

Child Care and Development Fund (CCDF) Plan For Wisconsin FFY 2019-2021

1 Define CCDF Leadership and Coordination with Relevant Systems

This section identifies the leadership for the CCDF program in each Lead Agency and the entities and individuals who will participate in the implementation of the program. It also identifies the stakeholders that were consulted to develop the Plan and who the Lead Agency collaborates with to implement services. In this section respondents are asked to identify how match and maintenance-of-effort (MOE) funds are identified. Lead Agencies explain their coordination with child care resource and referral (CCR&R) systems, and outline the work they have done on their disaster preparedness and response plans.

1.1 CCDF Leadership

The Governor of a State or Territory shall designate an agency (which may be an appropriate collaborative agency), or establish a joint inter-agency office, to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto. (658D, 658E(c)(1)). Note: An amendment to the CCDF State Plan is required if the Lead Agency changes or if the Lead Agency official changes.

1.1.1 Which Lead Agency is designated to administer the CCDF program?

Identify the Lead Agency or joint interagency office designated by the state or territory. ACF will send official grant correspondence, such as grant awards, grant adjustments, Plan approvals, and disallowance notifications, to the designated contact identified here (658D(a)).

a) Lead Agency or Joint Interagency Office Information:

Name of Lead Agency: Wisconsin Department of Children and Families

Street Address: 201 E. Washington Ave., 2nd Floor

City: Madison

State: WI

ZIP Code: 53708-8916

Web Address for Lead Agency: <https://dcf.wisconsin.gov>

b) Lead Agency or Joint Interagency Official Contact Information:

Lead Agency Official First Name: Eloise

Lead Agency Official Last Name: Anderson

Title: Secretary, Department of Children and Families

Phone Number: 608-422-7067

Email Address: Eloise.Anderson@wisconsin.gov

1.1.2 Who is the CCDF Administrator?

Identify the CCDF Administrator designated by the Lead Agency, the day-to-day contact, or the person with responsibility for administering the state's or territory's CCDF program. ACF will send programmatic communications, such as program announcements, program instructions, and data collection instructions, to the designated contact identified here. If there is more than one designated contact with equal or shared responsibility for administering the CCDF program, please identify the Co-Administrator or the person with administrative responsibilities and include his or her contact information.

a) CCDF Administrator Contact Information:

CCDF Administrator First Name: Judy

CCDF Administrator Last Name: Norman-Nunnery

Title of the CCDF Administrator: Administrator, Division of Early Care and Education

Phone Number: 608-422-6003

Email Address: Judy.NormanNunnery@wisconsin.gov

Address for the CCDF Administrator (if different from the Lead Agency):

Street Address: 201 E. Washington Ave., 2nd Floor

City: Madison

State: WI

ZIP Code: 53708-8916

b) CCDF Co-Administrator Contact Information (if applicable):

CCDF Co-Administrator First Name:

CCDF Co-Administrator Last Name:

Title of the CCDF Co-Administrator:

Description of the role of the Co-Administrator:

Phone Number:

Email Address:

Address for the CCDF Co-Administrator (if different from the Lead Agency):

Street Address:

City:

State:

ZIP Code:

1.2 CCDF Policy Decision Authority

The Lead Agency has broad authority to administer (i.e., establish rules) and operate (i.e., implement activities) the CCDF program through other governmental, non-governmental, or public or private local agencies as long as it retains overall responsibility for the administration of the program (658D(b)). Administrative and implementation responsibilities undertaken by agencies other than the Lead Agency must be governed by written agreements that specify the mutual roles and responsibilities of the Lead Agency and other agencies in meeting the program requirements.

1.2.1 Which of the following CCDF program rules and policies are administered (i.e., set or established) at the state or territory level or local level? Identify whether CCDF program rules and policies are established by the state or territory (even if operated locally) or whether the CCDF policies or rules are established by local entities, such as counties or workforce boards (98.16(i)(3)). Check one.

- All program rules and policies are set or established at the state or territory level. If checked, skip to question 1.2.2.
- Some or all program rules and policies are set or established by local entities. If checked, indicate which entities establish the following policies. Check all that apply.

1. Eligibility rules and policies (e.g., income limits) are set by the:

- State or territory
- Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

- Other.

Describe:

2. Sliding-fee scale is set by the:

- State or territory
- Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

Other.

Describe:

3. Payment rates are set by the:

- State or territory
- Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

Other.

Describe:

4. Other. List and describe other program rules and policies and describe (e.g., quality rating and improvement systems [QRIS], payment practices):

1.2.2 How is the CCDF program operated? In other words, which entity(ies) implement or perform these CCDF services? Check all that apply

a) Who conducts eligibility determinations?

- CCDF Lead Agency
- Temporary Assistance for Needy Families (TANF) agency
- Other state or territory agency
- Local government agencies, such as county welfare or social services departments

- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe

In Milwaukee County, eligibility is determined by a State Agency, the Wisconsin Department of Health Services (DHS) Milwaukee Enrollment Services (MILES). United Migrant Opportunity Services (UMOS), a non-profit agency, determines eligibility for migrant farmworker families. Additionally, the following Tribes determine eligibility: Menominee, Red Cliff, Stockbridge-Munsee, Potawatomi, Lac du Flambeau, Bad River, Sokaogon, Oneida, and Lac Courte Oreilles.

b) Who assists parents in locating child care (consumer education)?

- CCDF Lead Agency
- TANF agency
- Other state or territory agency
- Local government agencies, such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe

c) Who issues payments?

- CCDF Lead Agency
- TANF agency
- Other state or territory agency
- Local government agencies, such as county welfare or social services departments
- Child care resource and referral agencies
- Community-based organizations
- Other.

Describe

1.2.3 Describe the processes the Lead Agency uses to monitor CCDF administration and implementation responsibilities performed by other agencies as reported above in 1.2.2, including written agreements, monitoring and auditing procedures, and indicators or measures to assess performance of those agencies (98.16(b)). Note : The contents of the written agreement may vary based on the role the agency is asked to assume or type of project, but must include at a minimum, tasks to be performed, schedule for completing tasks, budget which itemizes categorical expenditures in accordance with CCDF requirements, and indicators or measures to assess performance (98.11(a)(3)).

The Lead Agency performs an annual Targeted Case Review (TCR) of 800 child care cases that includes all tribal, county, Milwaukee Enrollment Services (MilES), and Milwaukee Early Care Administration (MECA) cases. This TCR process mirrors the three year Federal Improper Payment (FIP) review and identifies both eligibility and fiscal related performance issues. Additionally, the Lead Agency signs a calendar year contract with both tribal and County agencies that provide child care services. This contract includes multiple subrecipient monitoring requirements and performance standards, such as timely processing of child care subsidy applications, accuracy of child care authorizations, and conducting site visits for certified providers. Agencies are required to meet standards of 75% timely processing of child care subsidy applications, 80% accuracy of child care authorizations, and must conduct one unannounced visit to each certified child care program annually.

The Lead Agency regularly monitors service deliverables for each of the ten CCR&R agencies across the state. The Lead Agency measures the four core services provided by CCR&R agencies: referrals to families, technical assistance to families, assistance to early education programs, and community collaborations and visibility. For example, the Lead Agency measures the number of unique families receiving referral services, the number of unique families receiving referrals to other support services, and the number of trainings and/or technical assistance interactions with both families and providers. Each Child Care Resource and Referral (CCR&R) agency must also attempt to serve all clients that contact them seeking support for the types of services offered under this contract.

The Lead Agency has a contract with the Wisconsin Department of Health Services, Milwaukee Enrollment Services agency to provide eligibility functions for all Wisconsin Child

Care Subsidy recipients in Milwaukee County. This contract outlines how eligibility functions will be completed as well as monitoring and staff training requirements.

1.2.4 Lead Agencies must assure that, to the extent practicable and appropriate, any code or software for child care information systems or information technology for which a Lead Agency or other agency expends CCDF funds to develop must be made available on request to other public agencies, including public agencies in other States, for their use in administering child care or related programs (98.15(a)(11)).

Assure by describing how the Lead Agency makes child care information systems available to public agencies in other states to the extent practicable and appropriate.

The Lead Agency's Division of Management Services (DMS), Bureau of Information Technology Services (BITS) has agreed to work with any other state or territory if a request is made regarding current information or system technology. Assurance has been provided by the Management Information Manager that any requested information will be shared if practicable and appropriate.

1.2.5 Lead Agencies must have in effect policies to govern the use and disclosure of confidential and personally identifiable information about children and families receiving CCDF assistance and child care providers receiving CCDF funds (98.15(b)(13)).

Certify by describing the Lead Agency's policies related to the use and disclosure of confidential and personally identifiable information.

The following Wisconsin Statutes provide guidelines around confidentiality in the child care program area: s.49.32(9), s.49.32(10), s.49.32(10m), s.49.81, s.49.83, and s.19.69. Confidentiality guidelines for workers also include: 1) only staff with a User ID and security access are permitted to view information on child care systems, and 2) registered users are prohibited from sharing a User ID/Password with anyone. Staff agree to all confidentiality

requirements when they request access.

