

# WISCONSIN SHARES HANDBOOK GLOSSARY

Division of Early Care and Education

October 1, 2023



Wisconsin Department of  
Children and Families

## A

**Absence:** A period of time a child is not present during authorized hours of care.

**Accreditation:** A process where child care programs are voluntarily evaluated on a set of standards that are viewed as high-quality by the organization awarding the accreditation. Some accreditations, once earned, provide an alternative path to a 4 Star or 5 Star rating in YoungStar. For the YoungStar accreditation policy, and a listing of approved accrediting bodies within YoungStar, please see <http://dcf.wisconsin.gov/youngstar/providers/policy>

**Acknowledged Father:** A man claiming to be the father of a child who has started a process to establish paternity but has not yet been added to the child's birth certificate. An acknowledged father fits one (1) of the following criteria: (a) the father has filed a Voluntary Paternity Acknowledgement, but the Wisconsin Vital Records office has not yet finished processing it; or (b) a paternity action (adjudication) has been initiated, but the courts have not yet finalized it (see 4.7 Child Support Cooperation).

**Activity Break Period:** The three-month period following a parent's permanent loss of or temporary break in approved activity during which a parent may maintain eligibility and any authorizations to support continuity of care for children. Includes both Approved Activity Search Period (ACTS) and Temporary Break Period (TBRK) (see 5.3 Activity Break Periods and 17.2 Activity Break Period Authorizations).

**Adjudicated Father:** A man who has had his paternity legally established. A legal/adjudicated father fits one (1) of the following criteria: (a) the father's name appears on a birth certificate for a child; or (b) the parent provides a copy of the court adjudication or similar proof of a Voluntary Paternity Acknowledgement being filed with another state (see 4.7 Child Support Cooperation).

**Adjusted Self-Employment Income:** The amount of income that CWW uses to determine financial eligibility for self-employed individuals. CWW uses net income as reported to the IRS, plus depreciation and other expenses that are disallowed per Wis. Stat. s. 49.155(1m)(c)1. Wisconsin Shares disallowed expenses include personal business and entertainment expenses, personal transportation costs, purchases of capital equipment, and payments on the principal of loans.

**Administrative Error:** An error that is also known as an Agency Error which is caused by an action or inaction of the local agency or the department in determining the subsidy amount and may result in an overpayment.

**Adverse Action:** A batch process that is run in CARES approximately 13 calendar days prior to the end of the month. It is run at this time to allow 10 days for negative

notices to be sent as a result of any benefit reduction, denial, or closure. Some changes may need to be run with dates to end eligibility at the end of the current month (see 11.2 Ending Eligibility After Adverse Action).

**Agency:** An agency that has a contract with the department to administer Wisconsin Shares.

**Agency Ceiling:** The monthly maximum rate published in the Wisconsin Shares County and Tribal Subsidy Maximum Rates (see 18.5.1 Subsidy Maximum Rates).

**Apprenticeship:** A type of unsubsidized employment that is acceptable as an Approved Activity, as long as it is accepted by the Wisconsin Department of Workforce Development (DWD). To be a valid apprenticeship, there must be an apprenticeship contract signed by the applicant, employer, and DWD. Wisconsin Shares subsidy can be provided for all activities covered under the apprenticeship contract, including classroom training time.

**Approved Activity:** Employment or eligible education or training activity required of individuals caring for a child in order to be eligible for Wisconsin Shares (see 5.1 Approved Activities).

**Approved Activity Search Period (ACTS):** A period of three months following a parent's permanent loss of approved activity during which the parent may maintain eligibility and any authorizations to support continuity of care for children (see 5.3 Activity Break Periods and 17.2 Activity Break Period Authorizations).

**Assistance Group (AG):** The individuals within the household that are considered when determining eligibility for Wisconsin Shares (see 4.1 Assistance Groups).

**Authorization:** A record that includes the number of hours based on an assessment of the child care need plus travel time that have been approved in order to allow the parent to participate in an Approved Activity (see 16.1 Authorization Assessments).

