**Appendix to the Child Care (CC) Subsidy Agency Review Questionnaire**

**Three-Year Review for Counties in Regionalized Income Maintenance (IM) Consortia**

**Use of form:** This form is completed by the DCF Bureau of Regional Operations (BRO) reviewer as part of the CC subsidy review process, to determine whether subsidy agencies are in compliance with statutes and administrative codes, are meeting the requirements of their contract agreements with DCF, and are implementing effective policies and procedures.

**Instructions – BRO staff:** Use this form to review each county within a regionalized consortium once every three years, for items specific to the county.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1 – REVIEW INFORMATION** | | | | | | | | | | | |
| A. | CONSORTIUM / COUNTY INFORMATION | | | | | | | | | | |
|  | Consortium Name | | | | | | | | | | |
|  | County Name | | | | | | | | | | |
|  | County Address (City, State, Zip Code) | | | | | | | | | | |
| B. | REVIEWER | | | | | | | | | | |
|  | Review Date (mm/dd/yyyy)  mm/dd/yyyy | | | Date of Last Review (mm/dd/yyyy)  mm/dd/yyyy | | | | | | | |
|  | DCF Reviewer | | | | | | | | | | |
|  | Name | | | Title / Region | | | | | | | |
| C. | CONSORTIUM AND COUNTY STAFF | | | | | | | | | | |
|  | Lead Contact(s) for Consortium | | | | | | | | | | |
|  | 1. | Name | | | | | Title | | | |
|  |  | Email | | | | | | | Direct Telephone Number | | |
|  | 2. | Name | | | | | Title | | | |
|  |  | Email | | | | | | | Direct Telephone Number | | |
|  | CC Subsidy Agency Lead Representative | | | | | | | | | | |
|  | Name | | | | Title | | | | | | |
|  | Email | | | | | | | | Direct Telephone Number | | |
|  | Other County Person(s) Attending Interview | | | | | | | | | | |
|  | 1. | Name | | | | | Title | | | | |
|  |  | Email | | | | | | | Direct Telephone Number | | |
|  | 2. | Name | | | | | Title | | | | |
|  |  | Email | | | | | | | Direct Telephone Number | | |
|  | 3. | Name | | | | | Title | | | | |
|  |  | Email | | | | | | | Direct Telephone Number | | |
|  | Lead Financial Agency Name | | | | | | | | | | |
|  | Lead Financial Agency Contact | | | | | | | | | | |
|  | Name | | Title | | | | | | | | |
|  | Email | | | | | | | | Direct Telephone Number | | |
|  | Agency Financial Manager | | | | | | | | | | |
|  | Name | | Title | | | | | | | | |
|  | Email | | | | | | | | Direct Telephone Number | | |
| **State and County / Tribal Contract Reference:** County and tribal agencies (local agencies) contract with DCF to deliver CC program services to families that qualify for Wisconsin Shares CC subsidy.  Pursuant to County Inter-Governmental Contract Agreement Section XIII.A., DCF will monitor, on a periodic basis, the county’s general compliance with and adherence to the terms and provisions of the contract, Exhibit 1: Scope of Services, and Exhibit 2: Subrecipient Performance Monitoring Plan. DCF reserves the right to monitor all aspects of the contract / scope of services, including adherence to the terms and conditions of the contract / scope of services, adherence to state and federal laws, achievement of program performance standards, adherence to fiscal reporting and cost allocation requirements, adherence to DCF IT security and confidentiality requirements, customer satisfaction and quality of service provided, and sub-recipient monitoring requirements.  CC contracts, scopes of services, and performance monitoring plans may be found in the [Wisconsin Shares Child Care Subsidy Administration SharePoint](https://share.dcf.wisconsin.gov/cca/SiteAssets/home.aspx), at <https://share.dcf.wisconsin.gov/cca/SiteAssets/home.aspx>. | | | | | | | | | | | |
| **SECTION 2 – CIVIL RIGHTS POSTINGS AND INTERPRETATION SERVICES *(contract requirement)*** | | | | | | | | | | | |
| **Civil Rights Compliance (CRC) Requirements** CRC requirements are described in the contract / scope of services; see also <https://dcf.wisconsin.gov/civilrights> and civil rights posting requirements for IM, WIC, and FoodShare Employment and Training (FSET) service sites: <https://www.dhs.wisconsin.gov/publications/p02343.pdf> | | | | | | | | | | | |
