



Division of Early Care and Education  
**ADMINISTRATOR'S MEMO**

\_\_\_\_\_ ACTION  
  X   NOTICE – DECE 22-01

**ISSUE DATE:** 10/19/22

**DISPOSAL DATE:** None

**To:** County Agency Child Care Program Directors

**From:** Erin Arango-Escalante  
Division Administrator

**RE:** 2023 Child Care Contract – Notice of Allocations

**PURPOSE**

This Memo provides notice of the Child Care Administration, Certification and Supplemental Fraud allocations for Wisconsin agencies for contract year (CY) 2023. This Memo does not apply to Milwaukee County.

**BACKGROUND**

Wisconsin State Statute §49.155(3) permits the Department of Children and Families (DCF) to contract for child care services with a county department or tribal agency in each geographical region to determine eligibility and administer Wisconsin Shares child care assistance under §49.155(1m). The administration of child care services activities includes:

- Determining eligibility for Wisconsin Shares Child Care Subsidy Program.
- Determining an individual's liability for copayments.
- Determining and authorizing the amount of child care for which an individual may receive a subsidy.
- Assisting eligible individuals under this section to identify available child care providers and select appropriate child care arrangements.
- Reviewing and re-determining the financial and non-financial eligibility of individuals receiving child care subsidies as required by the Department; and
- Monitoring child care expenditures.

In addition, Wisconsin State Statute §48.651(1) permits the Department to contract with a county department or other agency or a tribal unit for certification of child care providers under Administrative Rule DCF 202. The Department also allocates funds under Wisconsin State Statute §49.175(1)(h) to local agencies to investigate suspected fraud.

## **Allocations**

The CY 2023 Child Care Administration allocations for each county and tribal agency are shown in Attachment A. These allocations can be used by agencies for budget purposes.

For agencies that consolidate their allocations within a consortium, an appendix will be issued indicating funding to the designated fiscal agent.

## **Administration (0852)**

The total Administration allocation for CY 2023 is **\$10,303,701**. Pursuant to Wisconsin State Statute §49.155(3m), this allocation is distributed based on agency caseload size and activity. Allocations are at least 95% of the allocated amount in the previous year, and no less than \$20,000. Allocations for the established consortia will be consolidated and issued to the identified fiscal agent.

The Administration allocation must be used for administration and operation expenses, eligibility determinations, authorization activities, hearings and other costs related to the operation of the Wisconsin Shares Child Care Subsidy program.

## **Certification (0831)**

The total Certification allocation for CY 2023 is **\$1,338,899**. Pursuant to Wisconsin State Statute §48.651(2c)(b), this allocation is distributed based on the number of certified providers in each agency. Allocations are at least 95% of the allocated amount in the previous year, and no less than \$1,250.

The Certification allocation must be used for expenses associated with screening child care certification applications and renewals, performing background checks, site visits, compliance monitoring, complaint processing and issuing certification certificates.

## **Supplemental Fraud (0840)**

The total Supplemental Fraud allocation for CY 2023 is **\$605,500**. This allocation is distributed based on agency caseload size and activity. Allocations are at least 95% of the allocated amount in the previous year, and no less than \$2,000.

The Supplemental Fraud allocation must be used for expenses associated with fraud prevention, child care fraud identification and recovery of overpayments. Allocations for the established consortia will be consolidated and issued to the identified fiscal agent.

## **Inclusive Birth to Three Program (0875)**

The total Inclusive Birth to 3 program allocations for CY 2023 is **\$221,760**. This allocation is distributed based on the number of children in the Department of Health Services (DHS) Birth to 3 programs by county agency. Agencies may bill DCF \$160 per authorization through SPARC through June 30, 2023. DCF may allocate additional funding to counties as needed to provide services to eligible Birth to 3 children.

The Inclusive Birth to 3 program allocations must be used for developing of full-time child care authorizations. Allocations for the established consortia will be consolidated and issued to the identified fiscal agent.