**Authorization Letter:** A written document that informs the child care provider of the children that have received authorizations and the timeframe of the authorization for child care subsidy for a specific provider location (see 19.2 Provider Letters).

**Authorization Notice:** A written document that informs the parent of the subsidy authorizations, the number of monthly hours, the monthly sum of funds that will be available, and of the terms of child care subsidy under Wisconsin Shares (see 19.1 Parent Authorization Notices).

## B

**Business Day:** A day during the calendar week, excluding federal holidays, Saturday, and Sunday.

## C

**Calendar Day:** Any day on a calendar without regard to holidays and weekends.

**Capped Subsidy:** The lowest of the following three amounts: the Net Initial Hourly Amount, the Net Provider Price, and the Net Agency Ceiling (see 18.5 Subsidy Calculation).

**CARES:** See Client Assistance for Re-employment and Economic Support (CARES).

**CARES Worker Web (CWW):** The web-based interface for CARES. CWW is the eligibility workers' primary online system tool.

**Certification Agency:** An agency that has a contract with the department to certify providers pursuant to Wis. Stat. s. 48.651.

**Certified Provider – Provisional:** Child care providers who are certified by a county, tribe, or the department, but are not required to be licensed. These include small family child care providers and in-home providers. These providers have not completed the entry level of training required by Wis. Stat. s. 48.651(1d) or Wis. Admin. Code DCF Chapter 202, but they have completed some required training (e.g. Shaken Baby Syndrome (SBS) and Sudden Infant Death Syndrome (SIDS) prevention training). A provider can be provisionally certified up to six (6) months.

**Certified Provider – Regular:** Child care providers who are certified by a county, tribe, or the department, but are not required to be licensed. These include small family child care providers, and in-home providers. These providers have completed the entry level of training required by Wis. Stat. s. 48.651(1d) and Wis. Admin. Code DCF Chapter 202.

**Certified School-Age Child Care Program:** A program providing care and supervision in other than an operator's home for fewer than 24 hours a day for 7 or more school-age children and which is exempt from being licensed as a child care center under Wis. Stat. s. 48.65(1).

**Child Care Administrative Agency:** Any agency that has a contract with the department to administer Wisconsin Shares; any agency that has a subcontract to administer the program with an agency that has a contract with the department; or, in a county

having a population of 750,000 or more, the department or “unit” as defined in Wis. Stat. s. 49.826(1)(d). Also referred to as the ‘local agency’.

**Child Care Consortium:** A group of agencies that have been approved by the department to operate as one entity serving multiple counties to administer child care funds and process cases for Wisconsin Shares.

**Child Care Provider or Provider:** A person, business, or organization licensed under Wis. Stat. s. 48.65, certified under Wis. Stat. s. 48.651, or established or contracted for under Wis. Stat. s. 120.13(14).

**Child Care Statewide Administration on the Web (CSAW):** This is the web-based system that supports the implementation of Wisconsin Shares.

**Child Care Subsidy Program:** The Wisconsin Shares child care subsidy program described in Wis. Stat. s. 49.155.

**Child Care Worker:** A person employed by a child care administrative agency whose duties include determining or re-determining child care subsidy eligibility, authorizing child care subsidy, or determining and processing the recoupment of overpayments. Also referred to as “agency worker.”

**Child Support Agency:** A county or tribal office, officer, board, department, or agency designated by the county board or elected tribal council to administer the child support, spousal support, and establishment of paternity on behalf of the department or a cooperative agreement with the department.

**Claimed Father:** A man claiming to be the father of a child who has not had his paternity established or had a paternity action initiated (see 4.7 Child Support Cooperation).

**Client Assistance for Re-employment and Economic Support (CARES):** The CARES system is a statewide, automated, integrated system that supports the major income maintenance programs of Child Care (CC), Wisconsin Works (W-2), FoodShare (FS), and Health Care (HC), by determining eligibility, issuing W-2 payments, and managing support.

**Client Error:** An unintentional or inadvertent error made by an individual where they reported incorrect information or failed to report information that may result in an overpayment.

