

2017 Data Exchange Schedule			
Monitoring Topic (Month(s) Covered)	Timeframe	W-2 Contractor Timeliness- Due Date	Date Completed
PARIS Q4/2016 <i>(Oct.-Dec.2016: 03/03/17 Receive Date)</i>	10 days	3/17/2017	
IPVs/Fraud <i>(Dec 2016.-March 2017)</i>	December	1/5/2017	
	January	2/6/2017	
	February	3/6/2017	
	March	4/5/2017	
SWICA <i>(July-Sept. 2016: 01/27/17 Load Date)</i>	45 days	3/13/2017	
	90 days	4/27/2017	
UIB - Batch <i>(Nov. 2016- 12/10/16 Load Date; Dec. 2016- 01/14/17 Load Date; Jan. 2017- 02/11/17 Load Date)</i>	45 days	1/24/2017	
	90 days	3/10/2017	
	45 days	2/28/2017	
	90 days	4/14/2017	
	45 days	3/28/2017	
	90 days	5/12/2017	
PARIS Q1/2017 <i>(Jan.-Mar. 2017: 06/02/17 Receive Date)</i>	10 days	6/16/2017	
IPVs/ Fraud <i>(April-July 2017)</i>	April	5/5/2017	
	May	6/5/2017	
	June	7/5/2017	
	July	8/7/2017	
SWICA <i>(Oct-Dec. 2016: 04/28/17 Load Date)</i>	45 days	6/12/2017	
	90 days	7/27/2017	
UIB - Batch <i>(Feb. 2017- 03/11/17 Load Date; Mar. 2017- 04/08/17 Load Date; Apr. 2017- 05/13/17 Load Date)</i>	45 days	4/25/2017	
	90 days	6/9/2017	
	45 days	5/23/2017	
	90 days	7/7/2017	
	45 days	6/27/2017	
	90 days	8/11/2017	
IRS- Third Party Verify <i>(Calendar Year 2015: 8/11/17 Receive Date)</i>	10 days	8/25/2017	
PARIS Q2/2017 <i>(April-June 2017: 09/01/17 Receive Date)</i>	10 days	9/18/2017	
IPVs/ Fraud <i>(Aug.-Oct. 2017)</i>	August	9/5/2017	
	September	10/5/2017	
	October	11/6/2017	
SWICA <i>(Jan-March2017: 07/28/17 Load Date)</i>	45 days	9/11/2017	
	90 days	10/26/2017	
UIB - Batch <i>(May 2017- 06/10/17 Load Date; June 2017-07/08/17 Load Date; July 2017- 08/12/17 Load Date)</i>	45 days	7/25/2017	
	90 days	9/8/2017	
	45 days	8/22/2017	
	90 days	10/6/2017	
	45 days	9/26/2017	
	90 days	11/10/2017	
PARIS Q3/2016 <i>(July-Sept. 2017: 12/01/17 Received Date)</i>	10 days	12/15/2017	
IPVs/ Fraud <i>(Nov.-Dec. 2017)</i>	November	12/5/2017	
	December	1/5/2018	
SWICA <i>(April-June 2017: 10/27/17 Load Date)</i>	45 days	12/11/2017	
	90 days	1/25/2018	
UIB - Batch <i>(Aug. 2017- 09/09/17 Load Date; Sept. 2017- 10/14/17 Load Date; Oct. 2017- 11/11/17 Load Date; Nov. 2017- 12/09/17 Load Date)</i>	45 days	10/24/2017	
	90 days	12/8/2017	
	45 days	11/28/2017	
	90 days	1/12/2018	
	45 days	12/26/2017	
	90 days	2/9/2018	
	45 days	1/23/2018	
	90 days	3/9/2018	

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State of Wisconsin
Governor Scott Walker



TO: **W-2 Agencies
Training Staff**

FROM: Margaret McMahon, Director
Bureau of Working Families
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Katherine McGurk, Director
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Division of Early Care and Education
Department of Children and Families

SUBJECT: Wisconsin Shares Child Care Subsidy Changes and Wisconsin Works (W-2) Programs Activity Assignment