**Total Child Care Administration, Certification and Supplemental Fraud Allocations**

<b>SPARC Line</b>	<b>Contract Year 2023 Allocations</b>	
0852	Administration	\$10,303,701
0831	Certification	\$1,338,899
0840	Supplemental Fraud	\$605,500
0875	Inclusive Birth to 3 Program	\$221,760
	<b>TOTAL</b>	<b>\$12,469,860</b>

**Expenditure Reporting**

Agencies must report all child care program expenditures on the appropriate reporting lines in SPARC, as well as any fees or other program revenues received that offset program expenses. SPARC reports must be submitted monthly. Specific instructions on how to submit reports can be found online at: <https://dcfsparc.wisconsin.gov/resources>.

Agencies may transfer funds between Administration (0852) and Certification (0831) anytime during the contract year until January 31, 2024.

The Fraud allocation is a separate appropriation, and therefore is not interchangeable with Administration or Certification. If an agency’s Fraud allocation is fully expended, the Department will automatically transfer additional expenditures.

**Year End Balancing, De-obligate/Re-obligate and Closeout**

Agencies must submit final expense reports no later than 60 days following the end of the contract period. Final tribal expenses are due by November 29, 2023, and final county expenses are due by March 1, 2024. Expenses reported late will be disallowed by the Department.

Pursuant to Wisconsin State Statute §49.155(3m)(b)4, the Department will redistribute (de-obligate/re-obligate) any unexpended contract balances from agency to agency and an amendment of final expenditures will be issued. The Department will make every reasonable effort possible to fully fund the child care administration expenses of each agency to the extent possible with state funding.

**ACTION SUMMARY STATEMENT**

The FFY 2023 contracts were issued in September 2022 and CY 2023 contracts will be issued in October 2022.

**CONTACT:**

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Attachment:

CY2023 County Child Care Contract Allocations

Attachment A  
**CY/FFY 2023 Child Care Contract Allocations**

Agency Name	Administration	Certification	Supplemental Fraud	Total Allocation
Adams	\$ 21,982	\$ 5,804	\$ 2,000	\$ 29,786
Ashland	\$ 37,273	\$ 28,358	\$ 2,000	\$ 67,631
Barron	\$ 72,200	\$ 16,049	\$ 4,316	\$ 92,565
Bayfield	\$ 20,000	\$ 4,277	\$ 2,000	\$ 26,277
Brown	\$ 607,434	\$ 35,448	\$ 28,568	\$ 671,450
Buffalo	\$ 20,000	\$ 5,346	\$ 2,000	\$ 27,346
Burnett	\$ 40,519	\$ 9,672	\$ 2,285	\$ 52,476
Calumet	\$ 51,374	\$ 2,138	\$ 2,543	\$ 56,055
Chippewa	\$ 132,585	\$ 16,036	\$ 7,769	\$ 156,390
Clark	\$ 20,000	\$ 9,452	\$ 2,000	\$ 31,452
Columbia	\$ 69,480	\$ 5,908	\$ 4,039	\$ 79,427
Crawford	\$ 25,619	\$ 5,243	\$ 2,000	\$ 32,862
Dane	\$ 1,308,201	\$ 213,171	\$ 64,004	\$ 1,585,376
Dodge	\$ 166,879	\$ 12,997	\$ 9,015	\$ 188,891
Door	\$ 40,033	\$ 1,448	\$ 2,208	\$ 43,689
Douglas	\$ 91,730	\$ 23,213	\$ 5,547	\$ 120,490
Dunn	\$ 47,476	\$ 1,313	\$ 2,545	\$ 51,334
Eau Claire	\$ 294,915	\$ 29,540	\$ 44,611	\$ 369,066
Florence	\$ 20,000	\$ 1,250	\$ 2,000	\$ 23,250
Fond du Lac	\$ 215,199	\$ 10,448	\$ 11,423	\$ 237,070
Forest	\$ 21,196	\$ 15,205	\$ 2,000	\$ 38,401
Grant	\$ 64,226	\$ 16,036	\$ 4,036	\$ 84,298
Green	\$ 57,982	\$ 9,621	\$ 3,188	\$ 70,791
Green Lake	\$ 27,393	\$ 2,830	\$ 2,000	\$ 32,223
Iowa	\$ 26,385	\$ 11,607	\$ 2,000	\$ 39,992
Iron	\$ 20,000	\$ 5,804	\$ 2,000	\$ 27,804
Jackson	\$ 20,000	\$ 9,621	\$ 2,000	\$ 31,621
Jefferson	\$ 132,848	\$ 7,887	\$ 7,711	\$ 148,446
Juneau	\$ 28,188	\$ 3,544	\$ 2,060	\$ 33,792
Kenosha	\$ 930,778	\$ 39,712	\$ 47,607	\$ 1,018,097
Kewaunee	\$ 28,600	\$ 1,313	\$ 2,000	\$ 31,913
La Crosse	\$ 381,870	\$ 47,263	\$ 32,224	\$ 461,357
Lafayette	\$ 20,000	\$ 5,225	\$ 2,000	\$ 27,225
Langlade	\$ 40,654	\$ 18,819	\$ 2,423	\$ 61,896
Lincoln	\$ 50,740	\$ 10,640	\$ 2,933	\$ 64,313
Manitowoc	\$ 107,725	\$ 4,277	\$ 5,364	\$ 117,366
Marathon	\$ 251,254	\$ 64,941	\$ 14,490	\$ 330,685
Marinette	\$ 52,762	\$ 3,355	\$ 2,903	\$ 59,020
Marquette	\$ 22,965	\$ 2,317	\$ 2,000	\$ 27,282
Menominee	\$ -	\$ 3,869	\$ -	\$ 3,869
Monroe	\$ 43,134	\$ 13,898	\$ 2,000	\$ 59,032
Oconto	\$ 56,367	\$ 4,222	\$ 2,551	\$ 63,140
Oneida	\$ 67,313	\$ 2,141	\$ 3,656	\$ 73,110
Outagamie	\$ 299,033	\$ 15,672	\$ 15,055	\$ 329,760