1.3 Consultation in the Development of the CCDF Plan

The Lead Agency is responsible for developing the CCDF plan, which serves as the application for a 3-year implementation period. As part of the Plan development process, Lead Agencies must consult with the following:

(1) Appropriate representatives of units of general purpose local government-(658D(b)(2); 98.10(c); 98.12(b); 98.14(b)). General purpose local governments are defined by the U.S. Census at https://www.census.gov/newsroom/cspan/govts/20120301_cspan_govts_def_3.pdf.

(2) The State Advisory Council (SAC) on Early Childhood Education and Care (pursuant to 642B(b)(1)(A)(i) of the Head Start Act) (658E(c)(2)(R); 98.15(b)(1)) or similar coordinating body pursuant to 98.14(a)(1)(vii).

(3) Indian tribe(s) or tribal organization(s) within the state. This consultation should be done in a timely manner and at the option of the Indian tribe(s) or tribal organization(s) (658D(b)(1)(E)).

Consultation

involves meeting with or otherwise obtaining input from an appropriate agency in the development of the state or territory CCDF Plan. Describe the partners engaged to provide services under the CCDF program in question 1.4.1.

1.3.1 Describe the Lead Agency's consultation in the development of the CCDF plan.

a) Describe how the Lead Agency consulted with appropriate representatives of general purpose local governments.

The Lead Agency meets with county and tribal representatives on a monthly basis and

provides constant updates on the status of the CCDF State Plan. During meetings of the Child Care Advisory Committee (CCAC), the Child Care Program Committee (CCPC), and the Economic Support Policy Advisory Committee (ES PAC), drafts of the proposed CCDF State Plan language are shared with the county and tribal staff for their review, edits, and suggested changes to the responses developed by the Lead Agency.

b) Describe how the Lead Agency consulted with the State Advisory Council or similar coordinating body.

The Lead Agency 's Secretary is one of the co-chairs for the Early Childhood Advisory Council (ECAC) .The Lead Agency p articipates in Committee meetings of the ECAC . The Lead Agency participates in all aspects of the ECAC, from meeting planning and support to leadership and direction. The Lead Agency plays a major role in the development of recommendations sent to the Governor on behalf of the Council. The ECAC was directly invited to review the CCDF State Plan during the formal review time. ECAC members will receive a full update on the final version of the CCDF State Plan at an upcoming meeting.

c) Describe, if applicable, how the Lead Agency consulted with Indian tribes(s) or tribal organizations(s) within the state. Note: The CCDF regulations recognize the need for States to conduct formal, structured consultation with Tribal governments, including Tribal leadership. Many States and Tribes have consultation policies and procedures in place.

The Lead Agency meets with tribal representatives on a monthly basis and provides constant updates on the status of the CCDF State Plan. During meetings of the CCAC, the Wisconsin Inter-Tribal Child Care Association (WITCCA), and the ES PAC, drafts of the proposed CCDF State plan language is shared with the county and tribal staff for their review, edits, and suggested changes to the responses developed by the Lead Agency.

d) Describe any other entities, agencies, or organizations consulted on the development of the CCDF plan.

Wisconsin Early Childhood Collaborating Partners (WECCP) is a group that focuses on collaboration among many public and private agencies, associations, and individuals that care about Wisconsin's young children and their families. The Lead Agency asked subscribers to the WECCP listserv to comment on the Plan.

1.3.2 Describe the statewide or territory-wide public hearing process held to provide the public with an opportunity to comment on the provision of child care services under this Plan (658D(b)(1)(C); 98.16(f)).

Reminder:

Lead Agencies are required to hold at least one public hearing in the state or territory, with sufficient statewide or territory-wide distribution of notice prior to such a hearing to enable the public to comment on the provision of child care services under the CCDF Plan. At a minimum, this description must include:

a) Date of the public hearing. 05/16/2018

Reminder: Must be no earlier than January 1, 2018, which is 9 months prior to the October 1, 2018, effective date of the Plan. If more than one public hearing was held, please enter one date (e.g. the date of the first hearing, the most recent hearing or any hearing date that demonstrates this requirement).

b) Date of notice of public hearing (date for the notice of public hearing identified in (a). 04/23/2018

Reminder: Must be at least 20 calendar days prior to the date of the public hearing. If more than one public hearing was held, enter one date of notice (e.g. the date of the first notice, the most recent notice or any date of notice that demonstrates this requirement).

c) How was the public notified about the public hearing? Please include specific website links if used to provide notice.

A notice of the public hearing was published in the Administrative Register:

<http://docs.legis.wisconsin.gov/code/register/2018/748A4/register> . The following language was included in the notice for persons with disabilities: "Pursuant to the Americans with Disabilities Act, reasonable accommodations, including information in an alternative format, will be provided to qualified individuals upon request." Information around the public hearing was presented at several meetings with early education stakeholders including CCR&R agencies, child care associations, Wisconsin's NAEYC affiliate organization, and Head Start partners.

d) Hearing site or method, including how geographic regions of the state or territory were

addressed. The central hearing site was the Lead Agency's large conference room in Madison in the Southern Region. That site connected to nine other sites in state office buildings in Green Bay and Fond du Lac in the Northeastern Region, Rhinelander and Wisconsin Rapids in the Northern Region, Waukesha and two Milwaukee sites in the Southeastern Region, and Eau Claire and La Crosse in the Western Region. Lead Agency staff at each site welcomed the public and facilitated their participation in the hearing. The public could participate via conference call or Adobe Connect web conferencing from their own locations if they preferred.

e) How the content of the Plan was made available to the public in advance of the public hearing. (e.g. the Plan was made available in other languages, in multiple formats, etc.)

A draft of the plan was published on the Lead Agency's public website. A link to the plan was then distributed to agencies previously listed. The Lead Agency has disseminated information by providing a link to the plan for comment via multiple listservs that target early care and education stakeholders, providers and parents.

f) How was the information provided by the public taken into consideration regarding the provision of child care services under this Plan? Information provided by the public was documented and shared with Lead Agency leadership for consideration regarding the provision of child care services under this Plan. The Lead Agency accepted feedback on an incorrect citation, adjusting the language in the Plan to reflect the correct citation. The Lead Agency received recommendations to improve the clarity of particular areas of the Plan. In response to these comments the Lead Agency developed additional language to clarify and strengthen these portions of the Plan. Comments also included novel ideas that will inform future policy. In addition, suggestions were received regarding rate increases which will be useful in budget deliberations.

1.3.3 Lead Agencies are required to make the submitted and final Plan, any Plan amendments, and any approved requests for temporary relief (i.e., waivers) publicly available on a website (98.14(d)). Please note that a Lead Agency must submit Plan amendments within 60 days of a substantial change in the Lead Agency's program. (Additional information may be found here: <https://www.acf.hhs.gov/occ/resource/pi-2009-01>)

a) Provide the website link to where the Plan, any Plan amendments, and/or waivers are available. Note: A Plan amendment is required if the website address where the Plan is posted is changed.

<https://dcf.wisconsin.gov/childcare/rptplangrants>

b) Describe any other strategies that the Lead Agency uses to make the CCDF Plan and

Plan amendments available to the public (98.14(d)). Check all that apply and describe the strategies below, including any relevant website links as examples.

Working with advisory committees.

Describe:

The CCDF Plan was shared with Lead Agency advisory committees via email and a link to the Plan is available on the Lead Agency's public website:

<https://dcf.wisconsin.gov/childcare/rptplangrants>

Working with child care resource and referral agencies.

Describe:

The CCDF Plan was shared with CCR&R agencies via email distribution to listservs and a link to the Plan is available on the Lead Agency's public website:

<https://dcf.wisconsin.gov/childcare/rptplangrants>

Providing translation in other languages.

Describe:

Sharing through social media (e.g., Twitter, Facebook, Instagram, email).

Describe:

Providing notification to stakeholders (e.g., provider groups, parent groups).

Describe:

The Lead Agency sent emails via listservs notifying provider and parent groups that a draft of the 2019-2021 CCDF Plan was available for review on the Lead Agency's webpage:

<https://dcf.wisconsin.gov/childcare/rptplangrants>

Other.

Describe:

1.4 Coordination with Partners to Expand Accessibility and Continuity of Care

Lead Agencies are required to describe how the state or territory will efficiently, and to the extent practicable, coordinate child care services supported by CCDF with programs operating at the federal, state/territory, and local levels for children in the programs listed below. This includes programs for the benefit of Indian children, infants and toddlers, children with disabilities, children experiencing homelessness, and children in foster care (98.14(a)(1)).

1.4.1 Describe how the Lead Agency coordinates the provision of child care services with the following programs to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services that meet the needs of working families (658E(c)(2)(O); 98.12(a); 98.14(a)).

This list includes agencies or programs required by law or rule, along with a list of optional partners that Lead Agencies potentially would coordinate with over the next 3 years to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services.

Include in the descriptions the goals of this coordination, such as:

- extending the day or year of services for families;
- smoothing transitions for children between programs or as they age into school;
- enhancing and aligning the quality of services for infants and toddlers through school-age children;
- linking comprehensive services to children in child care or school age settings; or
- developing the supply of quality care for vulnerable populations (as defined by the Lead Agency) in child care and out-of-school time settings

Check the agencies or programs the Lead Agency will coordinate with and describe all that apply.