BWF OPERATIONS MEMO

No: DRAFT 17-XX

DATE: XX/XX/2017

W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	RAP	<input type="checkbox"/>	CC	<input checked="" type="checkbox"/>
Other EP	<input type="checkbox"/>	*			

CROSS REFERENCE: W-2 Manual Sections [6.1.1](#); [6.2.1](#); [6.2.3](#); [6.3.1](#); [7.5.2](#); [14.3.1](#); [14.3.2](#);
Wisconsin Shares Child Care Subsidy Program Policy Manual Sections [1.9.1](#); [Chapter 2](#);
[WI Shares Child Care Subsidy Changes: What Parents Need to Know](#);
Wisconsin Shares Operations Memo [17-10](#)

EFFECTIVE DATE: Immediately

PURPOSE

1. Announce the policy changes to Wisconsin Shares Child Care Subsidy Program regarding the new Electronic Benefits Transfer (EBT) payment initiative called MyWICChildCare.
2. Provide information on how Child Care subsidy amounts will be determined by Child Care workers using the Employability Plans (EP).
3. Reiterate the time frame required for parents to report eligibility or authorization changes to their Child Care worker.

BACKGROUND

The Wisconsin Shares Child Care Subsidy Program enables Wisconsin Works (W-2) participants to engage in job search and work experience activities by helping parents pay for a portion of their child care cost. Recently, the Department of Children and Families (DCF), Division of Early Care and Education (DECE) has made some changes to the Child Care subsidy payment system to empower parents to become more involved in selecting the best child care program for their children and to promote a business relationship between parents and providers. These changes impact the way hours are authorized for Child Care.

POLICY

This section compares some of Wisconsin Shares' old and new Child Care policy. Please refer to Wisconsin Shares Operations Memo [17-10](#) and Wisconsin Shares Child Care Subsidy Policy Manual [Chapter 2](#) for the complete list of new Wisconsin Shares Child Care Subsidy Program policy.

Previous Policy:

- Child Care authorizations could be backdated to the beginning of the month the participant applied for Child Care.
- Child care providers were informed of the authorized hours and the total weekly subsidy amount for each child with an authorization to their program.
- After child care was provided, the child care provider submitted an attendance report with the number of hours the child attended the program to DCF/DECE for reimbursement.
- Child care providers were responsible for reporting attendance for additional hours of care for scheduled and unscheduled school closures under School Bank hours.
- DCF/DECE reimbursed the provider directly after child care was provided.

New Policy:

- Child Care authorizations can only be backdated to the date the W-2 participant applied for Child Care, so long as all other policy requirements are met.
- Child care providers will no longer receive notification of the number of hours of care authorized or the total subsidy amount for children with authorizations to their programs. Parents can share this information with their child care providers at their own discretion.
- Attendance reporting to DCF/DECE from the child care provider is no longer required.
- Parents are responsible for requesting additional hours of care for scheduled and unscheduled school closures. Inclement weather school closures must be reported to their child care worker within 10 calendar days of the need so funds can be added to cover additional hours of care.
- Child Care subsidy benefits will be loaded onto an EBT card at the beginning of each month before care is given. Parents will initiate the payment to their child care provider at an agreed upon time.

AGENCY ACTION

Work Activity Hours

W-2 participants are assigned a specific number of work activity hours in their EPs; however, sometimes the schedule for completing those hours is left up to the participant to decide.

Because Child Care subsidy amounts are now loaded onto EBT cards ahead of time based on the participant's specific schedule of activities and child care need, Financial and Employment Planners (FEPs) should assign a specific schedule of days and times to each activity in the participant's EP, when possible, to explain when the W-2 participant will be completing the activity. Time for weekly scheduled medical appointments should also be assigned hours in EPs even when the day and time may vary from week to week. The Wisconsin Shares Child Care Subsidy Program Policy Manual Section [2.2.8.1](#) states that the number of hours assigned for work activities should correlate with the number of hours indicated in the schedule. Child Care workers will use the schedule of days and times to determine the number of authorized hours for child care assistance.

Work Activity Schedule

Child Care authorizations are determined based off of the time the parents' approved activity schedules overlap with the stated child care need and the child care provider's hours of operation for their business. Please be aware that, when entering a specific schedule of days and times into the EP for the participant's activities, any time entered outside of the child care provider's hours of operation will not be included in the Child Care authorization.

