

Parent Role in the Child Care Eligibility and Authorization Process

The Wisconsin Shares child care subsidy eligibility and authorization processes are handled by two separate agencies. Please read each step carefully and complete all items before moving to the next step.

Eligibility & Authorization Process

1

Apply for Wisconsin Shares Child Care with Milwaukee Enrollment Services

- Submit a Wisconsin Shares application with Milwaukee Enrollment Services via:
 - Online: www.access.wi.gov
 - Phone: 1-888-947-6583
 - In Person: 1220 W. Vliet Street, Room 102
- Complete an Eligibility Interview
- Provide all required verification

2

Select a Child Care Provider

- Select a provider that accepts Wisconsin Shares. To view providers close to you, visit childcarefinder.wisconsin.gov.
- Meet with your selected child care provider
- Agree on the child care terms with your provider

3

Request a Child Care Authorization with Milwaukee Early Care Administration

- Contact the Milwaukee Early Care Administration via:
 - Online: mywchildcareparents.wisconsin.gov
 - Phone: 1-888-947-6583
 - In Person: 1220 W. Vliet Street, 2nd Floor – 200 East
- Participate in assessment of your child care needs
- Worker writes an authorization to your selected child care provider
- Child care funds are issued on the first day of the month

4

Pay your Child Care Provider

- Your MyWICildCare card will be mailed to you in 7-10 business days
- Use your MyWICildCare card to pay your subsidy amount to your provider
- Pay any remaining balance you owe to your provider with your own funds

Maintaining Eligibility and Reporting Changes

Once you have your authorization approved, it is important that you maintain eligibility and report any changes. Failure to do so may result in a loss of authorization or repayment of subsidy.

1

Report Changes to Wisconsin Shares (Milwaukee Early Care Administration)

- If changing provider locations, request the month before the change
- Report changes to any eligibility items no later than 10 day after the change
- Report within 10 days if your child has not attended your provider for 20 consecutive days

2

Continuing Eligibility with Milwaukee Enrollment Services

- Complete annual renewal
- Provide all updated verification
- Contact Milwaukee Early Care Administration for an updated authorization

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call MECA, 1-888-947-6583 Press 1, 1, 2. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.