**Collateral Contact:** A source of information that is knowledgeable about the family’s situation and serves to support or corroborate information provided by a parent. Communication with a collateral contact may be made in person, over the telephone, or by email.

**Copayment:** An amount calculated by CSAW that reduces the initial Wisconsin Shares subsidy amount based on Federal Poverty Level (FPL) (determined by family size and gross income), the number of children in child care, and the number of subsidized hours (see 18.2 Copayments).

**Copayment Period:** The phase that determines whether the family's copayment may increase during the 12-month eligibility period, and if so, by how much the copayment may increase (see 18.4 Copayment Periods).

**Copayment Schedule:** A document published in Wisconsin Administrative Code DCF s. 201.08 that lists the copayment per hour for Wisconsin Shares according to a family's percent of Federal Poverty Level (FPL) and number of children in child care.

**Copayment Type:** One of the factors used to determine the copayment amount for an authorized child, dependent on the child's living situation or their parent's approved activity (see 18.3 Copayment Types).

**Court Order:** A direction issued and signed by a judge, court commissioner, or substantially similar Wisconsin tribal authority.

**CSAW:** See Child Care Statewide Administration on the Web (CSAW).

**Custodial Parent:** With respect to a dependent child, a parent who resides with that child and, if there has been a determination of legal custody with respect to the dependent child, has legal custody of that child. For the purposes of this program, legal custody has the meaning given in Wis. Stat. s. 767.001(2)(a).

## D

**Department:** The Wisconsin Department of Children and Families (DCF).

**Dependent Child:** A person who resides with a parent and who is under the age of 18 or, if the person is a full-time student at a secondary school or a vocational or technical equivalent and is reasonably expected to complete the program before attaining the age of 19, is under the age of 19.

**Disability:** The emotional, behavioral, physical, or personal need that makes an individual physically or mentally incapable of caring for oneself, or, for a child, requiring more than the usual amount of care and supervision for the child's age, as documented by a physician, psychologist, special educator, or other qualified licensed professional.

**Disabled:** A person physically or mentally incapable of caring for oneself.

**Disallowed Self-Employment Expenses for Child Care:** This includes the specific self-employment expenses that must be added back into an individual's self-employment income when determining financial eligibility for Wisconsin Shares. Disallowed expenses are depreciation, personal business and entertainment expenses, personal transportation costs, purchases of capital equipment, and payment on the principle of loans. Also see Adjusted Self-Employment Income.

**Document:** To document an item that is relevant to eligibility or a child care authorization means to record a case comment, but can also mean to obtain documentation that will be stored in the Electronic Case File (ECF).

**Documentation:** The documents and records that are used to prove eligibility or to support the authorization decisions; documentation also includes case comments that are used to describe or explain the situation and related decisions.

## E

**Early Renewal:** An eligibility renewal that is initiated and confirmed prior to Adverse Action in the month preceding the 12th month renewal due date (see 3.8.1 Early Renewals).

**ebtEDGE:** An internet site provided by FIS that has separate portals for parents and child care providers. The portals can be used to view payment transaction information and offers an option for parents to make payments from their MyWICildCare EBT card to their child care provider.

**Effective Dates:** The beginning and end dates for which Wisconsin Shares subsidy is authorized or a period of time for which a child care provider price is effective.

**Electronic Benefit Transfer (EBT):** An electronic system that allows Wisconsin Shares subsidies to be made available through a MyWICildCare EBT card.

**Electronic Case File (ECF):** A system that the department and local agencies use to electronically store verification and other documents.

**Eligibility Period:** The period for which an Assistance Group is determined eligible for Wisconsin Shares. The eligibility period is set for 12 months at application and at each annual renewal (see 3.8 Annual Renewals).

**Employability Plan (EP):** A written agreement developed by the Wisconsin Works (W-2) Program that details a logical, sequential series of actions to move the participant from dependency to self-sufficiency.

**Employment Plan:** A written agreement developed jointly between the participant and the FoodShare Employment and Training (FSET) case manager that identifies one or more employment goals and includes an action plan specifying allowable activities designed to assist the participant in reaching their employment and career goals.