- (REQUIRED) Appropriate representatives of the general purpose local government, which can include counties, municipalities, or townships/towns.

Describe the coordination goals and process:

The Lead Agency meets with county representatives on a monthly basis and provides constant updates on the status of the CCDF State Plan. During meetings of the

CCAC, the CCPC, and the ES PAC, discussions focus on the goals of coordination of services, identifying safe, high-quality child care for families, family-friendly eligibility practices, and expedited and accurate development of child care authorizations to ensure continuity of care.

- (REQUIRED) State Advisory Council on Early Childhood Education and Care (or similar coordinating body) (pursuant to 642B(b)(1)(A)(i) of the Head Start Act).

Describe the coordination goals and process:

The Lead Agency continues to be a full and engaged partner in the system building efforts of the ECAC. The goals of the ECAC include: the completion of a comprehensive assessment of current issues confronting the early childhood system; the development of recommendations for increasing the overall participation of children in existing federal and state child care; and the creation of recommendations regarding child care educators and providers statewide.

- Check here if the Lead Agency has official representation and a decision-making role in the State Advisory Council or similar coordinating body.

- (REQUIRED) Indian tribe(s) and/or tribal organization(s), at the option of individual tribes.

Describe the coordination goals and process, including which tribe(s) was consulted:

The Lead Agency meets with tribal staff and managers on a monthly basis to discuss new policy and system development options. During meetings of the CCAC, the WITCCA, and the ES PAC, the Lead Agency also discusses coordinated solutions to the tribal specific CCDF requirements. Specific goals identified include increasing culturally responsive trainings and presentations to increase the supply of quality care to tribal children. Specific tribes that were consulted include: Bad River, Lac Courte Oreilles, Lac du Flambeau, Red Cliff, Sokaogon, St. Croix, Forest County Potawatomi, Stockbridge-Munsee, Menominee, Oneida, and the Ho-Chunk Nation.

- N/A-There are no Indian tribes and/or tribal organizations in the State.

- (REQUIRED) State/territory agency(ies) responsible for programs for children with special needs, including early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and and Part B, Section 619 for preschool).

Describe the coordination goals and process:

The Lead Agency meets frequently with DPI and DHS to ensure coordination of services for young children with special needs. The Lead Agency has developed resource and training materials to support the professional development of the child care workforce to be confident in providing inclusive child care programming. The Lead Agency has created increased coordination with DHS Birth to Three and DPI Early Childhood Special Education coordinators and regularly meets with team leads to identify strategies to support shared professional development opportunities with the goal of enhancing child care programming staff to provide full-day child care access for children with special needs. Cross-agency efforts have included developing webpages to provide comprehensive information for families, training opportunities for early care and education professionals across the state, and the development of training modules to support inclusion in child care programs. Information can be found at <https://dcf.wisconsin.gov/youngstar/eci> .

The Lead Agency actively participates on the Birth to Three Inter-Agency Coordination Council with the purpose of communicating recommendations for effective implementation of the early intervention system, including services provided in child care settings to support children with special needs. Ensuring increased access to services is a priority for this council.

(REQUIRED) State/territory office/director for Head Start state collaboration.

Describe the coordination goals and process:

The Lead Agency meets monthly with the Director of the Head Start State Collaboration Office and has extensive collaborations with the Director as a member of the ECAC. These collaborations include planning with the Director to ensure that programs are able to meet both the Head Start Standards and CCDF requirements. The coordination goals include, for example, having all Head Start programs participating in YoungStar, Wisconsin's QRIS system, in order to meet the Head Start Standards and identifying ways that families enrolled in Head Start programs can utilize the child care subsidy program.

(REQUIRED) State agency responsible for public health, including the agency responsible for immunizations.

Describe the coordination goals and process:

Under Wis. Statutes, s.252.04 and Wis. Admin. Code DHS 144, within 30 school days after a child is admitted to child care, the center must have on file evidence that the child has completed the first immunization for each vaccine required for the child's age and/or a record that the child is on schedule for the basic and recall (booster) immunizations, or shall present a written waiver. The Lead Agency's administrative rules require child care programs to maintain child records, including child immunization history, enrollment forms and attendance records, so an accurate measurement of compliance with DHS immunization requirements can be made during onsite audits. Immunization requirements for child care programs can be found here: <https://www.dhs.wisconsin.gov/immunization/reqs.htm> . The Lead Agency annually provides DHS with contact information for all licensed child care programs. DHS then sends licensed programs a required report/assessment which the programs use to submit to DHS the most recent immunization records on file.

The Lead Agency works extensively with DHS and has coordinated with them in the development of a computer system that will allow public health data to be used for research purposes related to early childhood issues. The Lead Agency, in conjunction with DHS, created Active Early: A Wisconsin Guide for Improving Childhood Physical Activity and the companion Healthy Bites: A Wisconsin Guide for Improving Childhood Nutrition in 2011 with a revision to the Healthy Bites in 2014. Active Early's corresponding four-hour training course for child care providers and parents and Healthy Bites' eight-hour module are promoted by the Lead Agency and DHS to ensure health-related information reaches providers and parents.

- (REQUIRED) State/territory agency responsible for employment services/workforce development.**

Describe the coordination goals and process:

The Lead Agency ensures coordination between the Wisconsin Shares Child Care Subsidy Program and the Wisconsin Works (W-2) TANF program. W-2 and Wisconsin Shares eligibility workers disseminate information that supports parents' access to needed child care arrangements that allow a parent to be engaged in their W-2 approved employability plan activity. The Lead Agency ensures strong coordination of W-2 and child care policies that support low-income families' access to needed supports to attain and maintain employment. Print materials are disseminated widely

to W-2 agencies to ensure families are aware of child care subsidy program access and availability.

- (REQUIRED) State/territory agency responsible for public education, including prekindergarten (preK).

Describe the coordination goals and process:

The Lead Agency actively participates on the DPI State Superintendent's Advisory Committee on 4-Year-Old Kindergarten. That participation ensures open communication and dissemination of information related to child care quality improvement efforts. The Lead Agency is a founding member of the Wisconsin Model Early Learning Standards (WMELS) Leadership Team. The WMELS provides the framework for families, professionals, and policymakers to understand the connection between the foundations of early childhood, K-12 educational experiences, and lifelong learning. The Leadership Team role ensures fidelity of approved training content and approved trainer competencies and implementation of WMELS Guiding Principles. Collaborative approaches to child care and four-year-old kindergarten (4K) settings are promoted throughout Wisconsin to provide full-day care arrangements that meet the needs of working parents.

- (REQUIRED) State/territory agency responsible for child care licensing.

Describe the coordination goals and process:

The Lead Agency is responsible for licensing functions as well as the child care subsidy program.

- (REQUIRED) State/territory agency responsible for the Child and Adult Care Food Program (CACFP) and other relevant nutrition programs.

Describe the coordination goals and process:

The Lead Agency coordinates with DPI, which has primary responsibility for the administration of CACFP, and with the Wisconsin CACFP Sponsors Forum, a group of organizations that administer CACFP in Wisconsin's family child care programs. The Lead Agency regularly communicates with DPI and child care programs to promote provider use of the CACFP as a best practice, and includes this quality practice within the business and professional practices section of YoungStar. Programs receive support around participating in the CACFP through technical consultation services delivered by CCR&R agencies and the Wisconsin Early Childhood Association

(WECA). In addition, DPI regularly shares information with quality and regulatory areas of the Lead Agency.

- ☑ (REQUIRED) McKinney-Vento state coordinators for homeless education and other agencies providing services for children experiencing homelessness and, to the extent practicable, local McKinney-Vento liaisons.

Describe the coordination goals and process:

DPI Education for Homeless Children and Youth staff participate in Collaborating Partners along with staff from the Lead Agency to ensure coordination for serving homeless families in determination of eligibility for Wisconsin Shares. Braided funding supports staff time for a Homeless Outreach Specialist to promote collaborations and connections between regional stakeholders. This position promotes effective practices related to the McKinney-Vento Homeless Assistance Act, ensuring equal access to early childhood educational opportunities.

- ☑ (REQUIRED) State/territory agency responsible for the Temporary Assistance for Needy Families program.

Describe the coordination goals and process:

The Lead Agency has direct responsibility for the TANF and CCDF Programs. Administrators, Deputy Administrators and other assigned staff from both program areas meet monthly to coordinate services such as the availability at the Jobs Centers of onsite child care services that enable vulnerable populations to receive comprehensive services at the same location. This includes job training and other technical assistance for the parents and quality child care services for their children. Additional coordination goals include the exchange of information about the Wisconsin Shares program to contracted agencies administering the Wisconsin Works (TANF) program in order to ensure families participating in TANF programs receive information on the child care subsidy program and the importance of choosing high quality child care for their children. Additionally, both programs are partnering in a Demonstration Pilot Project that covers the parent share portion of child care costs for individuals participating in a TANF program and receiving Wisconsin Shares. The purpose of this project is to examine how the incentive of covering all of the child care costs for a parent impact the use of subsidized child care as well as the engagement and employment outcomes for parents such as job retention.

