



SHARING THE NEWS

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

Volume I
Issue 5
December, 2007

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.

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2007-2009 State Budget

On October 23, 2007, the Legislature passed a budget bill to fund state programs from July 1, 2007 through June 30, 2009. Some features included in the budget are:

- The legislature says there will be no waiting list and does not tighten eligibility requirements to save money.
- The budget assumes that maximum rates will continue at the 2006 level.
- The attendance policy that began on April 1 continues to be allowed by the legislation and the dollars provided assume that there will be \$11 million in savings from the policy. However, the Administration has decided to discontinue it for now. Other savings will be needed.
- The Wisconsin Shares Child Care Subsidy was funded at \$340,601,800 in the year beginning July 1, 2007 and \$355,352,000 in the year beginning July 1, 2008.
- The TEACH/REWARD scholarship and bonus program was funded at \$3,475,000 in each year in the budget.
- The Child Care Resource and Referral Agencies were funded at \$1,225,000 in each year in the budget.
- DWD has the discretion to spend up to \$611,000 on quality initiatives. In the past, quality initiatives have included support for the Wisconsin Early Learning Standards and the Child Care Information Center.

The dollars provided in the budget keep the program in very tight circumstances.

More on Attendance Policy

As said above, the April 1 Attendance Policy has been cancelled effective October 27. This means that, as of October 28, enrollment-based authorizations are fully paid, regardless of the week's attendance. Parents do

NOT have to get excuses for absences in order to have the provider paid.

With very few exceptions, providers will be paid the amounts in the enrollment-based authorization. Exceptions will occur:

- If the child is absent for two or more consecutive weeks. The previous zero-hour attendance policy continues.
- If the hours in the authorization are erroneous (for example, the child's need was for 5 hours and attended for 5 hours a week, but the worker misunderstood and wrote for 25 hours, payment will not be made for the mistaken 20 hours or will be recovered as an overpayment);
- If the provider over-reported attendance, payments will be adjusted to reflect actual attendance. Payments related to over-reporting attendance are over-payments since accurate reporting would show the worker that the authorization needed adjustment. For example, a provider reports 25 hours of attendance on a 25 hour per week enrollment-based authorization when the child was only there for 4 hours for 4 weeks in a row. When discovered, current payments will be reduced and an overpayment processed for previous payments at the over-reported level.

- If the provider is operating outside of their regulated hours, numbers or location, the payment will be reduced for all hours of care that the provider billed for care after or before their regulated schedule permitted, when they had more children than their regulation permitted, or the care was provided at a location other than the one named on the authorization. See the September 2007 edition of **Sharing The News.**

We will continue to adjust authorizations when they are underutilized. We will be working very hard to identify and collect overpayments. We will also be looking for more effective ways to prevent overpayments.

Shaken Baby Syndrome Training Requirement

In March of 2006, Wisconsin enacted a law aimed at preventing Shaken Baby Syndrome (SBS). The law now requires all licensed and certified child care providers be trained on Shaken Baby Syndrome as a condition of being allowed to care for young children. Beginning in April, 2007, all new certified providers had to complete approved training on SBS in order to become certified to care for children under age 5. As of October 5, 2007, all existing certified providers must have the training in order to continue caring for children under age 5. Certified providers who have not documented completion of their SBS training requirement have had age restrictions added to their certification.

Since April, 2007, all new licensed child care providers have been required to receive the training prior to licensure. All existing licensed providers must receive the training when they receive a continuation license or April of 2008, whichever is first.

Certified providers who have missed the deadlines for getting SBS training will no longer receive Wisconsin Shares Child Care Subsidy payments for children under age 5.

If you or your employees need to receive SBS prevention training, contact your Child Care Resource and Referral Agency to find approved training. They can be reached toll-free at 1-888-713-5437.

Lost Checks!

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).
DWSW-16123-P

Providers who are paid by paper check sometimes have a problem with a lost check. You can avoid this by signing up for Electronic Funds Transfer (EFT) instead of check payment. To sign up for EFT, see the form at http://www.dwd.state.wi.us/dwd/forms/dws/pdf/DWS_10791.pdf or ask your county or tribal child care coordinator or provider liaison.

If you do lose a paper check, see the form at <http://www.dwd.state.wi.us/dwd/forms/adm/pdf/FIS-12768.pdf> or ask your county or tribal child care coordinator or provider liaison. Return the completed form to your county or tribal child care agency. They will enter a "stop payment" into their CSAW system. The Department gets a report on this "stop payment" order, verifies that the check has not been cashed, and issues a replacement if it has not. The whole process takes about a week from when the local agency gets the form from the provider.

Tax Forms Mailed In January

In January, the Department will send tax reporting forms to all non-corporate child care providers who received at least \$600 in payments from the Wisconsin Shares program in 2007. Child care providers receive a 1099 form if the provider is an 'individual/sole proprietor/partnership' in the child care subsidy system and has received at least \$600 in subsidy payments during 2006. If the provider is listed as 'corporation/non-profit/government', no 1099 form is issued.

Forms will be sent to the same address as checks or Electronic Funds Transfer advisory notices. Problems arise if the Social Security Number (SSN) or Federal Employer Identification Number (FEIN) used by the subsidy is wrong. Please take a few minutes now to make sure that all name and address information is correct on your check stub or EFT advisory notices. If there are errors, please contact your county or tribal child care coordinator or liaison with corrections.

Providers who are incorporated should also routinely verify this information to make sure that payment information is correctly reported to the US Internal Revenue Service, Social Security Administration, and Wisconsin Department of Revenue.