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State of Wisconsin
Governor Scott Walker



TO: **Income Maintenance Supervisors**
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Training Staff
Child Care Coordinators

FROM: Kath McGurk, Director
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DECE/BWF OPERATIONS MEMO

No: 14-J5

DATE: 07/10/2014

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
BC+ Basic	<input type="checkbox"/>	BC+ CORE	<input type="checkbox"/>		
CC	<input checked="" type="checkbox"/>	W-2	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/>
				EP	

SUBJECT: Wisconsin Shares for Wisconsin Works and Tribal Temporary Assistance for Needy Families Participants

CROSS REFERENCE: Child Care Manual, Chapters 1-3
Operations Memo 11-74

EFFECTIVE DATE: Immediately

PURPOSE:

The purpose of this Operations Memo is to inform county and tribal child care administrative agencies and the Milwaukee Early Care Administration of expanded Wisconsin Shares eligibility and authorization policies for Wisconsin Works (W-2) participants.

BACKGROUND:

Wisconsin statutes and the Department of Children and Families Administrative Rule 201 contain financial and non-financial requirements for Wisconsin Shares eligibility and child care authorizations. The Department will continue to treat Tribal Temporary Assistance for Needy

Families (TANF) participants in the same manner as W-2 participants. Throughout this memo any reference to W-2 includes Tribal TANF.

Under Wisconsin Statutes [s. 49.155\(1m\)\(a\)3](#), individuals are eligible to receive Wisconsin Shares child care subsidy in order to do any of the following: work in a W-2 employment position, including participation in job search, orientation and training activities. This eligibility extends to individuals who are receiving W-2 case management services under Wisconsin Statutes [s. 49.147\(2\)\(am\)](#).

POLICY

PREVIOUS POLICY

Wisconsin Shares child care eligibility for W-2 program participation was limited to activities associated with an individual's placement in a Community Service Job , a W-2 Transitional Placement, Trial Job , as well as approved activities for individuals in Case Management for Job Ready Individuals.

NEW POLICY

Wisconsin Shares child care subsidy for W-2 families now includes all W-2 placement types and activities assigned on an Employability Plan (EP) or Learnfare Case Management Plan, as long as there is a need for child care in order to participate in those activities. This also applies to all Tribal TANF activities assigned on an Individual Service Plan.

WISCONSIN SHARES SUBSIDY FOR W-2 PARTICIPANTS

The Financial and Employment Planner (FEP) is responsible for assigning the required activities in the W-2 EP or Learnfare Case Management Plan, and for establishing, modifying, and verifying the required hours of W-2 participation under the Plans. EP activities are displayed in Child Care Statewide Administration on the Web on the Case Activity Summary page. The FEP may indicate that child care is needed on the Client Assistance for Re-employment and Economic Support WPAS screen.

Child care workers should communicate questions regarding a W-2 participant's child care request directly to the FEP assigned to the case. Technical assistance and clarification is also available through the Bureau of Regional Operations Regional Child Care and W-2 Coordinators who can assist in resolving issues at the local level.

CHILD CARE AUTHORIZATIONS

Child care administrative agencies are responsible for assessing the need for child care and writing child care authorizations according to the policies in the Child Care Manual. Child care authorization workers are responsible for:

- determining the type of authorization (attendance or enrollment-based),
- determining the copayment type,
- identifying the length of the authorization (up to six months),
- assessing the number of hours that a child needs care per week to enable the parent(s) to participate in activities required under the W-2 EP or Learnfare Case Management Plan,
- considering the child care needs only for overlapping schedules in two-parent households and multiple generation families,

- considering shared placement arrangements when authorizing child care hours, adjusting attendance-based authorizations when authorized hours are consistently underutilized, and
- enforcing the policy that when the number of subsidized children exceeds 40% of all enrolled children, and the parent(s) of those children are employees of the child care provider, no Wisconsin Shares payment can be made.

TWO PARENT FAMILIES

For Wisconsin Shares, two-parent families include any non-marital co-parent or any spouse of the primary parent who resides in the same household as the primary parent. Both parents must participate in an approved activity unless one parent is unable to participate in an approved activity due to a disability or health condition and is unable to care for the child (children). The parent's inability to both care for the child(ren) and participate in approved activities must be verified by a doctor, psychiatrist, or psychologist. Eligibility for a child care authorization must be only for overlapping hours when both parents are in approved activities.

MULTIPLE GENERATION FAMILIES

In three-generation families, the minor parent(s) and grandparent(s) in the Assistance Group must be participating in approved activities and eligibility for a child care authorization must be only for overlapping hours when all parents are in approved activities.

Manual Update

Child Care Policy manual chapter 1.5.4 will be updated to reflect this change.

ACTION REQUIRED

Effective immediately, the Child Care administrative agencies and the W-2 agencies must discuss the child care policy changes with staff and update any relevant local agency procedures.

CONTACTS:

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at:
<http://dcf.wisconsin.gov/files/regionaloperations/pdf/contactlist.pdf>

For Child Care CARES/CWW, CSAW and CCPI Processing Questions statewide and policy questions in Milwaukee County contact the Child Care Help desk at: childcare@wisconsin.gov or (608) 264-1657.

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

For Policy Questions in Milwaukee: Milwaukee Operations Section Regional Administrators

For CARES Processing Questions: W-2 Help Desk

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