- (REQUIRED) Agency responsible for Medicaid and the state Children's Health Insurance Program.

Describe the coordination goals and process:

The Lead Agency coordinates with DHS to ensure that information about Medicaid and the Children's Health Insurance Program is available to families at local human services agencies. These same agencies are contracted by the Lead Agency to administer the child care subsidy program. The Lead Agency coordinates with DHS for the child care eligibility application process with FoodShare, health care, and W-2 programs through the combined online ACCESS application process. This single combined application supports greater access and provides linkages to other services.

- (REQUIRED) State/territory agency responsible for mental health

Describe the coordination goals and process:

The Lead Agency coordinates with DHS and the Wisconsin Office of Children's Mental Health (OCMH). OCMH monitors 48 indicators of child well-being, including positive factors and interventions as well as negative factors. OCMH reports on the indicators annually to the Wisconsin Legislature in order to gauge how Wisconsin is supporting young children and indicate places for improvement. The Lead Agency participates with OCMH as part of a Collective Impact with other state agencies and community partners. In addition, the Lead Agency is engaged with and supports the Wisconsin Alliance for Infant Mental Health (WI-AIMH) and its work promoting the Wisconsin Pyramid Model for Social Emotional Competence in Infants and Young Children.

- (REQUIRED) Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development.

Describe the coordination goals and process:

The Lead Agency contracts with the Supporting Families Together Association (SFTA), the umbrella organization for the state's ten CCR&R agencies. Each CCR&R agency provides four core services for the entire population, including tribal communities, within their designated service delivery area (SDA). Each agency must ensure that all services are available in a family's and/or provider's preferred language and, when reasonable, in locations convenient to families and/or providers. The four core services include:

1. Referrals to Families: Each CCR&R agency ensures that all families in their SDA have access to comprehensive, high-quality consumer education and referrals so that they can make informed decisions about child care and school-age care services. Specifically, they provide consumer education to families related to the selection of child care and school-age care, information on how to recognize quality early care, the developmental benefits of choosing high-quality, and referrals to other appropriate human service and community resources.

2. Technical Assistance to Families: Each CCR&R agency ensures that all families in their SDA have access to education on child development, developmental screening, choosing quality child care and school-age care, and other parenting supports.

3. Training and Technical Assistance to Child Care and School-Age Care Providers: Each CCR&R agency ensures that all providers in their SDA have access to high-quality training and technical assistance opportunities to ensure that families have access to high-quality care. They must offer high-quality, evidence-based training opportunities to both regulated and unregulated providers. They must offer services and resources to help providers offer high-quality care and attain higher skill levels through newsletters, electronic communications, lending libraries and resource rooms. They must offer services to help unregulated providers become regulated and connect to YoungStar. Finally, each agency implements strategies to target underserved populations, including license-exempt family child care providers, programs that have opted for automated 2 Star ratings in YoungStar, unregulated providers, and tribal communities.

4. Community Collaborations and Visibility: Each CCR&R agency is a highly-visible partner in their SDA with existing early education stakeholders and community leaders, as well as a liaison between families, providers, and other community stakeholders.

The Lead Agency regularly monitors service deliverables for each CCR&R agency around these four core services. For example, the Lead Agency measures the number of unique families receiving referral services, the number of unique families receiving referrals to other support services, and the number of trainings and/or technical

assistance interactions with both families and providers. Each CCR&R agency must also attempt to serve all clients that contact them seeking support for the types of services offered under this contract.

- (REQUIRED) Statewide afterschool network or other coordinating entity for out-of-school time care (if applicable).

Describe the coordination goals and process:

The Wisconsin Afterschool Network (WAN) and the Lead Agency collaborate in a number of different ways with the goal of creating and supporting quality school-age programs to meet the needs of working families with school-age children. WAN is an active participant in the development and refinement of the school-age criteria for YoungStar. In addition, the Lead Agency and WAN have collaborated on a number of professional development resources for school-age providers, including creation of regional institutes and webinars that help increase the quality of school-age programs across the state.

- (REQUIRED) Agency responsible for emergency management and response.

Describe the coordination goals and process:

The Lead Agency works closely with the Division of Emergency Management to ensure that all child care related policies, systems, and resources are available to Emergency Management staff in the event of a natural or man-made disaster. Lead Agency staff also participate in Federal and State disaster training exercises bi-annually.

The following are examples of optional partners a state might coordinate with to provide services. Check all that apply.

- State/territory/local agencies with Early Head Start - Child Care Partnership grants.

Describe

- State/territory institutions for higher education, including community colleges

Describe

The Lead Agency actively participates on Wisconsin Early Childhood Cross-Sector

Professional Development Initiative (PDI) teams to make recommendations for system and policy enhancements in the area of professional development. The Lead Agency regularly meets with the Wisconsin Technical College System lead and technical college early childhood faculty to ensure that credit-based instruction delivery options meet the needs of the early care and education workforce to support teacher and provider access to and completion of coursework. Increased access to online, hybrid, evening and accelerated coursework, credit for prior learning, and articulation of previous learning and work experiences support the early care and education workforce to move through career pathways to completion of credentials and degrees.

- Other federal, state, local, and/or private agencies providing early childhood and school-age/youth-serving developmental services.

Describe

- State/territory agency responsible for implementing the Maternal and Child Home Visitation programs grant.

Describe

The Wisconsin Family Foundations Home Visiting Program (FFHV) is led by the Lead Agency and is funded through a combination of federal and state dollars. FFHV programs are voluntary for families and use intensive, nationally proven models and strategies to support pregnant women and families with a child under five. Because the FFHV program and the child care subsidy program share the same Lead Agency, there are many opportunities for collaboration around the goals of ensuring quality early childhood experiences for young children at home and in early care and education settings. For example, home visitors and YoungStar technical consultants have been able to share professional development opportunities.

- Agency responsible for Early and Periodic Screening, Diagnostic, and Treatment.

Describe

- State/territory agency responsible for child welfare.

Describe

Regular meetings occur between leadership in early care and education and child

welfare to assure ongoing communication and information sharing about the range of areas related to out-of-home care and child care subsidy collaboration. Because it is an important goal for children in an out-of-home placement to have continuity of care in their child care if possible, and to be able to access quality child care during and after the out-of-home placement, a guide, Wisconsin Shares for Children in Out-of-Home Care Placements, was created to help those caring for children who have been placed in out-of-home care navigate the child care subsidy program. The guide is made available on the Wisconsin Shares webpage and is provided by child care eligibility workers and through Child Protective Services staff.

[State/territory liaison for military child care programs.](#)

[Describe](#)

[Provider groups or associations.](#)

[Describe](#)

The Lead Agency conducts Networking meetings twice a year in five different locations across the state. Participants include representatives from provider associations and partner agencies that work with child care providers. The purpose of these meetings is to exchange information, collaborate on projects and initiatives, and problem solve issues or concerns occurring in the specific regions of the state.

The Lead Agency heads up the Child Care Forum that meets periodically during the year. The Child Care Forum membership is comprised of statewide representatives from provider groups - the Wisconsin Child Care Administrators Association (WCCAA), Wisconsin Family Child Care Association (WFCCA), Milwaukee Child Care Alliance (MCCA), etc. - and other stakeholders and representatives from associations that work with child care providers. The Child Care Forum acts as an advisory body to the Lead Agency on key initiatives such as revisions to the child care administrative rules, lead prevention efforts, etc.

[Parent groups or organizations.](#)

[Describe](#)

Other.

Describe

1.5 Optional Use of Combined Funds, CCDF Matching and Maintenance-of-Effort Funds

Optional Use of Combined Funds:

States and territories have the option to combine CCDF funds with any program identified as required in 1.4.1. These programs include those operating at the federal, state, and local levels for children in preschool programs, tribal early childhood programs, and other early childhood programs, including those serving infants and toddlers with disabilities, children experiencing homelessness, and children in foster care (658E(c)(2)(O)(ii)). Combining funds could include blending multiple funding streams, pooling funds, or layering funds together from multiple funding streams to expand and/or enhance services for infants, toddlers, preschoolers and school-age children and families to allow for the delivery of comprehensive quality care that meets the needs of children and families. For example, state/territory agencies may use multiple funding sources to offer grants or contracts to programs to deliver services; a state/territory may allow a county/local government to use coordinated funding streams; or policies may be in place that allow local programs to layer CCDF funds with additional funding sources to pay for full-day, full-year child care that meets Early Head Start/Head Start Program Performance Standards or state/territory prekindergarten requirements in addition to state/territory child care licensing requirements.

As a reminder, CCDF funds may be used in collaborative efforts with Head Start programs to provide comprehensive child care and development services for children who are eligible for both programs. In fact, the coordination and collaboration between Head Start and CCDF is strongly encouraged by sections 640(g)(1)(D) and (E); 640(h); 641(d)(2)(H)(v); and 642(e)(3) of the Head Start Act in the provision of full working day, full calendar year comprehensive services. To implement such collaborative programs, which share, for example, space, equipment, or materials, grantees may layer several funding streams so that seamless services are provided (Policy and Program Guidance for the Early Head Start ' Child Care Partnerships:

https://www.acf.hhs.gov/sites/default/files/occ/acf_im_ohs_15_03.pdf
).

