



**Wisconsin Shares**

**EBT CSAW User Guide**

**School Calendars**

January 13, 2017

Division of Early Childhood Education

## **Contents**

Background .....	3
Security .....	3
Accessing the School Calendar.....	3
Entering Statewide School Closures – DCF Staff Only .....	4
Entering Scheduled School Closure Days for a School District .....	6
Entering Scheduled School Closure Days for a Specific School.....	7
Legend.....	10
Unchecking Days .....	12

## Background

Scheduled school closure hours can be authorized for children who are over three years of age if there is a need for child care during the days when the school is closed. See *EBT CSAW – Authorizations User Guide* and *WI Shares Child Care Subsidy Program Policy Manual-Chapter 2* for more details on how to enter hours for scheduled school closed days.

Instead of entering the school closed days at the time of the authorization entry, the new module allows the agencies to enter scheduled school closed days for a specific school or school district in advance for the entire school year. Once the days are entered into *CSAW School Calendar*, these days are available to add to an authorization for any child attending the school(s).

The school closures entered into this module populates the *Scheduled School Closed Hours* screen for children who need care during school closures. To avoid the list of school closure days from becoming extremely long, the summer closure days should not be entered into the calendar. Workers should write an authorization if the need for care during a school closure is longer than one week.

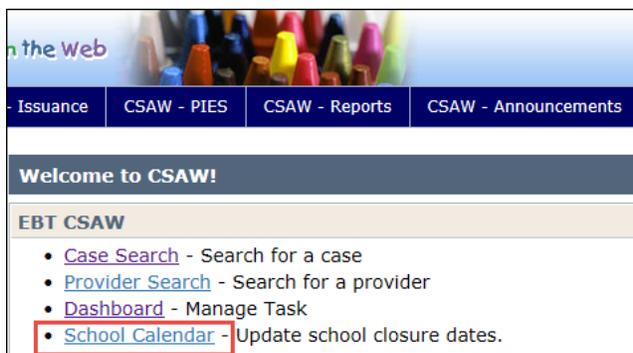
## Security

Local agency staff with security profile G has access to update this information. Users with G profile can enter school closure dates for any school district in the state. Also, they can enter statewide holidays that will be available for all children in the state. However we encourage agencies to designate specific individuals to perform this task.

Users with inquiry access to CSAW can view the calendar but cannot update the information.

## Accessing the School Calendar

To access the School Calendar module, click on the *School Calendar* link in the EBT CSAW menu.



## Entering Statewide School Closures – DCF Staff Only

Click on the *Update for entire State* link in the *School Selection* section.

**School Calendar**

**School Selection**

Select District:

- Check All
- 21st Century Prep Sch
- Abbotsford
- Adams-Friendship Area
- Albany
- Algoma
- Alma
- Alma Center
- Almond-Bancroft
- Altoona

Or [Update for entire State](#)

The following screen shows the School Year from month of July to June. Choose the *School Year* from the pull-down menu.

**School Calendar**

[Select specific schools or districts](#)

**State Closure Calendar**

Choose School Year: 2017-2018

July					August					September					October				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
10	11	12	13	14	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
17	18	19	20	21	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
24	25	26	27	28	28	29	30	31	25	26	27	28	29	30	31				
31																			

Click on the days that all school in the state are closed if the day falls on Monday-Friday. There is no need to mark holidays that fall on Saturday or Sunday because the system prohibits scheduled school closed hours on those days. Once the day is clicked, the calendar marks the day in blue color. In the example below, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, etc. have been marked as closed.

State Closure Calendar																				
Choose School Year: 2017-2018																				
July, 2017 - June, 2018																				
July					August					September					October					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
3	4	5	6	7	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	
10	11	12	13	14	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	
17	18	19	20	21	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	
24	25	26	27	28	28	29	30	31	25	26	27	28	29	30	31					
31																				
November					December					January					February					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3					1	1	2	3	4	5					1	2
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	
27	28	29	30	25	26	27	28	29	29	30	31	26	27	28						
March					April					May					June					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
			1	2	2	3	4	5	6		1	2	3	4					1	
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11	4	5	6	7	8	
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	
26	27	28	29	30	30					28	29	30	31	25	26	27	28	29		

Note that only statewide holidays should be entered into the statewide calendar. School closures during ML King and Easter weekend should not be entered into the statewide calendar because all schools in the state do not close during those holidays.

The statewide school closure days are listed for all children who have been marked needing care during school closures. In the example below, the authorization spans to 9/30/17 so July 4<sup>th</sup> and Labor Day are marked as statewide school holidays for this child. If the child needs care during those hours, click on the *Add* link.

Authorization Details			
<b>Effective Period</b>	01/01/2017 - 09/30/2017		<b>Authorized Hours</b> 8
<b>Need School Closed Hours</b>	Yes		<b>School Name</b> Glacier Edge El
Scheduled School Closed Hours			
+ Add New Scheduled School Closed Hours			
Date *	Hours *	Comments	
09/05/2017	0	closed per State School Calendar	<a href="#">Add</a>
07/04/2017	0	closed per State School Calendar	<a href="#">Add</a>

## Entering Scheduled School Closure Days for a School District

Districtwide scheduled school closure days can be entered. These days will be available for children who attend any school within the district. On the School Calendar screen, scroll down to the district you want to work on, then click on the check box next to the district's name.

