be planning what to do with all those School Age children. As you plan, keep in mind that you cannot charge the Wisconsin Shares program for any time that children spend in someone else's care. You cannot charge the Wisconsin Shares program for care at another location, except for organized field trips that have specific written parent consent.

### What is okay?

It is fine for a provider to take children to an activity if there is parent consent, the children remain in the presence of and under the control of the provider or the provider's qualified employees, and required ratios are maintained with the provider's employees. For example, a licensed family provider takes 4 children to the local park for art in the park (3 older children) and baby pool splash time. The provider stays with the baby and her employee stays with the 3 older children.

### What is not okay?

It is not permissible for a provider to deliver the children to another individual or activity. For example, the licensed family provider cannot take 4 children to the park and leave 3 at the art activity while she takes the baby to the splash pool. Similarly, providers cannot transport their children to a youth program for

the day, pay the daily activity fee, and charge the Wisconsin Shares program for child care.



## More on Field Trips

From the Child Care Information Center

What about those field trips? When well-planned and safely executed, they are a welcome diversion for youngsters and adults alike, and a way of building children's understanding of their community.

One option is to "reverse" field trips. Have people from your community and parents come to your home or center to talk with your group about their jobs or show how they make and do "stuff"! Afterward, children will want to talk about and remember their experience through their play. Include related play props in your toys, dress-up and construction areas. Give them art materials so they can draw pictures of what they did and saw. Reading books that are on the same topic as your field trips both before the field trip and afterward will help the children remember, ask questions and understand what they saw.

## Week of the Young Child: April 19-25

This spring your field trips can center on The Week of the Young Child. This annual celebration of children is led by the National Association for the Education of Young Children (NAEYC). The theme for 2009 is "Bring Communities Together for Children; For Children Bring Communities Together". What a good reason to visit your community with your child care children. Ideas for activities during the week of April 19-25 can be found on the NAEYC website at:

<http://www.naeyc.org/about/woyc>

Wishing you safe journeys and grand adventuring!  
*Lita Haddal, Child Care Information Center Child Care Specialist. Call the CCIC at 1-800-362-7353 for more ideas on activities.*

## Program Integrity in the News

If you follow the state news, you know that there have been some recent articles about misuse and fraud in the Wisconsin Shares Child Care Subsidy Program. The Wisconsin Shares staff and local agencies have been working for years to assure that all payments are proper payments—accurate payments for eligible care provided to eligible families. Recent changes you should be aware of:

- In November, we released a new Child Care Policy Manual for local agencies to use in determining eligibility and authorizing care. Agencies must now do more to document that parent employment and wages are reported to appropriate tax authorities. This helps assure that employment information is accurate and workers are protected if injured or laid off.
- Since January, providers who report on-line on the Child Care Provider Information (CCPI) System must agree to accurately report attendance each time they submit time for payment. Providers who report on paper have always signed this affidavit with each report.
- Governor Doyle signed Wisconsin's Economic Stimulus bill into law on February 19, giving the Department of Children and Families 5 new staff positions to find improper payments and recover them.

- The Governor's 2009-2011 budget proposal includes a number of tools to make the program more accountable and to better manage funds.

**What Providers Should Do.** Providers who are following all of the laws governing the child care business, and operating in a business-like manner will have nothing to worry about from on-going or new program integrity efforts. You may want to refer to articles that have appeared in this newsletter over the past several years. You can find them at <http://dcf.wisconsin.gov/childcare/wishares/newsletter.htm>. Some key points to follow include:

**Attendance must ALWAYS be reported accurately.** See:

Accurate Attendance Reporting (11/06)  
More on Attendance Reporting (3/07)  
Program Integrity Update (6/07)  
False Attendance Reporting Risks License/Certification (12/08)

**Daily attendance documents must ALWAYS be maintained and kept on hand.** This means that the actual time the child arrives and leaves must be recorded and available for inspection by regulators and subsidy monitors. See:

Accurate Attendance Reporting (11/06)  
Program Integrity Update (6/07)  
Subsidy Monitoring - Provider Expectations & Requirements (3/08)

**Child care reported for subsidy payment MUST occur at the authorized location, within the provider's regulated group size limits, and within the provider's regulated hours of operation.** See:

Authorizations are Site Specific (11/06)  
Authorizations - Provider's Payment Agreement with WI Shares Child Care Subsidy Program (6/07)  
Payment Limited by Certification & Licensing Limits (9/07)

**Providers who hire staff must follow all related employment and tax law. It is a business.** DCF and local agencies pay particular attention when the provider hires Wisconsin Shares parents. See:

Business Checklist (11/06)  
Fair Treatment of Employees (3/07)  
Providers as Employers (12/08)

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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 call (608) 888-499-3464. For civil rights questions, call (608) 266-6889 or (866) 864-4585 TTY (Toll Free). Previous issues of this newsletter are located at <http://dcf.wisconsin.gov/childcare/wishares/newsletter.htm>.