1.5.1 Does the Lead Agency choose to combine funding for CCDF services for any required early childhood program (98.14(a)(3))?

No (If no, skip to question 1.5.2)

Yes. If yes, describe at a minimum:

a) How you define "combine"

b) Which funds you will combine

c) Your purpose and expected outcomes for combining funds, such as extending the day or year of services available (i.e., full-day, full-year programming for working families), smoothing transitions for children, enhancing and aligning quality of services, linking comprehensive services to children in child care or developing the supply of child care for vulnerable populations

d) How you will be combining multiple sets of funding, such as at the State/Territory level, local level, program level?

e) How are the funds tracked and method of oversight

1.5.2 Which of the following funds does the Lead Agency intend to use to meet the CCDF matching and MOE requirements described in 98.55(e) and 98.55(h)?

Note:

The Lead Agency must check at least public and/or private funds as matching, even if preK funds also will be used.

Use of PreK for Maintenance of Effort: The CCDF final rule clarifies that public preK funds may also serve as maintenance-of-effort funds as long as the state/territory can describe how it will coordinate preK and child care services to expand the availability of child care while using public preK funds as no more than 20 percent of the state's or territory's maintenance of effort or 30 percent of its matching funds in a single fiscal year (FY) (98.55(h)). If expenditures for

preK services are used to meet the maintenance-of-effort requirement, the state/territory must certify that it has not reduced its level of effort in full-day/full-year child care services (98.55(h)(1); 98.15(a)(6)).

Use of Private Funds for Match or Maintenance of Effort: Donated funds do not need to be under the administrative control of the Lead Agency to qualify as an expenditure for federal match. However, Lead Agencies do need to identify and designate in the state/territory Plan the donated funds given to public or private entities to implement the CCDF child care program (98.55(f)).

- N/A - The territory is not required to meet CCDF matching and MOE requirements
- Public funds are used to meet the CCDF matching fund requirement. Public funds may include any general revenue funds, county or other local public funds, state/territory-specific funds (tobacco tax, lottery), or any other public funds.

-- If checked, identify the source of funds:

State General Purpose Revenue

-- If known, identify the estimated amount of public funds that the Lead Agency will receive: \$ 29 million

- Private donated funds are used to meet the CCDF matching funds requirement. Only private funds received by the designated entities or by the Lead Agency may be counted for match purposes (98.53(f)).

-- If checked, are those funds:

- donated directly to the State?
- donated to a separate entity(ies) designated to receive private donated funds?

-- If checked, identify the name, address, contact, and type of entities designated to receive private donated funds:

-- If known, identify the estimated amount of private donated funds that the Lead Agency will receive: \$

- State expenditures for preK programs are used to meet the CCDF matching funds requirement.

If checked, provide the estimated percentage of the matching fund requirement that will be met with preK expenditures (not to exceed 30 percent): 30%

-- If the percentage is more than 10 percent of the matching fund requirement, describe how the State will coordinate its preK and child care services:

Wisconsin is a national leader in implementing 4K through the community approach. More than 95% of public school districts statewide offer 4K education. About 28% of districts offering 4K offer a 4K-collaborative (4KCA) model in which the school district, private child care centers, and Head Start centers collaborate to provide services. Districts more often select school-based 4K programs, but the 4KCA programs serve a majority of children in districts that offer them. Of those districts that offer both school-based 4K and 4KCA, the collaborative programs serve 58% of the local population.

-- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the matching funds requirement: \$

-- Describe the Lead Agency efforts to ensure that preK programs meet the needs of working parents:

4KCA programs are designed to meet the needs of working families by providing services in locations that are familiar to the children and minimize transitions between programs and services. Child care programs that provide 4KCA onsite can receive Wisconsin Shares child care authorizations based on the parent's need for child care while the parent is participating in an approved activity.

State expenditures for preK programs are used to meet the CCDF maintenance-of-effort requirements. If checked,

-- The Lead Agency assures that its level of effort in full-day/full-year child care services has not been reduced, pursuant to 98.55(h)(1) and 98.15(6).

No

Yes

-- Describe the Lead Agency efforts to ensure that preK programs meet the needs of working parents:

About 28% of Wisconsin school districts use the 4K-collaborative approach (4KCA) in which the school district, private child care centers, and Head Start centers collaborate to provide services. These programs meet the needs of working families by providing services in locations that are familiar to the children and minimize transitions between programs and services. Child care programs that provide 4KCA onsite can receive

Wisconsin Shares child care authorizations based on the parent's need for child care while the parent is participating in an approved activity.

-- Estimated percentage of the MOE Fund requirement that will be met with preK expenditures (not to exceed 20 percent): 20%

-- If the percentage is more than 10 percent of the MOE requirement, describe how the State will coordinate its preK and child care services to expand the availability of child care:

Wisconsin is a national leader in implementing 4K through the community approach. More than 95% of public school districts statewide offer 4K education. About 28% of districts offering 4K offer a 4KCA model. Districts more often select school-based 4K programs, but the 4KCA programs serve a majority of children in districts that offer them. Of those districts that offer both school-based 4K and 4KCA, the collaborative programs serve 58% of the local population.

-- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the MOE Fund requirement: \$

1.6 Public-Private Partnerships

Lead Agencies are required to describe how they encourage public-private partnerships among other public agencies, tribal organizations, private entities, faith-based organizations, businesses or organizations that promote business involvement, and/or community-based organizations to leverage existing service delivery (i.e., cooperative agreement among providers to pool resources to pay for shared fixed costs and operation) (658E(c)(2)(P)). ACF expects these types of partnerships to leverage public and private resources to further the goals of the CCDBG Act. Lead Agencies are required to demonstrate how they encourage public-private partnerships to leverage existing child care and early education service-delivery systems and to increase the supply and quality of child care services for children younger than age 13, for example, by implementing voluntary shared service alliance models (98.14(a)(4)).

1.6.1 Identify and describe the entities with which and the levels at which the state/territory is partnering (level-state/territory, county/local, and/or programs), the goals of the partnerships, the ways that partnerships are expected to leverage existing service-delivery systems, the method of partnering, and examples of activities that have resulted from these partnerships (98.16(d)(2)).

The Lead Agency implemented a public-private partnership with the goal of leveraging a relatively small amount of RTT-ELC funds into a sustainable, long-term process that will significantly and permanently increase the flow of funds into early childhood quality improvement. In this model, the Lead Agency provided networks of local affiliates with the resources they needed to make an impact in their communities. The local networks consist of early childhood leaders, local businesses, local chambers of commerce, and community foundations. Grants issued by the Lead Agency with RTT-ELC funds were used by local networks for a variety of projects such as supporting the development of a community database for developmental screening, the creation of a family-friendly business certification program where businesses pay a fee to be rated on their family-friendly policies, and formation of a countywide social service triage system for children so that families can be screened and, based on the results, connected with services that will best fit their needs. With help from the Lead Agency, these local networks will continue to tailor and customize a message on the importance of investing in early childhood and give interested businesses a way to invest locally in quality early childhood initiatives and programs.

1.7 Coordination With Local or Regional Child Care Resource and Referral Systems

Lead Agencies may use CCDF funds to establish or support a system of local or regional child care resource and referral (CCR&R) organizations that is coordinated, to the extent determined by the state/territory, by a statewide public or private non-profit, community-based or regionally based, lead child care resource and referral organization (such as a statewide CCR&R network) (658E(c)(3)(B)(iii); 98.52).

- If Lead Agencies use CCDF funds for local CCR&R organizations, the local or regional

CCR&R organizations supported by those funds must, at the direction of the Lead Agency, provide parents in the State with consumer education information concerning the full range of child care options (including faith-based and community-based child care providers), analyzed by provider, including child care provided during non-traditional hours and through emergency child care centers, in their area.

- To the extent practicable, work directly with families who receive assistance to offer the families support and assistance to make an informed decision about which child care providers they will use to ensure that the families are enrolling their children in the most appropriate child care setting that suits their needs and one that is of high quality (as determined by the Lead Agency).

- Collect data and provide information on the coordination of services and supports, including services under Section 619 and Part C of the Individuals with Disabilities Education Act;

- Collect data and provide information on the supply of and demand for child care services in areas of the state and submit the information to the State;

- Work to establish partnerships with public agencies and private entities, including faith-based and community-based child care providers, to increase the supply and quality of child care services in the state and, as appropriate, coordinate their activities with the activities of the state Lead Agency and local agencies that administer funds made available through CCDF (98.52(b)).

Nothing in the statute or rule prohibits States from using CCR&R agencies to conduct or provide additional services beyond those required by statute or rule.

Note: Use 1.7.1 to address if a state/territory funds a CCR&R organization, what services are provided and how it is structured and use section 7.6.1 to address the indicators of progress met by CCR&R organizations if they are funded by quality set-aside funds.

1.7.1 Does the Lead Agency fund a system of local or regional CCR&R organizations?

No. The state/territory does not fund a CCR&R organization(s) and has no plans to establish one.

