**Case comments in CWW / EBT**

**Intake Renewal**

HHC

Placement schedule

PP activity and schedule

Other adult activity and schedule

Child school name and schedule school closed needs

CC provider

Start date

CC Needs

Travel time

Do you get a discount?

**Authorization**

PP activity and schedule

Other adult activity and schedule

Verified work hours and school schedule provided

Semester grades provided and educational tracker updated

**Mail**

At Intake: green sheet / good cause notice

At intake / renewal / person add / parent leaving HH: good cause notice

**Know the Rules**

* Keep your MyWIChildCare card, card number, and Personal Identification Number (PIN) confidential – do not share them with anyone.
* Never let anyone else use your MyWIChildCare card to make a payment for you – this includes your child care provider.
* Notify your local child care agency within 10 calendar days of any change required by Wisconsin Shares policy, including but not limited to:
* A new home address
* A change in income
* A loss of a job
* A change in the size of your household
* A change in marital status
* A change in child care need
* If your child stops attending your current provider for any length of time, you must report this to your local Wisconsin Shares agency within 10 calendar days.
* Your monthly funds load on the first day of the month and are intended for child care services for that month, for the assigned child.
* Failure to report required changes within 10 calendar days can result in an overpayment which must be paid back.
* You are responsible for paying your child care provider for any child care costs that are not paid by Wisconsin Shares.
* You cannot change authorized providers after your card funds have been loaded for the month. If you need to change your child care provider, and you have an ongoing authorization, the change must be requested to your local agency prior to the last business day of the month.