\*Note some school districts span through multiple counties. If this selection is used, agencies should coordinate with each other.

The screenshot shows the 'School Calendar' application interface. Under the 'School Selection' heading, there is a 'Select District:' section. It contains a list of districts with checkboxes: Union Grove UHS, Unity, Valders Area, Veritas Hi, **Verona Area** (checked and highlighted with a red box), Viroqua Area, Wabeno Area, Walworth J1, Washburn, and Washington.

Click *Continue* to proceed.

The following screen lists all schools administered by the district. To enter a schedule for all schools within the district, click *Check All*.

The screenshot shows the 'School Calendar' application interface. Under the 'School Selection' heading, there are two sections: 'Select District:' and 'Select Schools:'. The 'Select District:' section shows 'Verona Area' selected. The 'Select Schools:' section shows a list of schools with checkboxes: **Check All** (checked and highlighted with a red box), Badger Ridge Mid, Core Knowledge Charter Sch, Country View EI, Early Childhood, Exploration Acad, Glacier Edge EI, Kids Express Learning Center, New Century Sch, and Savanna Oaks Mid. At the bottom, there are '< Back' and 'Continue >' buttons, with the 'Continue >' button highlighted with a red box.

Click *Continue* to proceed.

The following screen displays all statewide closures that were entered earlier. Click on the days the schools are closed for the district. In the case below, all schools in Verona Area School District are closed around Halloween and on Wednesday prior to the Thanksgiving Day (these added days can be seen outlined in red in the screen shot below).

**District Closure Calendar**

Choose School Year: 2017-2018

July, 2017 - June, 2018																				
July					August					September					October					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
					1	2	3	4						1	2	3	4	5	6	
3	4	5	6	7	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	
10	11	12	13	14	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	
17	18	19	20	21	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	
24	25	26	27	28	28	29	30	31		25	26	27	28	29	30	31				
31																				
November					December					January					February					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3					1	1	2	3	4	5					1	2
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	
27	28	29	30		25	26	27	28	29	29	30	31			26	27	28			

Click *Save Changes* to proceed.

Authorizations for school age children now include the districtwide school closure days in addition to the statewide closures. In the example below, the child has an authorization from August until end of 2017. The Scheduled *School Closed Hours* screen now lists both the statewide and districtwide school closures.

Authorization Details			
<b>Effective Period</b>	08/23/2017 - 12/31/2017	<b>Authorized Hours</b>	12
<b>Need School Closed Hours</b>	Yes	<b>School Name</b>	Glacier Edge El
Scheduled School Closed Hours			
Add New Scheduled School Closed Hours			
Date *	Hours	Comments	
12/29/2017	0	closed per State School Calendar	Add
12/28/2017	0	closed per State School Calendar	Add
12/27/2017	0	closed per State School Calendar	Add
12/26/2017	0	closed per State School Calendar	Add
12/25/2017	0	closed per State School Calendar	Add
11/24/2017	0	closed per State School Calendar	Add
11/23/2017	0	closed per State School Calendar	Add
11/22/2017	0	closed per District School Calendar	Add
10/31/2017	0	closed per District School Calendar	Add
10/30/2017	0	closed per District School Calendar	Add
10/26/2017	0	closed per District School Calendar	Add
10/25/2017	0	closed per District School Calendar	Add
09/05/2017	0	closed per State School Calendar	Add

## Entering Scheduled School Closure Days for a Specific School

The school closure days within a district may differ from school to school. Some elementary schools are closed part day each week. These days can be entered into the School Calendar so hours for a child can be entered for these days.

Note that private schools are listed under the school district where the private school is physically located. Listings of private and public schools is available at the DCF Share Point folder located at <https://share.dcf.wisconsin.gov/ccs/Documents/Forms/AllItems.aspx?RootFolder=%2Fcca%2FDocumen>

[ts%2FSubsidy%20Conversion%20Materials&FolderCTID=0x012000FFA211B572EB7B45A6B8AD9C2BB3B29B&View={FF5E777F-3232-4C0B-8153-AB2C6BA70503}](https://ts2FSubsidy%20Conversion%20Materials&FolderCTID=0x012000FFA211B572EB7B45A6B8AD9C2BB3B29B&View={FF5E777F-3232-4C0B-8153-AB2C6BA70503})

To enter school closures for a specific school, first choose the school district on *the School Calendar* screen.

**School Calendar**  
School Selection

Select District:

- Union Grove UHS
- Unity
- Valders Area
- Veritas Hi
- Verona Area
- Viroqua Area
- Wabeno Area
- Walworth J1
- Washburn
- Washington

Click *Continue* to proceed.

The following screen lists all schools administered by the district. Choose the school from the list that you want to enter the closure days for.