Yes. The state/territory funds a CCR&R system. If yes, describe the following:

a) What services are provided through the CCR&R organization?

The Lead Agency currently contracts with the SFTA, the umbrella organization over

the local CCR&R agencies, for resource and referral services. CCR&R agencies help parents find and select child care, develop new child care services where needed, support and help sustain existing child care services, identify local child care needs and resources, and provide public information about child care.

b) How are CCR&R services organized, include how many agencies, if there is a statewide network and if the system is coordinated?

The Lead Agency contracts with SFTA, the administrative umbrella organization, and ten local CCR&R agencies in Wisconsin's eight resource and referral regions to provide services throughout the state. Annual contract funding to each CCR&R agency is based on the child/provider population and geographic area served.

1.8 Disaster Preparedness and Response Plan

Lead Agencies are required to establish a Statewide Child Care Disaster Plan (658E(c)(2)(U)). They must demonstrate how they will address the needs of children including the need for safe child care, before, during, and after a state of emergency declared by the Governor or a major disaster or emergency (as defined by Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122) through a Statewide Disaster Plan that, for a State, is developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care (designated or established pursuant to section 642B(b)(1)(A)(i) of the Head Start Act (42 U.S.C. 9837b(b)(1)(A)(i))) or similar coordinating body (98.16(aa)).

1.8.1 Describe how the Statewide Child Care Disaster Plan was developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care or similar coordinating body:

The Lead Agency has worked closely with other state agencies to develop a statewide disaster preparation plan in the event of a natural or man-made disaster. Specifically, the Lead Agency works closely with the Wisconsin Division of Emergency Management to respond to any emergency that would exceed the local response capacity. This process

includes collaboration between local jurisdictions and state and federal agencies. The Wisconsin Emergency Response Plan (WERP) identifies the Lead Agency's Emergency Support Functions (ESF) under ESF 6: Mass Care, Emergency Assistance, Housing & Human Services where it assigns the Lead Agency a joint lead role with the Department of Health Services and the American Red Cross. Other agencies designated as "support agencies" include: WI Department of Administration, WI Department of Agriculture, Trade, and Consumer Protection, WI Department of Public Instruction, WI Department of Safety and Professional Services, WI Department of Workforce Development, WI Department of Military Affairs/Wisconsin Emergency Management, WI Housing and Economic Development Authority, Adventist Community Services, the Salvation Army, WI Voluntary Organizations Active in Disaster, the Federal Emergency Management Agency, CCR&R agencies and the ECAC.

In addition to the WERP, the Lead Agency has developed two additional emergency plans: the Continuity of Operations Plan (COOP) which includes specific timelines and staff requirements for the recovery of post-disaster licensing and subsidy functions and the Department of Children and Families Emergency Response Plan which provides detail on how the Lead Agency's licensing and subsidy bureaus would assist child care centers following a disaster.

1.8.2 Describe how the Statewide Disaster Plan includes the Lead Agency's guidelines for the continuation of child care subsidies and child care services, which may include the provision of emergency and temporary child care services during a disaster and temporary operating standards for child care after a disaster:

The WERP outlines the Lead Agency's responsibility to coordinate and support inspections of licensed child care facilities immediately following a disaster and to issue temporary licenses and temporary relocation licenses for child care facilities as necessary. Additional Lead Agency responsibilities include coordinating emergency child care and ensuring post-disaster administration of the Wisconsin Shares program.

1.8.3 Describe Lead Agency procedures for the coordination of post-disaster recovery of child care services:

The Lead Agency's Continuity of Operations Plan (COOP) includes specific timelines and staff requirements for the recovery of post-disaster licensing and subsidy functions.

According to the COOP Plan, both of these functions will be recovered within 24 hours to ensure that children and families will continue to have access to regulated child care and the funds available to ensure access to such child care.

1.8.4 Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place-evacuation; relocation; shelter-in-place; lockdown; communications with and reunification of families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions:

Wisconsin's administrative code addresses many of the emergency procedures required in child care centers. Wis. Admin. Code DCF 202 addresses emergency procedures for license-exempt family child care centers, DCF 250 addresses emergency procedures for licensed family child care centers, DCF 251 addresses emergency procedures for group child care centers, and DCF 252 addresses emergency procedures for licensed day camps. In some cases, the emergency procedures are not in administrative code but are instead in the rule's commentary.

1.8.5 Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place for child care staff and volunteers-emergency preparedness training and practice drills as required in 98.41(a)(1)(vii):

Child care centers are required to develop and submit to the Lead Agency policies that address emergency preparedness and practice drill. The Lead Agency reviews these policies when a center opens and whenever a policy changes. In addition, the Lead Agency monitors for emergency preparedness training and drills during onsite monitoring visits.

1.8.6 Provide the link to the website where the statewide child care disaster plan is available:

The link to the Wisconsin Emergency Response Plan is

[https://dma.wi.gov/DMA/divisions/wem/preparedness/2017_WERP\(Full37M\).pdf](https://dma.wi.gov/DMA/divisions/wem/preparedness/2017_WERP(Full37M).pdf). ESF-6 starts on page 215. The Lead Agency's COOP and Emergency Response Plan are not available online.

2 Promote Family Engagement through Outreach and Consumer Education

Lead Agencies are required to support the role of parents as child care consumers who need information to make informed choices regarding the services that best suit their needs. A key purpose of the CCDBG Act is to 'promote involvement by parents and family members in the development of their children in child care settings' (658A(b)). Lead Agencies have the opportunity to consider how information can be provided to parents through the child care assistance system, partner agencies, and child care consumer education websites.

The target audience for the consumer education information includes three groups: parents receiving CCDF assistance, the general public, and when appropriate, child care providers. In this section, Lead Agencies will address how information is made available to families to assist them in accessing high-quality child care and how information is shared on other financial assistance programs or supports for which a family might be eligible. In addition, Lead Agencies will certify that information on developmental screenings is provided and will describe how research and best practices concerning children's development, including their social-emotional development, is shared.

In this section, Lead Agencies will delineate the consumer and provider education information related to child care, as well as other services, including developmental screenings, that is made available to parents, providers, and the general public and the ways that it is made available. This section also covers the parental complaint process and the consumer education website that has been developed by the Lead Agency and the manner in which it links to the

national website and hotline. Finally, this section addresses the consumer statement that is provided to parents supported with CCDF funds.

2.1 Outreach to Families With Limited English Proficiency and Persons With Disabilities

The Lead Agency is required to describe how it provides outreach and services to eligible families with limited English proficiency and persons with disabilities and to facilitate the participation of child care providers with limited English proficiency and disabilities in the CCDF program (98.16(dd)). Lead Agencies are required to develop policies and procedures to clearly communicate program information, such as requirements, consumer education information, and eligibility information, to families and child care providers of all backgrounds (81 FR 67456).

2.1.1 Check the strategies the Lead Agency or partners utilize to provide outreach and services to eligible families for whom English is not their first language. Check all that apply.

- Application in other languages (application document, brochures, provider notices)
- Informational materials in non-English languages
- Website in non-English languages
- Lead Agency accepts applications at local community-based locations
- Bilingual caseworkers or translators available
- Bilingual outreach workers
- Partnerships with community-based organizations
- Other.

Describe:

The Lead Agency has identified potentially eligible families through coordination with local county/tribal human services agencies, family resource centers (FRCs), CCR&R agencies, migrant worker service providers and through local TANF agencies. This outreach will be expanded to include homeless service programs, domestic abuse service programs, and housing programs. Spanish and Hmong are the predominant languages in addition to English. The Lead Agency has the ability to provide interpretation and translations for all languages. The Lead Agency provides training

and technical assistance in other languages.

2.1.2 Check the strategies the Lead Agency or partners utilize to provide outreach and services to eligible families with a person(s) with a disability. Check all that apply.

- Applications and public informational materials available in Braille and other communication formats for access by individuals with disabilities
- Websites that are accessible (e.g. Section 508 of the Rehabilitation Act)
- Caseworkers with specialized training/experience in working with individuals with disabilities
- Ensuring accessibility of environments and activities for all children
- Partnerships with state and local programs and associations focused on disability-related topics and issues
- Partnerships with parent associations, support groups, and parent-to-parent support groups, including the Individuals with Disabilities Education Act (IDEA) federally funded Parent Training and Information Centers
- Partnerships with state and local IDEA Part B, Section 619 and Part C providers and agencies
- Availability and/or access to specialized services (e.g. mental health, behavioral specialists, therapists) to address the needs of all children
- Other.

Describe:

To promote access to person(s) with disabilities, the YoungStar website was made accessible for people using screen readers by using meta and alt tags or descriptions. These tags can play a crucial role in how people interpret a webpage and help to give written information for images found on pages. The Wisconsin Shares subsidy program provides added financial support to families seeking high quality child care for children with a disability. A family that receives Wisconsin Shares may be eligible to receive a higher subsidy amount to assist the child care provider with any additional costs (e.g., specialized training, individualized services, etc.) to care for children with disabilities who may require a higher level of care within the child care setting.