EXAMPLE: A parent is assigned 10 hours of job search each week. Her schedule for job search is two hours each weekday from 5:00 p.m. to 7:00 p.m. Her child care provider is only open from 6:00 a.m. to 6:00 p.m. The one hour that remains each day will not be approved because her child care provider is only open until 6:00 p.m. If the parent needs child care for this entire activity, then the parent will need to plan his or her activity schedule around the child care provider's hours of operation.

Reporting Requirements for changes to Child Care eligibility and authorizations

Participants receiving Child Care assistance must report any changes in circumstances to the Child Care agency within 10 calendar days after the change if the change may affect Child Care eligibility or the Child Care authorization. Changes to child care providers mid-month and after the EBT card has been loaded for the month is only allowed at the determination of the Department, as specified in the Wisconsin Shares Child Care Subsidy Program Policy Manual section [2.2.12](#) Authorizations in Situations of Hardship.

RESOURCES

Wisconsin Shares

<https://dcf.wisconsin.gov/wishares>
<https://dcf.wisconsin.gov/wishares/parents>

MyWIChildCare

<https://dcf.wisconsin.gov/mywichildcare>

CONTACTS

For W-2 Policy Questions in the Balance of State: Bureau of Regional Operations, W-2 Regional

Coordinators

For W-2 Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For W-2 CARES Processing Questions: W-2 Help Desk

DCF/DFES/BWF/CH
DCF/DECE/BELP/AO



What Parents Need to Know About MyWICChildCare

This is a summary of you need to know about MyWICChildCare. Also, refer to the MyWICChildCare letters, brochures, and postcards that were sent to you through the mail. If you have further questions, contact your child care worker.

The Department of Children and Families (DCF) has changed the way it pays for subsidized child care. The MyWICChildCare EBT card puts the payment responsibility into the hands of the parents, instead of the state. Parents can now see the total the amount of Wisconsin Shares subsidy, will be aware of the full cost of child care, and are responsible for any additional money owed to the child care provider.

Parents will need to:

- **Know the full cost of child care**
 - Ask for a copy of the child care provider's price sheet
 - Talk about any additional costs you may be responsible for with your provider
 - If your subsidy amount doesn't cover the full cost of child care, you are responsible for paying the balance owed to the child care provider (parent share)
 - Need to keep track of how much they have paid their child care provider
 - Get a receipt for every payment made
- **Know their child care provider's payment policies**
 - Payment schedules, deadlines, grace periods, and late fees
- **Pay the child care provider directly**
 - Three easy ways to pay: online, over the phone, or in person
- **Provide their work and/or school schedules in to get an authorization**
 - If your schedule changes, notify your child care worker within 10 calendar days of the change
- **Request extra child care if it is needed, when school is closed**
 - Know your child's school schedule and school closed days
- **Plan ahead before changing child care providers**
 - Contact your local child care agency one full month before you switch child care providers, or immediately if your child stops attending your current provider
- **Notify their local child care agency within 10 days of any change that may affect their subsidy, including, but not limited to:**
 - A new home address
 - A change in income
 - A change in the size of your household
- **Work with the child care provider to resolve payment disagreements**
 - Always talk to your provider first to solve payment errors or disagreements

For additional information, visit the Wisconsin Shares web page at wishares.wi.gov, or the MyWICChildCare web page at mywchildcare.wi.gov. For questions about using your EBT card, visit ebtedge.com or call a friendly MyWICChildCare customer service representative at 1-877-201-7601.

DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, or need it translated to another language, please call 608-422-6080 or 888-692-1382 (TTY). For civil rights questions, call 608-422-6889 or 711 (TTY).

Wisconsin Shares Child Care Subsidy Changes

Important Changes:

Families who use child care subsidy will soon see a big change. Wisconsin will start using an EBT card to pay their child care provider, similar to using the Quest card for FoodShare.

The new EBT system is called MyWIChildCare.

The change to MyWIChildCare begins in three phases.

- **Phase one** begins in October of 2016 in Buffalo, Clark, Jackson, Monroe, Pepin, Trempealeau, Vernon, and La Crosse counties.
- **Phase two** will include all other counties, except Milwaukee County, and begin in February of 2017. Parents will receive their EBT card in January 2017.
- **Phase three** will include only Milwaukee County and begin April 2017. Parents will receive their EBT card in March 2017.