**Excessive Unexplained Absences:** A child's unexplained absence from the child care provider for 30 consecutive calendar days (see 17.4 Excessive Unexplained Absences). Also see Unexplained Absence.

## F

**Federal Poverty Level (FPL):** The federal government's statistical poverty threshold used in the gross income test to determine the financial eligibility of a child care Assistance Group.

**Fidelity National Information Services (FIS):** The business that the department has contracted with to manage the electronic benefit transfer process.

**Financial and Employment Planner (FEP):** A case manager employed by a Wisconsin Works (W-2) agency who determines W-2 eligibility, assists in the process of determining eligibility, or performs case management functions, such as assessing the individual's need for employment, training, and supportive services, and assisting the individual in obtaining services to achieve self-sufficiency.

**FoodShare Employment and Training Program (FSET):** The program established under Wis. Stat. s. 49.79(9) for the purpose of helping FoodShare recipients develop marketable work skills and obtain gainful employment.

**Foster Parent:** A person licensed under Wis. Stat. s. 48.62(1) or licensed by a tribal social service agency as a tribal placement home.

## G

**Good Cause for Noncooperation with Child Support:** See Section 4.7.4.1 Good Cause Criteria.

**Gross Receipts from Self-Employment:** All income of the self-employed person.

## H

**Homeless:** As defined at 42 U.S.C. s. 11434a(2), individuals who lack a fixed, regular, and adequate nighttime residence [within the meaning of section 42 U.S.C. s. 11302(a)(1)]. This includes individuals who are: sharing the housing of others



['doubled-up housing' or 'couch-surfing'] due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, [camping] trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters or are abandoned in hospitals; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

**Hourly Maximum:** The hourly maximum subsidy rate published in the Wisconsin Shares County and Tribal Subsidy Maximum Rates (see 18.5.1 Subsidy Maximum Rates).

## I

**Income:** Money, wages, or salary, adjusted self-employment income, social security, dividends, interest on savings or bonds, income from estates or trusts, net rental income or royalties, Supplemental Security Income (SSI), pensions and annuities, unemployment insurance, worker's compensation, alimony and other maintenance payments, and veteran pensions (see 6.2 Counted Income and 6.3 Disregarded Income).

**Individual Self-Sufficiency Plan (ISP):** The Tribal TANF equivalent of an Employability Plan.

**In-Home Provider:** A certified child care provider caring for a child in the child's own home.

**Initial Hourly Amount:** The hourly maximum rate multiplied by the regular subsidy hours calculated in CSAW.

**Intentional Program Violation (IPV):** An act in which an individual intentionally makes a false or misleading statement, intentionally misrepresents, conceals, or withholds facts, or intentionally commits any act that constitutes a violation of state or federal law for the purpose of using, presenting, transferring, acquiring, receiving, possessing, or trafficking the subsidy under Wis. Stat. s. 49.001(3m) and 49.151(2).

**Intentional Program Violation Sanction:** The penalty period in which an individual will be ineligible for Wisconsin Shares as a result of committing a Wisconsin Shares Intentional Program Violation (IPV).

**Interim Caretaker:** A caretaker who has been approved to replace a subsidized guardian under Wis. Stat. s. 48.623 or substantially similar Wisconsin tribal law when the subsidized guardian is no longer able to provide care for a specific foster child.

## J

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## K

**Kinship Care:** The program established under Wis. Stat. s. 48.57(3m) or (3n) which provides monthly payments to children receiving care from relatives. Tribal children are already included under these statutory sections, as indicated in Wis. Stat. s. 48.57(3t).

**Kinship Care Relative:** For the purposes of Wisconsin Shares and this handbook, 'Kinship care relative' means a stepparent, brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, first cousin, 2nd cousin, nephew, niece, uncle, aunt, step-uncle, step-aunt, or any person of a preceding generation as denoted by the prefix of grand, great, or great-great, whether by blood, marriage, or legal adoption, or the spouse of any person listed in this subsection, even if the marriage is terminated by death or divorce; and who may or may not receive the kinship care payment.

