

Department of Workforce Development  
Family Supports Division  
Bureau of Program Services and Statistics  
P.O. Box 7935  
Madison, WI 53707-7935  
Telephone: (608) 266-8834  
Fax: (608) 266-9693  
Email: [dwddfs@dwd.state.wi.us](mailto:dwddfs@dwd.state.wi.us)



State of Wisconsin  
Department of Workforce Development  
Jim Doyle, Governor  
Roberta Gassman, Secretary  
Ronald F. Hunt, Division Administrator

March 18, 2008

Dear Child Care Providers:

The Wisconsin Shares Child Care Subsidy Program is facing a projected \$18.6 million deficit by June 30, 2008. One change that the department is implementing to reduce costs in the program is to renew the attendance policy that was in effect for part of 2007. This policy is for enrollment-based authorizations in licensed child care settings.

**Change in Attendance Policy:**

Effective March 30, 2008, if an enrollment authorized child attends less than half of the authorized hours within one week, the provider will be paid only for the hours of care provided unless the county/tribal worker approves the absence. This will not change the authorization, only how providers are paid when the authorization is not being used.

**Attendance Policy Example:**

Sarah has an enrollment-based authorization of 45 hours per week. During the week of 4/6/08, Sarah attends for only 9 hours on Monday. This is 20% of authorized hours. Sarah does not come to care for the rest of the week. Wisconsin Shares will only pay for 9 hours on an attendance basis for the week of 4/7/08 unless the worker approves the absence. If Sarah attends 35 hours (77%) the second week of the attendance period, payment will be on an enrollment basis (i.e., for the full weekly amount).

**Approved Absences-Reasons:**

Under this policy, absences may be approved for full payment for the following reasons:

- Child illness
- Parent illness
- Family vacation (no more than 2 weeks per year)
- Provider vacation (no more than 1 week per year)
- Death in family
- Special needs child

Verification, such as a doctor's excuse, may be required, especially for illnesses lasting more than 1 week.

**Approved Absences-Process:**

Parents are responsible for requesting approvals from their county or tribal worker. The parent must contact their worker or other designated contact and request the approval for the absence. The request must be made within 30 days of the week of absence to be considered. Parent brochures are being mailed to instruct them on the process. Providers may request payment for an absence on their Attendance Report Form, but the parent request must be made before approval can be granted.

**Authorization Notices:**

Enrollment-based authorizations currently list both hourly and weekly rates. Under this policy, if the child attends less than 50% of authorized hours, the hourly rate will be used.

**Special Needs Children:**

Special needs children who are authorized on an enrollment basis, and who are identified as special needs in the Child Care automated system (Child Care State Administration on the Web—CSAW) are exempt from the policy and their care will continue to be paid at the full weekly rate.

**Accurate Attendance Reporting:**

You are reminded that you are required to accurately report actual attendance, whether the authorization is enrollment-based or attendance-based. Providers are required to maintain daily attendance records (time in/time out), must retain these records, and must make them available when program monitors request them.

**Questions:**

For further questions, please contact your child care administrative agency at the county or tribe or refer to the Child Care Website at <http://dwd.wisconsin.gov/childcare/wishares/policychanges2008.htm>. You may also call the provider information line with questions about the under-utilization policy. That number is 1-888-499-3464.

Sincerely,



Laura Saterfield  
Section Chief  
Child Care Section