



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

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| DECE/BCCSA OPERATIONS MEMO |
| No: 23-32                  |
| DATE: 09/13/2023           |
| <b>Child Care</b>          |

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

**SUBJECT: Wisconsin Shares Full-Time/Part-Time Subsidy Changes**

**CROSS REFERENCE:** [Wisconsin Shares Handbook](#),  
Section 14.4.1 Licensed Provider Prices  
Section 16.4 Provider Price Type  
(Obsolete) Section 16.4.3 In-Home Care for 15 or More Hours Per Week  
Section 18.5 Subsidy Calculation  
Appendix III Benefit Calculation Examples

**EFFECTIVE DATE:** October 1, 2023

**PURPOSE:** The purpose of this Operations Memo is to announce a change in policy regarding how Wisconsin Shares child care subsidies are calculated.

**BACKGROUND:** To comply with federal regulations, the calculation for Wisconsin Shares subsidy is changing from an hourly calculation to paying on a full-time or part-time basis. Currently, parents receive a subsidy amount for each hour of care needed, up to 35 hours per week. Additional subsidy for 50-75 weekly hours is also determined on an hourly basis.

Under the new policy, children will receive a part-time subsidy amount if their average child care need is equal to or less than 20 weekly hours. If the average child care need is more than 20 weekly hours, the child will receive a full-time subsidy amount. An additional hourly subsidy amount will be added to the full-time subsidy amount if the child care need is 50-75 weekly hours.

There are no changes to policy or calculations for hours that a parent needs when school is closed, regardless of whether the hours are in addition to the regular child care need or whether the parent only has a child care need when school is closed (“zero-hour authorizations”).

Because the subsidy will no longer be based on an hourly amount, the policy regarding in-home care for 15 or more hours per week is being removed.

Subsidy amounts for October 2023 were converted systematically to the new full-time/part-time payment structure when benefits were calculated in June 2023. Detailed information regarding benefit calculations is available for workers in the Benefit Calculation User Guide, located in the CSAW Users SharePoint site.

There are no worker process changes for writing authorizations and no changes are needed for existing authorizations to use the new calculation method. Future system changes are planned to streamline the authorization process in CSAW to better align with a full-time/part-time subsidy determination and to change the copayment structure to align with this subsidy model.

**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 14.4.1 Licensed Provider Prices**

A weekly full-time price must be entered in CSAW before agency workers can write full-time authorizations to a licensed provider location. If the child care provider does not submit a weekly full-time price, the local agency must work with the provider to choose one (1) of the following options based on the provider's discretion:

- If the child care provider has an hourly price, multiply the hourly price by 35 and enter that amount in CSAW for a weekly full-time price.
- If the child care provider has a daily price, multiply the daily price by five (5) and enter that amount in CSAW for a weekly full-time price.

A weekly part-time price must be entered into CSAW before agency workers can write part-time authorizations to a licensed provider location. If the child care provider does not submit a weekly part-time price, the local agency must work with the provider to choose one (1) of the following options based on the provider's discretion:

- If the provider has a full-time weekly price, divide it by 35; then use that amount and multiply by **30 20** and enter that amount in CSAW for a weekly part-time price.
- If the provider has an hourly price, multiply that price by **30 20** and enter that amount in CSAW for a weekly part-time price.
- If the child care provider has a daily price, multiply the daily price by ~~three (3)~~ **four (4)** and enter that amount in CSAW for a weekly part-time price.

#### **Section 16.4 Provider Price Type**

Whether to use full-time or part-time provider prices is dependent on the average weekly authorized hours.

- If the authorized hours do not vary from week to week and are 20 hours per week or less (but not zero), use the part-time provider price.
- If the authorized hours do not vary from week to week and are more than 20 hours per week (**e.g., 20 hours and 15 minutes**), use the full-time provider price.
- If authorized hours vary week to week and any of the weeks are more than 20 hours, use the full-time provider price.
- When the authorization is only for school closures (**see 16.1.2.2.1**), use the full-time provider price.

#### **Section 16.4.3 In-Home Care for 15 or More Hours Per Week**

Entire section is removed without replacement.

### Section 18.5 Subsidy Calculation

The variables described below are components of the subsidy calculation. When these factors change, the subsidy amount may also change (see 18.6).

- The family's Federal Poverty Level (FPL), which is based on the Assistance Group (AG) size and household income
- The AG's Copayment Period (see 18.4)
- Monthly Authorized Hours: The average weekly authorized hours, capped at 35 hours (the full-time cap), converted to a monthly number, plus School Closed Hours

**Note:** Starting with the October 2023 benefit calculation, the benefit calculation uses 30 weekly hours when the child's average weekly authorized hours are 20 hours or less (part-time authorization) and 35 weekly hours when the child's average weekly authorized hours are more than 20 hours (full-time authorization). Any school closed hours (see 16.1.2.2.2) are added to part-time authorizations after the 30 weekly hour conversion. School closed hours are calculated on an hourly amount based on the parent's approved activity schedule and the child care need schedule.

- Copayment Type (see 18.3)
- Capped Subsidy: The subsidy is capped at the lowest of the following three (3) amounts:
  - Initial Hourly Amount (hourly maximum from the Wisconsin Shares County and Tribal Subsidy Maximum Rates (see 18.5.1) multiplied by the monthly hours of care);
  - Monthly Provider Price; and
  - Monthly maximum from the Wisconsin Shares County and Tribal Subsidy Maximum Rates (see 18.5.1).
- Above Full-Time Hours: The number of average weekly hours above 50 and up to 75 per week, converted to a monthly number. This additional amount is added after the capped subsidy comparison.
- Out of State Accredited Adjustment: The Agency Rate and Agency Ceiling in the CSAW Benefit Calculation are increased by 10% for out-of-state providers whose accreditation is accepted by YoungStar.

For further details on the subsidy calculation, see the CSAW User Guide - Benefit Calculations.

### Appendix III Benefit Calculation Examples

This Appendix provides examples of how benefits are calculated in certain scenarios. CSAW completes these calculations systematically; these examples are for illustrative purposes to show how the system works. For more information, see the CSAW User Guide – Benefit Calculations.

**Note:** Starting with the October 2023 benefit calculation, the benefit calculation uses 30 weekly hours when the child's average weekly authorized hours are 20 hours or less (part-time authorization) and 35 weekly hours when the child's average weekly authorized hours are more than 20 hours (full-time authorization) (see 18.5).

All subsequent examples in this Appendix were updated to reflect the new calculation method.

**TRAINING:**

Training sessions on these changes were held in June 2023. A recording of that training is available in the [PTT Learning Center](#). The CSAW User Guide – Benefit Calculations has been updated with the October calculations and is available in the CSAW Users SharePoint site. The version with the calculations that are currently being used until October 1 remains available in the SharePoint site.

**CONTACTS:**

For Wisconsin Shares policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at [BRCCPolicyHelpDesk@wisconsin.gov](mailto:BRCCPolicyHelpDesk@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](mailto:childcare@wisconsin.gov) or 608-422-7200.

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