## L

**Learnfare:** The program established under Wis. Stat. s. 49.26 which requires that school-age children in a W-2 group be enrolled in and attending school, and that members of certain target groups participate in case management as per Wis. Stat. s. 49.26(1)(gm).

**Legal Custodian:** As provided in Wis. Stat. s. 48.02(11), a person, other than a parent or guardian with guardianship, or an agency to whom legal custody of the child has been transferred by a court, but does not include a person who has only physical custody of the child. For purposes of this definition, 'physical custody' has the same meaning as provided in Wis. Stat. s. 48.02(14).

**Legal Father:** See Adjudicated Father.

**Liquid Asset:** An individual's financial resources that are cash or that can be quickly converted to cash without incurring penalties, including cash on hand, as well as funds in checking, savings, money market, and credit union share accounts

## M

**Maximum Rates:** Determined by the department according to a survey of licensed child care providers and include both the Hourly Maximum and the Monthly. Maximum Rates are organized according to child age, provider location, and provider type (see 18.5.1 Subsidy Maximum Rates).

**Migrant Farmworker:** Any person who temporarily leaves a principal place of residence outside of Wisconsin and comes to this state for not more than ten (10) months in a year to accept seasonal employment in the planting, cultivating, raising, harvesting, handling, drying, packing, packaging, processing, freezing, grading or storing of any agricultural or horticultural commodity in its unmanufactured state.

**Minimum Wage:** The state minimum hourly wage as stated in Wis. Stat. Ch. 104.

**Monthly Maximum:** The full-time monthly maximum subsidy amount published in the Wisconsin Shares County and Tribal Subsidy Maximum Rates (see 18.5.1 Subsidy Maximum Rates).

**MyWIChildCare or MWCC:** The initiative to place child care subsidy funds onto an electronic benefits transfer card that is used by parents to purchase child care.

## N

**Non-Marital Co-Parent:** With respect to an individual and a dependent child, a parent who is not married to the individual, resides with the dependent child, and is either an adjudicated parent or a parent who has signed and filed a statement acknowledging paternity with the state registrar under Wis. Stat. s. 69.15(3)(b)3.

**Non-Placement Parent:** A parent who does not have responsibility for the physical care of the child during the time for which Wisconsin Shares subsidy is requested.

## O

**Overpayment:** An amount of child care subsidy above the amount the individual was eligible to receive under applicable statutes, rules, or policies regardless of the reason for the overpayment.

## P

**Parent:** A custodial parent, foster parent, kinship care relative, guardian, legal custodian, subsidized guardian or interim caretaker under Wis. Stat. s. 48.623, or a person

acting in place of a parent. "Parent" also includes the spouse or non-marital co-parent of a parent who resides in the same household as the parent.

**Parent Choice:** The parent's right to choose any regulated child care provider who is participating in YoungStar and has signed or will sign a contract with the Wisconsin Shares EBT vendor, FIS.

**Parent Portal:** A web application managed by the department for parents to request a new authorization, request a change to an existing authorization, receive messages from their Wisconsin Shares authorization worker, view authorizations, transaction information, and authorization notices.

**Parent Share:** The out-of-pocket cost of child care that a parent is responsible for paying to the child care provider, including any amount charged by the provider that exceeds the amount of the parent's subsidy payment.

**Payment Adjustment:** An increased or decreased subsidy amount that is made to correct a previous subsidy amount.

**Permanent Loss of Approved Activity:** An individual has permanently ceased to participate in their approved activity.

**Person Acting in Place of a Parent:** An adult who is responsible for and providing care for a child on a 24-hour basis that is not related to him or her, and who is taking the place of a parent when the parent is unavailable because of a physical absence from the home.

**Placement Parent:** The parent who is responsible for the child during the time for which Wisconsin Shares subsidy is requested when parents do not reside in the same home.