Parents residing in select counties (Phase One) will receive their MyWIChildCare EBT card in the mail in October. Other parents across the state will receive their card in January 2017 (Phase Two), and March 2017 (Phase Three). The card will be sent with instructions and a brochure. Call the number on the EBT card to activate it and establish a PIN, just like setting up a regular debit card. Your card will look like the image to the right.



When MyWIChildCare starts in your area, your child care authorization will be based on a monthly average of your child care needs. A monthly amount of subsidy will be added to your card the first day of the month. Amounts for new authorizations are added the next business day. You will have up to 90 days to use your monthly amount. After 90 days, the unused balance will be removed from your EBT card.

Authorizations: You will receive an Authorization Notice in the mail that shows you the number of hours for the month and the amount of funds that will be added to your MyWIChildCare account each month. Your child care provider will not be informed of the amount of your child care subsidy or the number of hours that your child is authorized.

Making Payments: It is your responsibility to talk with your child care provider about the cost of child care. And, it is important to know the amount of subsidy you have for the month. Ask your child care provider for a receipt after each payment is made to help you budget for child care and provide proof of payment.

Parent Share Amount: The subsidy does not cover the full cost of child care - the remaining cost is called the "parent share." *You are responsible for paying the parent share to your provider every month.* Talk to your child care provider about their payment policies.

Authorization Start Date: Currently, once you are found eligible for child care, your authorization can start at the beginning of the month you apply for child care. In the new system, once you are found eligible, your authorization can go back only as far as the date you applied for child care. It is important to find a quality child care provider and request your authorization as soon as a provider is found.

Your Child Care Provider: If you don't have a child care provider selected, your authorization cannot be written. Know your child care provider's name and address, and verify that the child care provider listed on your authorization is correct.

Your work schedule: You will be asked about your work schedule. You must provide a specific schedule with the days and times you are working or are in other approved activities. The schedule helps to figure out the number of child care hours you will need for the month.

When school is closed: If you need child care when your child's school is closed, you will need to ask for these additional days of child care. Your authorization worker will ask you about this. Have your child's school year calendar with you. You can also request Wisconsin Shares subsidy for days when school is closed due to bad weather. If an additional child care need occurs after your authorization begins, you must contact your local agency within 10 calendar days of the additional need in order to get the time covered.

Switching Child Care Providers: If you need to change child care providers, you must contact your local agency at least 30 days before the change. Planning ahead will ensure that funds to your new provider can be loaded to your MyWICChildCare account. When you change child care providers, the change will be effective on the first of the following month.

Look for the following items in your mail box:

- **MyWICChildCare Parent Postcard Introduction**
 - Phase Two: October 6, 2016
- **MyWICChildCare Parent Letter**
 - Phase Two: November 17, 2016
- **MyWICChildCare Parent Postcard Reminder**
 - Phase Two: December 15, 2016
- **FIS Parent Brochure-This will be sent along with the EBT card**
 - Phase Two: January 1, 2017 through January 22, 2017
 - Phase Three: March 1, 2017-March 15, 2017

Visit the MyWICChildCare website page for more information:

MyWICChildCare.wisconsin.gov and click on the Parent tab.

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Independent Living Program Talking Points:

- CFCIP/IL Overview (PowerPoint)
 - Background
 - Use of Funds
 - Eligibility
 - Service Responsibility
- BWF/BYS Memos
 - W-2 Agency expectations in making and receiving referrals for foster youth/ former foster youth

Intensive Service Systems (ISS) workgroup report out:

- Background of 48-month Lifetime Eligibility Project ISS Workgroup
- Current Goals of the Workgroup
 - Analyzing Caseload Data
 - Developing Several Pilot Programs in 2017
- Needs Assessment - Agency Survey
- Next Steps:
 - Survey sent through Survey Monkey on Wednesday, February 22, 2017
 - **Survey Responses due by COB on Wednesday, March 1, 2017**
 - Contact Jenifer Cole with any questions or comments:
Ph: 608-422-6302

Email: jenifer.cole@wisconsin.gov
- Questions?