Attachment A  
**CY/FFY 2023 Child Care Contract Allocations**

Agency Name	Administration	Certification	Supplemental Fraud	Total Allocation
Ozaukee	\$ 115,442	\$ 5,346	\$ 5,867	\$ 126,655
Pepin	\$ 20,000	\$ 1,313	\$ 2,000	\$ 23,313
Pierce	\$ 68,925	\$ 10,690	\$ 3,411	\$ 83,026
Polk	\$ 58,801	\$ 14,632	\$ 4,044	\$ 77,477
Portage	\$ 126,627	\$ 8,552	\$ 6,630	\$ 141,809
Price	\$ 20,000	\$ 9,672	\$ 2,000	\$ 31,672
Racine	\$ 925,374	\$ 122,085	\$ 51,341	\$ 1,098,800
Richland	\$ 22,438	\$ 18,377	\$ 2,000	\$ 42,815
Rock	\$ 423,312	\$ 29,540	\$ 21,477	\$ 474,329
Rusk	\$ 22,789	\$ 13,541	\$ 2,000	\$ 38,330
Saint Croix	\$ 116,372	\$ 5,908	\$ 6,015	\$ 128,295
Sauk	\$ 78,746	\$ 9,142	\$ 4,700	\$ 92,588
Sawyer	\$ 53,942	\$ 13,899	\$ 2,022	\$ 69,863
Shawano	\$ 73,179	\$ 8,705	\$ 3,005	\$ 84,889
Sheboygan	\$ 174,907	\$ 21,381	\$ 8,719	\$ 205,007
Taylor	\$ 24,691	\$ 5,804	\$ 2,000	\$ 32,495
Trempealeau	\$ 20,000	\$ 12,829	\$ 2,000	\$ 34,829
Vernon	\$ 20,000	\$ 7,738	\$ 2,000	\$ 29,738
Vilas	\$ 26,808	\$ 1,313	\$ 2,000	\$ 30,121
Walworth	\$ 140,418	\$ 7,079	\$ 7,446	\$ 154,943
Washburn	\$ 30,717	\$ 7,738	\$ 2,000	\$ 40,455
Washington	\$ 201,811	\$ 11,760	\$ 9,850	\$ 223,421
Waukesha	\$ 558,117	\$ 29,934	\$ 29,306	\$ 617,357
Waupaca	\$ 59,702	\$ 1,448	\$ 3,287	\$ 64,437
Waushara	\$ 27,912	\$ 6,530	\$ 2,000	\$ 36,442
Winnebago	\$ 375,774	\$ 16,977	\$ 19,431	\$ 412,182
Wood	\$ 250,720	\$ 75,338	\$ 12,911	\$ 338,969
Bad River	\$ 20,843	\$ 34,381	\$ 2,000	\$ 57,224
Forest Co. Potawatomi	\$ 20,000	\$ 18,377	\$ 2,000	\$ 40,377
Lac Courte Oreilles	\$ 20,000	\$ 14,508	\$ 2,000	\$ 36,508
Lac du Flambeau	\$ 20,000	\$ 13,675	\$ 2,000	\$ 35,675
Menominee Tribe	\$ 20,000	\$ -	\$ 2,000	\$ 22,000
Oneida Nation	\$ 51,022	\$ 1,250	\$ 2,964	\$ 55,236
Red Cliff	\$ 20,000	\$ 13,541	\$ 2,000	\$ 35,541
Sokaogon	\$ 20,000	\$ 3,620	\$ 2,000	\$ 25,620
Stockbridge Munsee	\$ 20,000	\$ 5,346	\$ 2,000	\$ 27,346
<b>Total</b>	<b>\$ 10,303,701</b>	<b>\$ 1,338,899</b>	<b>\$ 605,500</b>	<b>\$ 12,248,100</b>

**Appendix A**  
**Consolidation of Funding by Consortium**

Consortium: Great Rivers

Lead County: Eau Claire County

Fiscal Agent: Eau Claire County

Consortium Counties: Barron, Burnett, Chippewa, Douglas, Dunn, Eau Claire, Pierce, Polk, Saint Croix and Washburn

Each county agrees to consolidate all Child Care Fraud (SPARC Line 0840) funding to the designated Fiscal Agent according to the table below. The Fiscal Agent will be responsible for financial reporting to the Department of Children and Families related to these funding lines, and will administer and distribute Child Care Fraud funding to all other counties within the Consortium.

All individual counties within the Consortium will retain Child Care Administration (SPARC Line 0852) and Child Care Certification (SPARC Line 0831) funding and will remain responsible for the reporting of expenditures related to this funding.

Each county will remain individually responsible for the provision of child care services in compliance with Wisconsin State Statute §48.651 and 49.155. All other terms of the Child Care Base Contract and Scope of Services apply.

<b>Great Rivers Consortium</b>					
<b>Agency</b>	<b>Admin</b>	<b>Certification</b>	<b>Initial Fraud</b>	<b>Adjusted Fraud</b>	<b>Total</b>
Barron	\$ 72,200	\$ 16,049	\$ 4,316	\$ -	\$ 88,249
Burnett	\$ 40,519	\$ 9,672	\$ 2,285	\$ -	\$ 50,191
Chippewa	\$ 132,585	\$ 16,036	\$ 7,769	\$ -	\$ 148,621
Douglas	\$ 91,730	\$ 23,213	\$ 5,547	\$ -	\$ 114,943
Dunn	\$ 47,476	\$ 1,313	\$ 2,545	\$ -	\$ 48,789
<i>Eau Claire</i>	\$ 294,915	\$ 29,540	\$ 44,611	\$ 82,543	\$ 406,998
Pierce	\$ 68,925	\$ 10,690	\$ 3,411	\$ -	\$ 79,615
Polk	\$ 58,801	\$ 14,632	\$ 4,044	\$ -	\$ 73,433
Saint Croix	\$ 116,372	\$ 5,908	\$ 6,015	\$ -	\$ 122,280
Washburn	\$ 30,717	\$ 7,738	\$ 2,000	\$ -	\$ 38,455

