**Operations Memo 22-16**

**Short-Term Authorizations and Wisconsin Shares Subsidy Proration**

Presented by Erin Heiman

**Release Date: September 19 2022 / Effective Date: October 1 2022**

The short-term authorizations policy was created as a workaround to issue more subsidy to parents for authorizations that were less than a full calendar month. The system is functioning as it was designed and there is no need for a workaround. This “policy” is not defined in Administrative Rule or Wisconsin Statutes and is now being removed.

**Operations Memo 22-19**

**Updates to Authorization Policies for Wisconsin Shares**

Presented by: Erin Heiman

**Release Date: October 10, 2022 / Effective Date” December 1, 2022**

**Section 17.1 Authorization Changes – New policy**

After a parent reports a change that impacts any of the authorization components that agency worker must complete an authorization assessment.

In some instances, a change requires a new authorization to be based on the assessment results. Other times, the new authorization may continue at the same number of hours as the previous authorization.

**Operations Memo 22-17**

**Authorizing School Closed Hours When Continuity of Care is Maintained**

Presented by Kathy King

**Release Date: September 19 2022 / Effective Date: October 1 2022**

This Operations Memo clarifies policy and creates the process for calculating school closed hours for an authorization when the parent chooses to maintain the original higher level of authorized hours, known as Continuity of Care hours.

School closed hours must be considered separately and may be authorized in addition to the Continuity of Care hours when the school closure overlaps with the parent’s current approved activity schedule.

**2.4.2.2 Authorizations Based on Continuity of Care**

Parents have the option to use authorization hours during whichever time they prefer as long as the provider is open and regulated during that time.

If a parent underutilizes hours and still makes full payments to provider the case must be evaluated by the agency to determine if a parent error occurred.

Please note language changes are occurring through out the handbook.

**2.4.4.4.1 School Closed Hours**

Parents in an Approved Activity Search Period (ACTS) or Temporary Break Period (TBRK) are not eligible for additional child care hours, including additional school closed hours.

There are no CSAW changes associated with this update. Workers must continue to use the current parent approved activity schedule, the child’s school schedule, and any additional travel time needed on the school closed days to determine the correct number of school closed hours to authorize.