2.2 Parental Complaint Process

The Lead Agency must certify that the state/territory maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request (658E(c)(2)(C); 98.15(b)(3)). Lead Agencies must also provide a detailed description of the hotline or similar reporting process for parents to submit complaints about child care providers; the process for substantiating complaints; the manner in which the Lead Agency maintains a record of substantiated parental complaints; and ways that the Lead Agency makes information on such parental complaints available to the public on request (98.16; 98.32).

2.2.1 Describe the Lead Agency's hotline or similar reporting process through which parents can submit complaints about child care providers, including a link if it is a Web-based process:

The Lead Agency's File a Complaint webpage (<https://dcf.wisconsin.gov/about-us/complaint>) links parents to both a General Complaint Form to submit online (https://dcf.wisconsin.gov/contact/submit_a_complaint) and a File a Child Care Complaint webpage (<https://dcf.wisconsin.gov/ccregulation/complaint>) that describes the complaint process and explains how to submit a complaint about a child care provider over the telephone, via email, or in writing to the Regional Licensing Office or certification agency that serves the center.

2.2.2 Describe the Lead Agency's process and timeline for screening, substantiating and responding to complaints regarding CCDF providers, including whether the process includes monitoring:

The Lead Agency investigates all complaints it receives regarding licensed programs and license-exempt school-based programs, including those from parents, other family members, neighbors, child care center staff, social service and law enforcement personnel, other community members, and anonymous sources. The staff person who receives a complaint gathers sufficient information from the complainant to assess how soon the investigation must be initiated. When immediate attention is needed because of potential imminent danger

to the health, safety and welfare of children in care, the regional office must respond no later than the next day after the complaint is received. When the allegation does not pose a risk of imminent danger to children in care, an onsite investigation must begin within ten working days from intake of the complaint. Investigations include a visit to the program to observe conditions and check center records, and interviews with the licensed or license-exempt operator and current or former staff members if needed. Following completion of the complaint investigation, the licensing specialist determines that the complaint is substantiated or unsubstantiated. Rule violations are issued if appropriate. All investigative findings must be documented and closed out within 20 working days from completion of the investigation. The licensee is notified of the results of the complaint investigation either at the onsite exit interview or by phone. If requested, the results of the complaint may be shared with the complainant. If a complaint is substantiated, a verification visit is conducted to ensure that all violations have been corrected.

Wis. Admin. Code DCF 202 requires certification agencies to provide a checklist of basic child care certification standards and procedures for filing a complaint to all parents who are using license-exempt family child care or in-home care and who are receiving Wisconsin Shares. However, license-exempt family child care operators provide a copy of these standards to all families in care regardless of funding. Wis. Admin. Code DCF 202 requires certification agencies to investigate complaints within 10 working days after receiving a complaint about an operator.

2.2.3 Describe the Lead Agency's process and timeline for screening, substantiating and responding to complaints for non-CCDF providers, including whether the process includes monitoring:

The process for screening, substantiating and responding to complaints is the same for CCDF and non-CCDF providers.

2.2.4 Certify by describing how the Lead Agency maintains a record of substantiated parental complaints:

The Lead Agency maintains records of all substantiated and unsubstantiated parental complaints in the licensing data system for the duration a provider is actively licensed and six years after the provider closes. This allows for an ongoing record of investigations and findings.

2.2.5 Certify by describing how the Lead Agency makes information about substantiated parental complaints available to the public; this information can include the consumer education website discussed in section 2.3:

The Lead Agency ensures that violations are posted on the Child Care Finder public search website (<https://childcarefinder.wisconsin.gov>) allowing parents to consider substantiated complaints when selecting and evaluating child care programs. Additionally, full records are available via open records requests.

2.2.6 Provide the citation to the Lead Agency's policy and process related to parental complaints:

For licensed and license-exempt CCDF programs, Wis. Statutes, s.48.74 and Wis. Admin. Code DCF 251.12(1), DCF 250.12(1), DCF 252.06(1) and DCF 202.07.

2.3 Consumer Education Website

States and Territories are required to provide information to parents, the general public, and when applicable, child care providers through a State website, which is consumer-friendly and easily accessible (658E(c)(2)(E)(i)(III)). The website must include information to assist families in understanding the policies and procedures for licensing child care providers. The website information must also include provider-specific information, monitoring and inspection reports for the provider, the quality of each provider (if such information is available for the provider), and the availability of the provider (658E(c)(2)(D); 98.33(a)). The website should also provide access to a yearly statewide report on deaths, serious injuries, and the number of cases of substantiated child abuse that have occurred in child care settings. To assist families with any additional questions, the website should provide contact information for local child care resource and referral organizations and any other agencies that can assist families in better understanding the information on the website.

To certify, respond to questions 2.3.1 through 2.3.10 by describing how the Lead Agency meets these requirements and provide the link in 2.3.11. If the Lead Agency has not fully implemented the Consumer Education website elements identified in Section 2.3, then respond to question 2.3.12. Please note that any changes made to the web links provided below in this section after the CCDF Plan is approved will require a CCDF Plan amendment.

2.3.1 Describe how the Lead Agency ensures that its website is consumer-friendly and easily accessible:

The Lead Agency's Child Care Finder website includes child care regulation and YoungStar quality rating information. The site is mobile friendly and includes up-to-date information on YoungStar participation and regulatory monitoring compliance. The site provides multiple ways of searching for providers, including by name, location (within desired number of miles to an address), type of child care, and YoungStar rating. Several sections of the website were designed through a partnership between the Lead Agency and a marketing firm that specializes in working with families in low-income areas.

2.3.2 Describe how the website ensures the widest possible access to services for families that speak languages other than English (98.33(a)):

The Child Care Finder website (<https://childcarefinder.wisconsin.gov>) provides families who speak Spanish and Hmong contact information for individual staff members (e.g., email addresses, phone numbers, etc.) that can assist and support the family member in their native language. The Lead Agency strives to provide materials and publications in multiple languages to meet the needs of families that it serves. Most publications are provided in English, Spanish and Hmong. The following is an example of a translated YoungStar brochure: <https://dcf.wisconsin.gov/files/publications/pdf/5026s.pdf>

2.3.3 Describe how the website ensures the widest possible access to services for persons with disabilities:

The Lead Agency's website was developed using current techniques and meets the Americans with Disabilities Act, Section 508 electronics and information technology accessibility standards. <https://dcf.wisconsin.gov/usepolicy#accessibility> Images on the website use Meta tags to allow screen readers to assist individuals with disabilities.

The Lead Agency has created the Early Childhood Inclusion webpage (<https://dcf.wisconsin.gov/youngstar/eci>) to help families and providers learn more about laws and policies supporting the inclusion of children with disabilities. The page also provides information about best practices and training opportunities, and addresses common concerns a family may have about placing their child with a disability into a child care setting. To assist parents and providers in understanding the Americans with Disabilities Act (ADA), the Lead Agency has created a Tip Sheet and webpage specifically addressing how ADA affects access to child care for families with children with disabilities: <https://dcf.wisconsin.gov/youngstar/eci/understanding-ada>.

2.3.4 Lead Agency processes related to child care.

A required component of the consumer education website is a description of Lead Agency policies and procedures relating to child care (98.33(a) (1)). This information includes a description of how the state/territory licenses child care, a rationale for exempting providers from licensing requirements, the procedure for conducting monitoring and inspections of providers, and the policies and procedures related to criminal background checks.

a) Provide the link to how the Lead Agency licenses child care providers, including the rationale for exempting certain providers from licensing requirements, as described in section 5.3.6:

<https://dcf.wisconsin.gov/ccregulation>

b) Provide the link to the procedure for conducting monitoring and inspections of child care providers, as described in section 5.3.2:

<https://dcf.wisconsin.gov/files/publications/pdf/5279.pdf>

c) Provide the link to the policies and procedures related to criminal background checks for staff members of child care providers and the offenses that prevent individuals from being employed by a child care provider or receiving CCDF funds, as described in sections 5.4.1 and 5.4.11:

<https://dcf.wisconsin.gov/cclicensing/cbc>

2.3.5 List of providers

The consumer education website must include a list of all licensed providers and, at the discretion of the Lead Agency, all providers eligible to deliver CCDF services, identified as either licensed or license-exempt. Providers caring for children to whom they are related do not need to be included. The list of providers must be searchable by ZIP Code.

a) Provide the website link to the searchable list of child care providers:

<https://childcarefinder.wisconsin.gov>

b) In addition to the licensed providers that are required to be included in your searchable list, which additional providers are included in the Lead Agency's searchable list of child care providers (please check all that apply):

- License-exempt center-based CCDF providers
- License-exempt family child care (FCC) CCDF providers
- License-exempt non-CCDF providers
- Relative CCDF child care providers
- Other.

Describe

c) Identify what informational elements, if any, are available in the searchable results.
Note: Quality information (if available) and monitoring results are required on the website but are not required to be a part of the search results.

Licensed Providers

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

The search results page includes: a brief description of the YoungStar program, definitions of regulated child care types, contacts for Spanish and Hmong translations, and a map and list of providers that match the search criteria. The list includes: the type of regulated care (e.g., licensed group), name of provider, YoungStar quality rating, provider address, and distance from the location specified in the search criteria. Parents can click on a provider name and access additional details for all regulated providers, including: ages served, hours and months open, enrollment capacity, contact information, regulation monitoring reports and, if applicable, accreditation information. For providers who choose to

receive a YoungStar Technical Rating, parents can also see provider education and training and YoungStar rating points by category.