| 1. | Civil Rights PostingsService provider agencies must post civil rights compliance posters mandated by the federal and / or state government. Postings must be made in highly conspicuous and visible areas in the agency where customers are likely to be served, such as lobbies and waiting areas. This requirement may be verified virtually or with an on-site visit. | | | | | | | | | | |
|  | Civil Rights Posting | | | | | Publication Number | | Are required posters on display in agency lobby or waiting room? | | Are materials prominent and visible? | |
|  | [*Your Right to an Interpreter* poster](https://dcf.wisconsin.gov/files/publications/pdf/2839.pdf) *(*[*https://dcf.wisconsin.gov/files/publications/pdf/2839.pdf*](https://dcf.wisconsin.gov/files/publications/pdf/2839.pdf)*)*: Check that the poster is the **06/2023 version** and printed in an adequate size (**35” x 23”** or larger). If the poster displayed is an earlier version or an inadequate size, ensure the poster is replaced, but do NOT consider this a finding of non-compliance.  Ordering the *Your Right to an Interpreter* poster:  Agencies may order free posters from [DOA Document Sales](https://docsales.wi.gov/Home.aspx?content=HowToOrder) (<https://docsales.wi.gov/Home.aspx?content=HowToOrder>; search by “interpreter” or “2839”).  Printing the *Your Right to an Interpreter* poster:  The poster is formatted to be printed as a 35” x 23” poster, from <https://dcf.wisconsin.gov/files/publications/pdf/2839.pdf>.  Note: Agencies may use the [Language Identification and I Speak Cards](https://www.lep.gov/translation) (<https://www.lep.gov/translation>). However, even when using these cards, agencies must still post the [*Your Right to an Interpreter* poster](https://dcf.wisconsin.gov/files/publications/pdf/2839.pdf) in a highly conspicuous and visible area in the agency. | | | | | DCF-P-2839  (06/2023 version) | | Yes  No | | Yes  No | |
|  | Civil Rights Posting | | | | | Publication Number | | Are required posters on display in agency lobby or waiting room? | | Are materials prominent and visible? | |
|  | *Your Rights* posters, with name(s) / contact information for agency contact person(s), in three languages: <https://dcf.wisconsin.gov/civilrights/postings>  The most recent 02/2024 versions do not differ substantively from the 09/2019 versions. Check that the posters are of adequate size (these posters are formatted to be printed as **8.5” x 14”** posters). If the posters displayed are of inadequate size, ensure the posters are replaced, but do NOT consider this a finding of non-compliance.  All three posters must be printed and posted. | | | | | | | | | | |
|  | *Your Rights* – English: <https://dcf.wisconsin.gov/files/publications/doc/2496.docx> | | | | | DCF-P-2496-E | | Yes  No | | Yes  No | |
|  | *Your Rights* – Spanish: <https://dcf.wisconsin.gov/files/publications/doc/2496s.docx> | | | | | DCF-P-2496-S | | Yes  No | | Yes  No | |
|  | *Your Rights* – Hmong: <https://dcf.wisconsin.gov/files/publications/doc/2496h.docx> | | | | | DCF-P-2496-H | | Yes  No | | Yes  No | |
| 2. | Interpretation ServicesService providers must ensure that individuals with Limited English Proficiency (LEP) are afforded full and equal participation in all programs, services, and activities in a meaningful manner. | | | | | | | | | | |
|  | Describe how the agency provides interpretation services to customers with LEP. | | | | | | | | | | |
|  | REVIEWER | | | | | | | | | | |
|  | Yes  No Is agency in compliance? | | | | | | | | | | |
|  | If no, include explanation of any violations related to this section and their corresponding requirement(s) in administrative code, statute, or contract / scope of services: | | | | | | | | | | |
|  | Recommendations: | | | | | | | | | | |
|  | Agency Strengths / Innovative Practices: | | | | | | | | | | |
|  | General Comments: | | | | | | | | | | |