**Appendix A**  
**Consolidation of Funding by Consortium**

Consortium: Northern Income Maintenance Consortium

Lead County: Wood County

Fiscal Agent: Vilas County

Consortium Counties: Ashland, Bayfield, Florence, Forest, Iron, Lincoln, Price, Rusk, Sawyer, Taylor, Vilas and Wood

Each county agrees to consolidate all Child Care Administration (SPARC Line 0852) and Child Care Fraud (SPARC Line 0840) funding to the designated Fiscal Agent according to the table below. The Fiscal Agent will be responsible for financial reporting to the Department of Children and Families related to these funding lines, and will administer and distribute Child Care Administration and Child Care Fraud funding to all other counties within the consortium.

All individual counties within the consortium will retain Child Care Certification (SPARC Line 0831) funding and will remain responsible for the reporting of expenditures related to this funding.

Each county will remain individually responsible for the provision of child care services in compliance with Wisconsin State Statute §48.651 and 49.155. All other terms of the Child Care Base Contract and Scope of Services apply.

<b>Northern Income Maintenance Consortium</b>						
<b>Agency</b>	<b>Initial Admin</b>	<b>Adjusted Admin</b>	<b>Certification</b>	<b>Initial Fraud</b>	<b>Adjusted Fraud</b>	<b>Total</b>
Ashland	\$ 37,273	\$ -	\$ 28,358	\$ 2,000	\$ -	\$ 28,358
Bayfield	\$ 20,000	\$ -	\$ 4,277	\$ 2,000	\$ -	\$ 4,277
Florence	\$ 20,000	\$ -	\$ 1,250	\$ 2,000	\$ -	\$ 1,250
Forest	\$ 21,196	\$ -	\$ 15,205	\$ 2,000	\$ -	\$ 15,205
Iron	\$ 20,000	\$ -	\$ 5,804	\$ 2,000	\$ -	\$ 5,804
Lincoln	\$ 50,740	\$ -	\$ 10,640	\$ 2,933	\$ -	\$ 10,640
Price	\$ 20,000	\$ -	\$ 9,672	\$ 2,000	\$ -	\$ 9,672
Rusk	\$ 22,789	\$ -	\$ 13,541	\$ 2,000	\$ -	\$ 13,541
Sawyer	\$ 53,942	\$ -	\$ 13,899	\$ 2,022	\$ -	\$ 13,899
Taylor	\$ 24,691	\$ -	\$ 5,804	\$ 2,000	\$ -	\$ 5,804
<b>Vilas</b>	\$ 26,808	\$ 568,159	\$ 1,313	\$ 2,000	\$ 35,866	\$ 605,338
Wood	\$ 250,720	\$ -	\$ 75,338	\$ 12,911	\$ -	\$ 75,338



**Appendix A**  
**Consolidation of Funding by Consortium**

Consortium: Western Region Economic Assistance (WREA) Consortium

Lead County: La Crosse County

Consortium Counties: Buffalo, Clark, Jackson, La Crosse, Monroe, Pepin, Trempealeau and Vernon counties

Each county agrees to consolidate all Child Care Administration (SPARC Line 0852) and Child Care Fraud (SPARC Line 0840) funding to the designated Lead County according to the table below. The Lead County will act as the fiscal agent for the Consortium, will be responsible for financial reporting to the Department of Children and Families related to these funding lines, and will administer and distribute Child Care Administration and Child Care Fraud funding to all other counties within the consortium.

All individual counties within the consortium will retain Child Care Certification (SPARC Line 0831) funding and will remain responsible for the reporting of expenditures related to this funding.

Each county will remain individually responsible for the provision of child care services in compliance with Wisconsin State Statute §48.651 and 49.155. All other terms of the Child Care Base Contract and Scope of Services apply.