**Point of Sale (POS):** A machine resembling a credit card machine that allows for the EBT card to be swiped and payment to be made at the child care provider location.

**Post-Load Benefit Correction (PLBC):** A component of EBT CSAW that is used to generate adjustments to the subsidy amount after the original funds have been loaded to the EBT card.

**Private Pay Parents:** Parents who are not participating in Wisconsin Shares and pay for the cost of child care from their own income.

**Provider Portal:** A web application managed by the department for child care providers to view authorizations to their location, request to end an authorization to their

location, report that a child is no longer attending their facility, submit updated prices, view their YoungStar participation history, and view their regulation details.

**Provider Price:** The amount that the child care provider reports to the department as their actual child care prices; this price is used in the Wisconsin Shares subsidy calculation.

**Provider Price Type:** Selected by the worker in CSAW based on the number of Average Weekly Authorized Hours. It may be Full-Time, Part-Time, or an Override price type (see 16.4 Provider Price Type).

**Public School Child Care Provider:** A child care provider that is established by a Wisconsin public school board under Wis. Stat. s. 120.13(14). These programs are required to follow licensing rules and may be eligible to accept Wisconsin Shares authorizations.

## Q

**Qualified Immigrant:** See Section 4.5 U.S. Citizen or Qualified Immigrant.

## R

**Receiving a Kinship Care Payment:** Receipt of the Kinship Care payment includes approval to receive the Kinship Care payment. Being on the Kinship Care payment waitlist does not qualify as receipt of a Kinship Care payment.

**Regulated Child Care:** Child care providers licensed by the state, certified by the county or tribe, or operated by a Wisconsin public school board.

**Relative:** For the purposes of Wisconsin Shares, this includes: a step-parent, brother, sister, step-brother, step-sister, half-brother, half-sister, first cousin, second cousin, nephew, niece, aunt, uncle, step-uncle, step-aunt, or any grand person of a preceding generation denoted by the prefix of grand, great or great-great, whether by having the same ancestor, direct affinity or legal adoption, or the spouse of any person named in this paragraph, even if the marriage is terminated by death or divorce.

**Relative with Court-Ordered Placement and a Kinship Care Payment:** A case whereby a relative is receiving Kinship Care payments for a child under Wis. Stat. s. 48.57(3m) or (3n) and has a legal placement under Wis. Stat. Chs. 48 or 938 or substantially similar Wisconsin tribal law. (See definition for “Receiving a Kinship Care Payment”).

**Relative with Court-Ordered Placement and No Kinship Care Payment:** A case in which a relative is not receiving a Kinship Care payment, but has a legal placement under Wis. Stat. Chs. 48 or 938 or substantially similar Wisconsin tribal law.

**Relative with Non-Court-Ordered Placement and a Kinship Care Payment:** A case whereby a relative is receiving Kinship Care payments for a child under Wis. Stat. s. 48.57(3m) or (3n), but has no court order for the child.

**Relative with Non-Court-Ordered Placement and No Kinship Care Payment:** A case whereby a relative is caring for a child without a court order and without receiving a Kinship Care payment.

**Renewal:** An eligibility assessment that occurs annually, includes an interactive interview, and is documented in CWW in the review mode. This is also referred to as a review.

**Rental Income:** The rent received from properties owned or controlled. Rental income is self-employment income.

**Residence:** The address of the physical dwelling where a family lives.

**Residency:** For the purposes of Wisconsin Shares, residency means the state in which a family resides.

**Review:** An eligibility assessment that occurs annually, includes an interactive interview, and is documented in CWW in the review mode. This is also referred to as a renewal.

**Royalty Income:** The income received for granting the use of property owned or controlled, usually a patent or copyrighted material or a natural resource. The right to income is often expressed as a percentage of receipts from using the property or as an amount per unit produced. Royalty income is always unearned income and does not provide an approved activity for Wisconsin Shares.

## S

**SAVE:** See Systematic Alien Verification for Entitlements (SAVE)

**School Closed Hours:** Additional child care hours requested by a parent for school aged children who attend child care for periods of school closures or for unplanned school closures due to inclement weather or other circumstances.

