

**Important Changes for
Enrollment-Based Authorizations
Effective the week of
April 1, 2007**

Beginning April 1:

- The child care subsidy program will pay full weekly payment if a child attends more than half of the child's authorized hours, or is out with an excused absence.
- Parents must report their child's absences when their child is gone 50% of the child's authorized time during any week.

To Report an Absence

To report, call your county or tribal child care worker.

You will be asked to:

1. Provide your child's name and the child care provider's name and number;
2. Provide your case number or social security number; and,
3. Provide the reason for the absence.

Special Needs Children

Children with special needs authorizations are exempt from this policy.

Approved Absence Excuses

Enrollment-based authorizations will have hourly and weekly rates beginning **the week of April 1, 2007.**

Approved excuses include:

- Illness
- Parent attending school has one week off for Spring break
- The family is on vacation
- Parent has a medical leave from employment

EXAMPLE:

Johnny has an enrollment-based authorization of 50 hours per week.

Week One: Johnny attends only on Monday for 6 hours and does not come to care for the rest of the week. There isn't an excused absence for the missed hours. The subsidy program will then pay for 6 hours of attendance instead of the full weekly amount of 50 hours.

Week Two: Johnny attends 25 hours. Full payment will be made for that week because Johnny attended at least half of his authorized hours.

Why is this important?

You may be responsible for paying for the unused hours if you have signed an agreement with the provider that allows the provider to charge you for unused hours.



If your child is unable to attend for two or more consecutive weeks, you need to provide verification, such as a doctor's excuse.



State of Wisconsin
Department of Workforce Development

Child Care Subsidy Changes Q&A

Will I have to pay for unused hours?

You may be responsible if you have signed an agreement with your provider that allows the provider to charge you for unused hours.

If my child attends less than half of the authorized hours for one week, do we now get moved to attendance-based permanently?

No. Your provider will be reimbursed for only that week and you will remain on enrollment-based. If you are authorized for more hours than you plan on using, ask your child care worker to reduce your number of authorized hours.

What if my child can't attend child care for a reason beyond my control?

Call your county or tribal child care worker to notify them of the absence and the reason. If your child is unable to attend for two or more consecutive weeks, you will need to provide verification, such as a doctor's excuse.

DWD is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please call 608-266-0327. For TTY, call 1-800-947-3529.

Español thiab Hmoob Xov Xwm Notificaciones en español y en hmong

Esta carta para indicarle que ha habido cambios importantes en el Programa de Subsidio de Cuidado Infantil (Child Care Subsidy Program).

Si necesita que se le traduzca esta carta a otro idioma, los cambios están explicados en:

<http://dwd.wisconsin.gov/dws/programs/childcare/wishares/policychanges2007.htm>

O contacte al condado o al trabajador tribal.

Tsab Ntawv No Qhia Txog Cov Kev Pauv Uas Tseem Ceeb Muaj Nyob Rau Hauv Kev Pab Them Nqi Zov Menuam (Child Care Subsidy Program). Yog Koj Xav Tau Cov Lus Nyob Rau Hauv Tsab Ntawv No TXhais Mus Ua Lwm Yam Lus, Qhov Chaw Nram Qab No Qhia Txog Cov Txog Cov Kev Pauv:

<http://dwd.wisconsin.gov/dws/programs/childcare/wishares/policychanges2007.htm>

Los Sis Hu Tuaj Rau Tus Neeg Ua Hauj Lwm Pab Koj Nyob Rau Hauv County Los Sis Tus Neeg Ua Hauj Lwm Rau Tribal.

DWSW-15582-P (N.03/2007)

Important Information for Parents!

Incluye información en español y en hmong
Nyob nrog español thiab Hmoob Cov Kev Qhia

Changes to the Wisconsin Shares Child Care Subsidy Program

**PLEASE READ
IMMEDIATELY!**



**Effective
the Week
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April 1,
2007**