<b>Western Regional Economic Assistance (WREA) Consortium</b>						
<b>Agency</b>	<b>Initial Admin</b>	<b>Adjusted Admin</b>	<b>Certification</b>	<b>Initial Fraud</b>	<b>Adjusted Fraud</b>	<b>Total</b>
Buffalo	\$ 20,000	\$ -	\$ 5,346	\$ 2,000	\$ -	\$ 5,346
Clark	\$ 20,000	\$ -	\$ 9,452	\$ 2,000	\$ -	\$ 9,452
Jackson	\$ 20,000	\$ -	\$ 9,621	\$ 2,000	\$ -	\$ 9,621
<b>La Crosse</b>	\$ 381,870	\$ 545,004	\$ 47,263	\$ 32,224	\$ 46,224	\$ 638,491
Monroe	\$ 43,134	\$ -	\$ 13,898	\$ 2,000	\$ -	\$ 13,898
Pepin	\$ 20,000	\$ -	\$ 1,313	\$ 2,000	\$ -	\$ 1,313
Trempealeau	\$ 20,000	\$ -	\$ 12,829	\$ 2,000	\$ -	\$ 12,829
Vernon	\$ 20,000	\$ -	\$ 7,738	\$ 2,000	\$ -	\$ 7,738

## Attachment B

**Special CY/FFY 2023 Child Care Allocation\***

<b>Agency Name</b>	<b>Inclusive Birth to 3 Allocation</b>
Adams County	\$2,240
Ashland County	\$2,240
Barron County	\$2,240
Bayfield County	\$2,240
Brown County	\$6,720
Buffalo County	\$2,240
Burnett County	\$2,240
Calumet County	\$2,240
Chippewa County	\$4,480
Clark County	\$2,240
Columbia County	\$2,240
Crawford County	\$2,240
Dane County	\$6,720
Dodge County	\$4,480
Door County	\$2,240
Douglas County	\$2,240
Dunn County	\$2,240
Eau Claire County	\$4,480
Florence County	\$2,240
Fond du Lac County	\$4,480
Forest County	\$2,240
Grant County	\$2,240
Green County	\$2,240
Green Lake County	\$2,240
Iowa County	\$2,240
Iron County	\$2,240
Jackson County	\$2,240
Jefferson County	\$4,480

<b>Agency Name</b>	<b>Inclusive Birth to 3 Allocation</b>
Juneau County	\$2,240
Kenosha County	\$6,720
Kewaunee County	\$2,240
La Crosse County	\$4,480
Lafayette County	\$2,240
Langlade County	\$2,240
Lincoln County	\$2,240
Manitowoc County	\$2,240
Marathon County	\$4,480
Marinette County	\$2,240
Marquette County	\$2,240
Menominee County	\$2,240
Monroe County	\$2,240
Oconto County	\$2,240
Oneida County	\$4,480
Outagamie County	\$4,480
Ozaukee County	\$2,240
Pepin County	\$2,240
Pierce County	\$2,240
Polk County	\$4,480
Portage County	\$2,240
Price County	\$6,720
Racine County	\$2,240
Richland County	\$6,720
Rock County	\$2,240
Rusk County	\$2,240
Saint Croix County	\$2,240
Sauk County	\$2,240
Sawyer County	\$2,240
Shawano County	\$4,480

<b>Agency Name</b>	<b>Inclusive Birth to 3 Allocation</b>
Sheboygan County	\$2,240
Taylor County	\$2,240
Trempealeau County	\$2,240
Vernon County	\$2,240
Vilas County	\$4,480
Walworth County	\$2,240
Washburn County	\$4,480
Washington County	\$6,720
Waukesha County	\$2,240
Waupaca County	\$2,240
Waushara County	\$6,720
Winnebago County	\$4,480
Wood County	\$2,240
<b>TOTAL</b>	<b>\$221,760</b>

**\*Allocation is available through 6/30/2023**