



SHARING THE NEWS

Volume 3, Issue 4, September, 2009

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.

- Flu Season
- Reporting Fraud
- More on Records Retention Laws
- Overview of Daily Attendance Records and Attendance Reporting Requirements
- Reporting Fraud

Flu Season is Here - Stay Informed to Stay Healthy

Businesses and families – including child care providers – need to take steps now in order to be ready for both the seasonal flu and the new 2009 H1N1 influenza (or flu).

Here are some steps you can take now to stay healthy.

- Get a seasonal flu shot and, when it becomes available, get the H1N1 vaccine. This is especially important for anyone caring for children less than 6 months old since infants cannot receive flu shots.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Cough or sneeze into your upper sleeve if you don't have a tissue.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Instruct the children you are caring for in the proper way to wash their hands and make sure they are washing their hands frequently.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Don't share drinking cups and straws.
- Avoid close contact with others who are sick.
- Frequently clean commonly touched surfaces (i.e., toys, door knobs, refrigerator handles, telephones, and faucets).

For more information, please visit: www.pandemic.wisconsin.gov. This site contains a link to the CDC's guidance for child care providers.

REPORTING FRAUD

The Department is working very hard to prevent, find, and reverse fraud in the Wisconsin Shares Child Care Subsidy. If you are aware of any fraud by participants, other providers, or other actors, please report it immediately to the Department of Children and Families.

To submit an allegation

- go to <http://dcf.wisconsin.gov/> click on **Report Child Care Fraud** and fill out the form, or
- Send an email to dcfmbchildcarefraud@wisconsin.gov, or
- Call 1-877-302-FRAUD.

**FRAUD HURTS WORKING PARENTS,
CHILDREN, HONEST PROVIDERS, AND
TAXPAYERS !**

CORRECTION !!! on Records Retention Law

In July, we sent you a special edition of **Sharing the News** to inform you of a new law related to recordkeeping by child care providers serving children in the Wisconsin Shares Child Care Subsidy. There has been some confusion about the requirements as stated in the article. Because of that confusion, we have reviewed our requirements and are updating some details.

The new law requires that providers who are participating in the Wisconsin Shares Child Care Subsidy do both of the following.

First Requirement: Providers must make and keep an accurate daily record of time each

Wisconsin Shares child arrives and the time each Wisconsin Shares child leaves your care. This is the same **daily attendance record** required under licensing and certification rules.

The time you record on this daily attendance record must be the actual time the child arrives and departs, without rounding of any kind. This will keep the records consistent across licensing, certification, and Wisconsin Shares requirements.

Best Practice: Keep a digital clock next to the daily attendance record so that the person making the entries has an accurate time to enter.

(Note: In the July Special Edition, we gave instructions about rounding arrival and departure times to the nearest 5 minutes. This advice caused a great deal of confusion and made many providers and regulators uncomfortable. As a result, we are withdrawing that advice.)

Providers are responsible for the completion of these forms and may either complete these entries themselves or assure that parents complete them.

- Licensed Family Providers are required to use the form located at http://dcf.wisconsin.gov/forms/doc/DCF_f_2438.doc.
- Licensed Group Providers may use their own form, but must capture all information on this published form.
- Certified providers are urged to use the form located at http://dcf.wisconsin.gov/forms/doc/DCF_f_2438.doc.

Best Practice: If the provider completes these records, DCF STRONGLY recommends that parents sign the attendance record at least weekly to affirm their agreement with the provider's entries. This signature protects the provider in disputes over responsibility for overpayments. If parents complete these records—including automated sign-in/out programs--providers should review them on at least a weekly basis for any missing entries and document any provider-entered corrections.

Second Requirement. Providers must retain the **daily attendance record** for at least 3 years after the child's last day of attendance. Records must be

retained whether or not the child remains on Wisconsin Shares assistance all of the time she or he is enrolled with the provider. Records created electronically may be retained electronically.

The records must be available for Wisconsin Shares auditors and monitors to use in any review of the program. Failure to make the records available violates state law and risks continued participation in the Wisconsin Shares Subsidy.

Reporting Attendance for Wisconsin Shares Payment

Nothing has changed about the requirement that you accurately report hours of care provided. You still complete either your paper Attendance Reporting Form (ARF) or enter attendance into the Child Care Provider Information (CCPI) system.

To do so, you will:

- Continue to use the times recorded in the daily attendance record to determine how many hours of care you provided for each child.
- Round the daily times to the nearest half hour.
- Add the rounded daily times to get your weekly total. If the weekly total is a number of full hours, enter this number in CCPI or on the ARF. If the weekly total includes a half hour, round up to the nearest full and enter the result in CCPI or on the ARF.

Back to School Reminders



With school starting again, providers have to shift gears. You will want to pay particular attention to:

- Staying within your regulated limits, even during before and after school hours and on school-closing days.
- Using school closing hours only on days that school is closed or closes early, not on weekends or when a child is ill.