**School Calendar**  
School Selection

Select District:

- Verona Area

Or [Update for entire State](#)

Select Schools:

- Check All
- Badger Ridge Mid
- Core Knowledge Charter Sch
- Country View El
- Early Childhood
- Exploration Acad
- Glacier Edge El
- Kids Express Learning Center
- New Century Sch
- Savanna Oaks Mid

< Back    Continue >

Click *Continue* to proceed.

The following screen displays all statewide and districtwide closures. Click on the days the specific school is closed during the school year. In the case below, Glacier Edge Elementary has a late start second Monday each month. Also, spring break and some teacher flex days are added. (See additional days added in screen shot below-outlined in red)

School Closure Calendar																				
Choose School Year: 2017-2018																				
July, 2017 - June, 2018																				
July					August					September					October					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
3	4	5	6	7	1	2	3	4						1	2	3	4	5	6	
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	
31					28	29	30	31		25	26	27	28	29	30	31				
November					December					January					February					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3					1	1	2	3	4	5					1	2
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	
27	28	29	30		25	26	27	28	29	29	30	31			26	27	28			
March					April					May					June					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
			1	2	2	3	4	5	6		1	2	3	4					1	
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11	4	5	6	7	8	
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	
26	27	28	29	30	30					28	29	30	31		25	26	27	28	29	

Click *Save Changes* to proceed.

The *Scheduled School Closed Hours* screen for a child attending the school now show state and district wide school closures as well as the school specific school closure days. In the case below, the child has an authorization from August until end of the year.

Scheduled School Closed Hours			
+ Add New Scheduled School Closed Hours			
Date *	Hours *	Comments	
12/29/2017	0	closed per State School Calendar	<a href="#">Add</a>
12/28/2017	0	closed per State School Calendar	<a href="#">Add</a>
12/27/2017	0	closed per State School Calendar	<a href="#">Add</a>
12/26/2017	0	closed per State School Calendar	<a href="#">Add</a>
12/25/2017	0	closed per State School Calendar	<a href="#">Add</a>
12/22/2017	0	closed per School Calendar	<a href="#">Add</a>
12/21/2017	0	closed per School Calendar	<a href="#">Add</a>
12/11/2017	0	closed per School Calendar	<a href="#">Add</a>
11/24/2017	0	closed per State School Calendar	<a href="#">Add</a>
11/23/2017	0	closed per State School Calendar	<a href="#">Add</a>
11/22/2017	0	closed per District School Calendar	<a href="#">Add</a>
11/13/2017	0	closed per School Calendar	<a href="#">Add</a>
10/31/2017	0	closed per District School Calendar	<a href="#">Add</a>
10/30/2017	0	closed per District School Calendar	<a href="#">Add</a>
10/26/2017	0	closed per District School Calendar	<a href="#">Add</a>
10/25/2017	0	closed per District School Calendar	<a href="#">Add</a>
10/16/2017	0	closed per School Calendar	<a href="#">Add</a>
09/11/2017	0	closed per School Calendar	<a href="#">Add</a>
09/05/2017	0	closed per State School Calendar	<a href="#">Add</a>

## Legend

Below are explanations for the items in the *Legend* on the *School Closure Calendar* screen.

Legend	
All selected school(s) are closed	7
The selected school(s) are not closed	14
Some of the selected schools are closed	21
The currently selected school(s) are not closed but schools are closed at the district or state level	28

Note that the numbers inside the above example do not show counts. They are only examples of the calendar days.

- If the date on the calendar is highlighted in blue, the school(s) currently selected are/is closed on that date.
- If there is no color, the school is in session.
- If the date is highlighted yellow, some of the schools currently selected are closed but some are open. The screen print below shows the calendar for Verona School District. Glacier Edge Elementary in Verona School District has additional days closed. Those days are highlighted yellow.

District Closure Calendar																				
Choose School Year: 2017-2018																				
July, 2017 - June, 2018																				
July					August					September					October					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
3	4	5	6	7	1	2	3	4					1	2	3	4	5	6		
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	
31					28	29	30	31	25	26	27	28	29	30	31					
November					December					January					February					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3					1	1	2	3	4	5					1	2
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	
27	28	29	30	25	26	27	28	29	29	30	31	26	27	28						
March					April					May					June					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
			1	2	2	3	4	5	6	1	2	3	4					1		
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11	4	5	6	7	8	
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	
26	27	28	29	30	30					28	29	30	31	25	26	27	28	29		

If the date has blue text and a blue border, the currently selected school is open even though the date is a state/districtwide closure date. This is most common when a private school listed within a public school district does not follow the districtwide closure days.

Example: Kids Express is a private school in Verona School District. This school does not close in October around Halloween and is also open on Wednesday prior to Thanksgiving Day. These days are marked with a blue border on the calendar.

School Closure Calendar																				
Choose School Year: 2017-2018																				
July, 2017 - June, 2018																				
July					August					September					October					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
3	4	5	6	7	1	2	3	4					1	2	3	4	5	6		
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	
31					28	29	30	31	25	26	27	28	29	30	31					
November					December					January					February					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3					1	1	2	3	4	5					1	2
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	
27	28	29	30	25	26	27	28	29	29	30	31	26	27	28						

## **Unchecking Days**

If a wrong day is marked as a closed day, the day can be deselected by clicking the date again. Then save changes.