



TO: **Child Care Eligibility and Authorization Workers
and Supervisors
Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
Training Staff
Child Care Coordinators**

DECE/BCCSA OPERATIONS MEMO

No: 23-22

DATE: 07/06/2023

Child Care

FROM: Junior Martin, Director
Bureau of Child Care Subsidy Administration
Division of Early Care and Education
Department of Children and Families

SUBJECT: Travel Time Verification for Wisconsin Shares

CROSS REFERENCE: [Wisconsin Shares Handbook](#),
Section 16.1.4, Travel Time

EFFECTIVE DATE: Immediately

PURPOSE: This operations memo provides a policy change related to when travel time must be verified for Wisconsin Shares child care authorizations.

BACKGROUND: Travel time is the amount of time a parent needs to travel from the child care provider location to their approved activity and from the approved activity back to the child care provider location. Parents who need travel time must provide this information to the authorization worker for the time to be included in the child's authorization.

Currently, any requests of more than one (1) hour of travel time per day and questionable requests must be verified via an Internet map search or a public transportation schedule. Travel time that is one (1) hour or less per day is not required to be verified but must be documented in case comments.

Policy is being revised to change the threshold for travel time verification from more than one (1) hour to more than two (2) hours. Questionable requests must always be verified, regardless of the amount of time. This policy change is intended to reduce the additional work that agency workers must complete when writing authorizations.

POLICY: The following new policy **highlighted in yellow** will be added to the Wisconsin Shares Handbook with the next update. Policy with ~~red-strikethrough~~ is being deleted.

Section 16.1.4 Travel Time

Travel time is the amount of time the parent needs to travel from the child care location to their approved activity and from the approved activity back to the child care provider location. For sleep hours and online education when the parent logs in from home, travel time includes the time the parent needs to travel from the child care provider to home for sleep or their education activity. Agency workers must enter travel time separately and not include travel time in the parent's work schedule or the child care need schedule.

~~GSAW requires entry for daily travel time needs.~~ Agency workers must ensure that adequate travel time is included in the number of authorized hours and document the rationale for travel time granted in case comments (see 12.2).

Any requests of more than ~~one (1)~~ two (2) hours of travel time per day ~~and questionable requests~~ must be verified via an Internet map search or a public transportation schedule. Travel time that is ~~one (1)~~ two (2) hours or less per day is not required to be verified ~~but must be documented in case comments.~~ Travel time of any amount that is questionable must be verified.

Agency workers are not expected to manually calculate a daily average of a varying travel need and can ~~take use~~ the maximum amount of daily travel need ~~and enter it into GSAW.~~

Example 1: Marni requests a daily travel time need of ~~30 minutes~~ one (1) hour each way per day. This is not considered questionable, and the agency worker enters a ~~one (1)~~ two (2) hour daily travel need. The agency worker documents in the comment field that this is what Marni requested and that it is not considered questionable.

Example 2: Jose requests a daily travel time need that varies from day-to-day. He needs 30 minutes on Monday/Tuesday, and 45 minutes on Wednesday, Thursday, and Friday. This is not considered questionable, and the agency worker enters the highest travel time need of 45 minutes. The agency worker documents that this is not questionable and that the highest amount of travel time was entered.

~~Example 3: Amy requests a daily travel time of two (2) hours per day. The agency worker asks why she needs this amount of time, and she states that she rides public transportation to work and she works in a different city than where she resides. The agency worker verifies this information via an Internet map search and a bus schedule and documents in the comments field that this information was verified.~~

Example 34: Katie requests a daily travel need of one (1) hour. She states she needs 30 minutes to travel from the child care center to work and 30 minutes to travel from work to the child care center. She works 6 a.m. to 3 p.m. and the child care provider's hours of operation are from 8 a.m. to 8 p.m. This request is considered questionable. The agency worker must ask a follow-up question as to why she has this need if she works earlier than when the child care provider opens. Katie clarifies that her mom drops the children off at the child care in the morning and therefore she changes her daily travel need request to 30 minutes for afternoon travel time only. The agency worker documents this in the comments field.

CONTACTS:

For Wisconsin Shares policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at BROCCPolicyHelpDesk@wisconsin.gov.

For Program Integrity technical assistance, Child Care CARES/CWW and CSAW Processing Questions statewide, and policy questions in Milwaukee County, contact the Child Care Help Desk at: childcare@wisconsin.gov or 608-422-7200.

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