

## Reporting Requirements

Changes that may affect eligibility or your needs for child care must be reported within 10 days to the County/Tribal Human Services agency. Failure to report changes may result in an overpayment which must be repaid. Some of the changes that must be reported include (but are not limited to):

- A change in your family's income.
- Someone moving into or out of your household, or change in marriage or adoption.
- A change in your approved activity:
  - Employment.
  - Employment with education or training.
  - W-2 activities.
  - FoodShare Employment and Training.
  - A change in a minor parent's high school schedule.
  - A change in work schedule.

Your Application Summary, which you received when you applied and at your annual renewal, informs you of the complete list of Rights and Responsibilities.

## Authorization Notices

You must request a new authorization if any of the following items change:

- You choose a different child care provider.
- A change in your need for child care.
- The school year starts or ends and as a result your child care needs change.

## Multiple Authorizations

If you use more than one provider, or different time periods are covered, you will receive more than one authorization notice.

## Choosing a Provider

You must choose a licensed or certified child care provider that is participating in YoungStar. Use this website:

<http://childcarefinder.wisconsin.gov> to find a child care provider in your area.

## Provider Reimbursement

Your provider is also given an authorization notice listing your child(ren).

The state makes the Wisconsin Shares subsidy payment directly to your provider *after* the provider reports your child's actual attendance to the Department of Children and Families.

It is important for you to document the exact attendance time in and time out, as well as sign the attendance document indicating that the information is correct.

## YoungStar Adjustment

YoungStar is a child care quality rating and improvement system created by the Department of Children and Families.

The Wisconsin Shares subsidy payment to the provider is adjusted based on the provider's YoungStar quality rating.

**5 Star Providers** - meet the highest level of quality standards. Final payments to 5 Star providers are increased up to 25%.

**4 Star Providers** - meet elevated levels of quality standards. Final payments to 4 Star providers are increased up to 10%.

**3 Star Providers** - meet proficient levels of quality standards. Final payments to 3 Star providers are not adjusted.

**2 Star Providers** - meet health and safety standards. Final payments to 2 Star providers are reduced by 5%.

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 contact (608) 266-3400 or (866) 275-1165. For civil rights questions call (608) 266-5335 or 711 (TTY).

# Wisconsin Shares Child Care Subsidy Program



# Understanding Your Authorization Notice

## Wisconsin Shares Child Care Subsidy

Wisconsin Shares Child Care Subsidy program assists families by paying *a portion* of the child care for child(ren) under the age of 13; or, up to age 19 if a child has special needs.

Wisconsin Shares will pay towards child care *only* when the parent(s) are working or engaged in another approved activity that leads to work. These activities are called *approved activities*. Parents are responsible to pay for child care that is used for any other reason.

Parents are required to pay a co-payment, and any other costs and fees that your child care provider may charge. This is considered the “Parent Share”.

### Questions to ask your provider

- What are the rates and fees that you will be responsible for after the Wisconsin Shares payment?
- Is there a registration fee?
- Are there fees for field trips and costs for supplies such as diapers?
- Is there an extra cost for meals or transportation?
- Does your provider charge for days when your child(ren) is absent, or during your vacation?
- Does your provider ask for a ten day notice if you withdraw your child(ren) from care?

## Understanding Your Wisconsin Shares Authorization Notice

1	2	3	4	5	6	7	8	9	10
Child's Name Date of Birth	Auth. Type	Hours per week	Begin Date	End Date	Parent Co-Pay	Auth. Rate After Co-Pay	Max. Wkly WI Shares Pmt.	Licensed Provider Price	Rate Effective Date
Child Name 12/14/2008	E	18	7/27/14	8/30/14	\$3.00/wk	\$89.52/wk.	\$89.52/wk.	\$195/wk	7/27/14
In this example there is an <b>enrollment Auth Type</b> . This means the child care provider will be paid a flat amount as long as the child attends any part of the week. Wisconsin Shares payment will be \$89.52 per week. The child care provider's price is \$195 per week. $\$195 - \$89.52 = \$105.48$ .									
Child Name 12/14/2008	A	25	5/25/14	9/6/14	\$6.00/wk	\$5.41/Hr.	\$135.25/Wk.	\$260/wk	5/25/14
In this example there is an <b>attendance Auth Type</b> . This means that the child care provider will be paid the hourly rate of \$5.41 up to 25 hours per week based on actual attendance. If the child attends all of the 25 authorized hours the Wisconsin Share payment would be \$135.25 for the week. The child care provider's price is \$260 per week. $\$260 - \$135.25 = \$124.75$ .									
<i>To estimate your own costs, look at your authorization and compare the provider price to the maximum weekly Wisconsin Shares payment. <b>The child care provider can charge the parent any portion of the cost of care that is not covered by the Wisconsin Shares payment.</b></i>									

1. **Child's Name and Date of Birth.** The name and birthdate for each child.
2. **Auth Type.** E means Enrollment Based Authorization for a weekly payment amount. A means Attendance Based Authorization for an hourly payment amount.
3. **Hours per week.** The number of hours authorized for your child to this child care provider.
4. **Begin Date.** The date the authorization begins. This is always a Sunday.
5. **End Date.** The date the authorization ends. This is always a Saturday.
6. **Wisconsin Shares Parent Co-Pay.** This is an amount that is reduced from the Wisconsin Shares payment and is based on household income, household size, and the number of children in care.
7. **Auth Rate After Co-Pay.** This will be an hourly amount Wisconsin Shares will pay toward your child care expense if your authorization is **Attendance** based. This will be a weekly amount if your authorization is **Enrollment** based.
8. **Max Wkly WI Shares Payment.** This is the maximum amount Wisconsin Shares will pay towards your child care expense for the week. This amount will be adjusted based on the actual attendance of your children and your provider's YoungStar rating. For information about YoungStar adjustments, see the back of this brochure. You may be required to pay the difference between what the provider charges and what Wisconsin Shares pays up to the full cost of care for your children.
9. **Provider Price.** The full or part time price your child care provider reported to Wisconsin Shares.
10. **Rate Effective Date.** This is the date the payment rate (hourly or weekly) becomes effective.

**YoungStar:** All child care providers who are paid through Wisconsin Shares *must* be participating in the YoungStar Quality Rating System. Your Authorization notice provides information about your child care provider's YoungStar Quality Rating and how that rating affects the quality payment adjustment.