**Child Care/W-2 Desk Aid**

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| **Important Information** |
| * Some mandatory verification items are:
	+ Residence (home address)
	+ WI Residency
	+ SSN or proof of application for children whom assistance is requested
	+ ID of the applicant and all parents in the Assistance Group
	+ Date of Birth for each Assistance Group Member
* All changes must be reported in 10 days.
* All Parents/Caretakers in a two-parent household must be in an approved activity.
* To find a provider, refer customer’s to the 4-C’s at 1-800-750-KIDS or [childcarefinder.wisconsin.gov](#_top)
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| **Verification Code** | **Action** |
| PN | Pends CC/W-2 and passes FS, BC+, CTS or MA |
| FN | Denies CC/W-2 and passes FS, BC+, CTS or MA |
| WN | Denies CC/W-2 and continues to pend FS, BC+, CTS or MA |

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| **Approved Activities** | **Specific Information** |
| Learnfare | Participation in the Learnfare school attendance requirements. |
| High School | Individuals Under 20 and enrolled in high school. If under 18 must meet one of the following:* Residing with custodial parent
* Residing with kinship relative
* Residing in a foster home
* Residing in a subsidized guardianship
* Residing in an approved independent living arrangement
* Married
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| Employment | Participation in an activity that produces income. Examples: regular employment, self-employment, apprenticeship, AmeriCorps, etc. |
| Participation in Tribal TANF  | Participation in a Tribal TANF program based on activities assigned on the Individual Self-Sufficiency plan. |
| Participation in W-2 | Participation in any Wisconsin Works (W-2) Placement and corresponding activities assigned on an Employability Plan (EP). |
| FSET | Participation in the job search or work experience component of the FSET program. |
| Basic Education | Participation in basic education, including English as a second language course; literacy tutoring; high school or course of study meeting the standards established by the state superintendent of public instruction for the high school equivalency. |
| Technical College or Course of Study Leading to Employment | Participation in a course of study at a technical college, or educational courses that provide an employment skill, as determined by the agency, and would help the individual’s efforts to maintain employment. Individual must be working at least 20 hours per month throughout the entire period of education. Work study can be included. |
| Online Education | Participation in courses delivered online qualify as part or all of a parent’s basic or post-secondary education activity regardless of whether the course requires specific log-in times or is entirely self-paced. Individual must be working at least 20 hours per month throughout the entire period of education. Work study can be included. |

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| **Changes Reported** | **Worker Action Needed** |
| Address Change | Update the address in CWW, enter the PN code if the customer has not yet provided verification of the new address.  |
| Earned Income | Update the case with the reported change and email the CC Team. The customer may also be transferred to the CC workgroup in Rock or to the voicemail box in other counties but the worker should still complete the above steps.\*Any change in employment will most likely impact the CC eligibility/authorization. See below:* Loss of Employment-customer may no longer be eligible for CC and need to be offered the Job Search Activity. The CC Team will discuss the Job Search Activity with the customer.
* Increased Hours- the customer *may* be authorized for more hours of CC. If the change is reported timely, it could impact the current month.
* Decreased Hours-The customer *may* be authorized for less hours of CC. If this is reported timely, the change would take effect the following month.
* Decreased or Increased Wages-This will impact the customer’s “parent share.” Once the change is verified, the system automatically updates the subsidy.
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| Household Composition | Update the case with the reported change and email the CC Team. The customer may also be transferred to the CC workgroup in Rock or to the voicemail box in other counties but the worker should still complete the above steps. * **New Child in the home** **(mandatory requirements)-**
	+ SSN or proof of application for SSN is required. Enter the SSN on the “Household Members” page. If no SSN is reported and the parent has applied for an SSN for the child, enter the SSN Application Date and enter a “PN” code on the “Permanent Demographics” page to pend for verification.
	+ DOB is required to be verified. Enter the DOB on the “Household Members” page and enter a “PN” code to pend for verification.
* **Changes to Adults listed in the home**
	+ ID-If ID has not been verified through DE, use the “PN” code to pend for ID verification on the “Current Demographics” page.
	+ Change to paternity-once paternity has been established, the father’s activity, schedule and income are relevant to CC.
	+ Parents moving in to the household-the parent being added to the household will impact CC and their activity, schedule and income will be relevant to CC.
	+ Parents moving out of the household-this could impact the CC eligibility/authorization.
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| School Enrollment Status  | Update the School Enrollment page with the changes reported and email the CC Team. The customer may also be transferred to the CC workgroup in Rock or to the voicemail box in other counties but the worker should still complete the above steps. |
| Unearned Income | Update the case with the reported changes and pend for verification (if not already verified) using the “?” verification code (unless the income is questionable). \*CS income is only countable if over $1250/month but CS should always be updated on the case with the most recent average regardless of the amount received\* |

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| **W-2 Specific** | **Information** |
| Payment Amounts |  |
| Finding W-2 Placement  | HOD **TRAN:** WPPS **PARMS:** Case# |
| Finding W-2 Payment Amount | HOD **TRAN:** IQAF **PARMS:** Case#Per FSHB 7.1.1.7, the entire W-2 payment is counted even if the customer received a lower payment amount due to a sanction for non-participation. |
| Transitional FoodShare (TFS) | FSHB 5.1.1 TFS starts the month after the W-2 payment ends. TFS is calculated using income (less W-2 income) and expenses and FS assistance group size from the month prior to the last W-2 cash payment. This benefit amount is frozen for 5 consecutive months. No changes reported during the TFS period (with the exception of the primary person moving out of the TFS assistance group or if the TFS group moves out of state) will impact the FS benefits. The only way for a customer to exit TFS is to request a renewal of their benefits. They will not be able to go back into TFS even if doing the renewal caused a decrease in benefits. |