**Self-Employment Income:** See Adjusted Self-Employment Income.

**Shared Placement:** The physical placement of a child in more than one (1) residence with more than one (1) parent. This may occur when a child's parents do not live together or when a child lives in more than one (1) residence for another legal reason.

**Sheltered Employment/Workshop:** A program of rehabilitation for workers with disabilities which is provided by charitable organizations or non-profit institutions.

**Sleep Shift Hours:** The authorized hours of child care for a parent who works third shift to cover the period of time the parent is sleeping.

**Subsidized Guardianship:** A type of guardianship that falls under Wis. Stat. s. 48.623, or substantially similar Wisconsin tribal law.

**Subsidy Amount:** The final amount of funds distributed on a monthly basis to eligible parents through the MyWICChildCare card to assist with the cost of child care.

**Supervised Independent Living Arrangement:** An independent living arrangement that allows individuals between the ages of 17 to 21, who are in a court-ordered out-of-home care (OHC) placement, the ability to live in their own (or shared) apartment, flat, or room under supervision and support from a child welfare caseworker and/or provider from a contracted agency in their county.

**Supported employment:** Competitive integrated employment in which an individual with disabilities receives intensive services and long-term support to maintain employment.

**Systematic Alien Verification for Entitlements (SAVE):** A web-based service that provides immigration status verification to federal, state, and local benefit-granting agencies and institutions.

## T

**Temporary Break:** A parent's absence from their approved activity that is expected to last a calendar month or more. Parents must expect to return to their same approved activity after the break (see 5.3 Activity Break Periods).

**Temporary Break Period (TBRK):** A period of three (3) months following a parent's temporary absence from an approved activity during which the parent may maintain eligibility and any authorizations to support continuity of care for children (see 5.3 Activity Break Periods and 17.2 Activity Break Period Authorizations).

**Ten (10) Calendar Days:** Wisconsin Shares recipients must report any changes in circumstance within 10 calendar days after the onset of the change (see 10.1

Reporting Requirements). When calculating 10 calendar days, the first day after onset of the change is Day 1.

**Tribe:** A Wisconsin Native American Indian tribe recognized by the federal government.

**Two-Parent Household:** A household that includes either two (2) married parents, including stepparents regardless of children in common, or two (2) non-married co-parents with a child(ren) in common.

## U

**Unbanked Provider:** A child care provider who is unable to open a checking account with a financial institution due to negative information with a checking account reporting company regarding financial behavior such as writing bad checks and or unpaid overdraft fees, or having had a joint account with someone who had these types of problems.

**Unexplained Absence:** When a parent does not contact the child care provider to explain the reason for the child's absence (see 17.4 Excessive Unexplained Absences).

**Unregulated Child Care Provider:** A child care provider that is located in Wisconsin and is not licensed by the state, certified by the county/tribe/department, or a Public School Child Care Provider (see definition), and is not eligible for Wisconsin Shares authorizations.

## V

**Verification:** Proof from third-party sources that establish accuracy or truth. This is a process of comparing two (2) or more items to ensure the accuracy of information.

## W

**Wisconsin Child Care Regulatory System (WISCCRS):** A statewide database of child care providers used by licensing and certification staff.

**Wisconsin Shares:** A program that subsidizes a portion of the cost of child care while parents work or are engaged in another approved activity which prepares them to enter the workforce.

**Work-Study:** Employment provided by or through an educational institution for its students and as part of its students' financial aid package. The work-study position may be at the educational institution or off campus, so long as it equals or exceeds Wisconsin's minimum wage.



## X

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## Y

**YoungStar:** The Wisconsin 5 Star quality rating and improvement system for child care providers based on education, learning environment, business methods, and practices around child health and well-being.

**YoungStar Rating:** The quality rating that Wisconsin's child care programs earn based on objective and observable measures of quality. Ratings range from 1 Star to 5 Stars.

## Z

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## Wisconsin Department of Children and Families

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 the Division of Early Care and Education at 608-422-6002. 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.