License-Exempt, non-CCDF Providers

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

The search results page includes a brief description of the YoungStar program, definitions of regulated child care types, contacts for Spanish and Hmong translations, and a map and list of providers that match the search criteria. The list includes the type of regulated care (e.g., certified family), name of provider, YoungStar rating (not participating), provider address, and distance from the location specified in the search criteria. Parents can click on a provider name and access additional details for all regulated providers, including: ages served, hours and months open, enrollment capacity, contact information, and regulation monitoring reports.

License-Exempt CCDF Center Based Providers

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

The search results page includes: a brief description of the YoungStar program, definitions of regulated child care types, contacts for Spanish and Hmong translations, and a map and list of providers that match the search criteria. The list includes: the type of regulated care, name of provider, YoungStar quality rating, provider address, and distance from the location specified in the search criteria. Parents can click on a provider name and access additional details for all regulated providers, including: ages served, hours and months open, enrollment capacity, contact information, regulation monitoring reports and, if applicable, accreditation information. For providers who choose to receive a YoungStar Technical Rating, parents can also see provider education and training and YoungStar rating points by category.

License-Exempt CCDF Family Child Care

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

The search results page includes: a brief description of the YoungStar program, definitions of regulated child care types, contacts for Spanish and Hmong translations, and a map and list of providers that match the search criteria. The list includes: the type of regulated care (e.g., certified family), name of provider, YoungStar quality rating, provider address, and distance from the location specified in the search criteria. Parents can click on a provider name and access additional details for all regulated providers, including: ages served, hours and months open, enrollment capacity, contact information, regulation monitoring reports and, if applicable, accreditation information. For providers who choose to receive a YoungStar Technical Rating, parents can also see provider education and training and YoungStar rating points by category.

Relative CCDF Providers

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

Other.

Describe:

- Contact Information
- Enrollment Capacity
- Years in Operation
- Provider Education and Training
- Languages Spoken
- Quality Information
- Monitoring Reports
- Other.

Describe:

2.3.6 Lead Agencies must also identify specific quality information on each child care provider for whom they have this information. The type of information provided is determined by the Lead Agency, and it should help families easily understand whether a provider offers services that meet Lead Agency-specific best practices and standards or a nationally recognized, research-based set of criteria. Provider-specific quality

information must only be posted on the consumer website if it is available for the individual provider.

a) How does the Lead Agency determine quality ratings or other quality information to include on the website?

- Quality rating and improvement system
- National accreditation
- Enhanced licensing system
- Meeting Head Start/Early Head Start requirements
- Meeting prekindergarten quality requirements
- School-age standards, where applicable
- Other.

Describe

b) For what types of providers are quality ratings or other indicators of quality available?

- Licensed CCDF providers.

Describe the quality information:

YoungStar is the quality rating and improvement system (QRIS) for Wisconsin. YoungStar participation is required for all providers accepting Wisconsin Shares subsidy payments. In Wisconsin, the child care subsidy program is Wisconsin Shares. For all other providers, participation in YoungStar is voluntary. Providers electing not to participate in YoungStar have only regulation detail on the website. The website includes information on the total points earned out of the maximum points possible by quality category for rated programs. Programs that elect an automated rating will have no point detail. The website also includes points earned for rated programs in each category: Education and Training, Learning Environment and Curriculum, Business and Professional Practice, and Health and Wellness. Parents can view rating details by clicking on an embedded link that provides specific information about the various quality components of rated programs.

- Licensed non-CCDF providers.

Describe the quality information:

YoungStar is the quality rating and improvement system (QRIS) for Wisconsin.

YoungStar participation is required for all providers accepting Wisconsin Shares subsidy payments. In Wisconsin, the child care subsidy program is Wisconsin Shares. For all other providers, participation in YoungStar is voluntary. Providers electing not to participate in YoungStar have only regulation detail on the website. The website includes information on the total points earned out of the maximum points possible by quality category for rated programs. Programs that elect an automated rating will have no point detail. The website also includes points earned for rated programs in each category: Education and Training, Learning Environment and Curriculum, Business and Professional Practice, and Health and Wellness. Parents can view rating details by clicking on an embedded link that provides specific information about the various quality components of rated programs.

License-exempt center-based CCDF providers.

Describe the quality information:

YoungStar is the quality rating and improvement system (QRIS) for Wisconsin. YoungStar participation is required for all providers accepting Wisconsin Shares subsidy payments. In Wisconsin, the child care subsidy program is Wisconsin Shares. For all other providers, participation in YoungStar is voluntary. Providers electing not to participate in YoungStar have only regulation detail on the website. The website includes information on the total points earned out of the maximum points possible by quality category for rated programs. Programs that elect an automated rating will have no point detail. The website also includes points earned for rated programs in each category: Education and Training, Learning Environment and Curriculum, Business and Professional Practice, and Health and Wellness. Parents can view rating details by clicking on an embedded link that provides specific information about the various quality components of rated programs.

License-exempt FCC CCDF providers.

Describe the quality information:

YoungStar is the quality rating and improvement system (QRIS) for Wisconsin. YoungStar participation is required for all providers accepting Wisconsin Shares subsidy payments. In Wisconsin, the child care subsidy program is Wisconsin Shares. For all other providers, participation in YoungStar is voluntary. Providers electing not to participate in YoungStar have only regulation detail on the website. The website

includes information on the total points earned out of the maximum points possible by quality category for rated programs. Programs that elect an automated rating will have no point detail. The website also includes points earned for rated programs in each category: Education and Training, Learning Environment and Curriculum, Business and Professional Practice, and Health and Wellness. Parents can view rating details by clicking on an embedded link that provides specific information about the various quality components of rated programs.

License-exempt non-CCDF providers.

Describe the quality information:

Relative child care providers.

Describe the quality information:

Other.

Describe

2.3.7 Lead Agencies are required to post monitoring and inspection reports on the consumer education website for each licensed provider and for each non-relative provider eligible to provide CCDF services on the consumer education website. These reports must include results of required annual monitoring visits and visits due to major substantiated complaints about a provider's failure to comply with health and safety requirements and child care policies. The reports must be in plain language and be timely to ensure that the results of the reports are available and easily understood by parents when they are deciding on a child care provider. Lead Agencies must post at least 3 years of reports when available, going forward (not retrospectively), beginning October 1, 2018.

Certify by responding to the questions below:

a) What is the Lead Agency's definition of plain language and describe the process for receiving feedback from parents and the public about readability of reports.

The following instructions for describing violations in plain language are included in the Licensing Procedure Manual chapter titled Noncompliance Statement and Correction Plan and Compliance Statement: "Directly below each rule summary statement, the licensing specialist succinctly describes the administrative rule violation. The description should, as much as possible and appropriate, contain information on who, what, when, where and how the rule is being or was violated. The time of day of the monitoring visit is included if it is relevant to the violation. When documenting the violation, the licensing specialist should use the following sentence structure: 'On , .' If all violations cited on the complaint form occurred on the same date and time of day, it is not necessary to repeat the date and time of day in describing each violation. Write in concise, plain English. Any reader, including parents and the public who do not have knowledge of child care administrative rule, should be able to understand the description. Jargon and unclear and unnecessary words should be eliminated. Only use acronyms that are nationally recognized such as CPR/AED. CPS and DCF are examples of acronyms that are not nationally recognized and should be avoided. Be objective, factual, and descriptive. The description should not include derogatory comments or subjective observations, such as 'The licensee showed a lack of good judgment.' Guesses at the licensee's motivations, or the licensing specialist's personal biases, opinions and feelings about the violation should not be included. Enough detail should be provided to support the decision to cite each violation, but should not include irrelevant information. When the complaint form is generated by WISCCRS, 'Repeat Violation' will be automatically designated."

Feedback from parents and the public is encouraged by providing contact information for the regional licensing office. The following language appears on each provider's Child Care Finder webpage: "To obtain more detail or more history on regulatory compliance, contact the Licensing Regional office."

b) Are monitoring and inspection reports in plain language?

If yes,

include a website link to a sample monitoring report.

An example of a Noncompliance Statement and Correction Plan can be found at:

<https://childcarefinder.wisconsin.gov/Provider/viewplan5001085579.aspx?ProviderNumber=9000588259&LocationNumber=1&DocumentNumber=5001085579>

If no,

describe how plain language summaries are used to meet the regulatory requirements and include a link to a sample summary.

c) Check to certify what the monitoring and inspection reports and/or their plain language summaries include:

Date of inspection

Health and safety violations, including those violations that resulted in fatalities or serious injuries.

Describe how these health and safety violations are prominently displayed.

The Lead Agency provides on the Child Care Finder website plain-language summaries for all regulated providers. Results provided include: the dates of monitoring visits, results of monitoring visits, number of violations in the last three years and, if submitted, the actions in place to correct identified violations.

Corrective action plans taken by the State and/or child care provider.

Describe

Licensed child care providers are required to submit a correction plan for each violation cited on the noncompliance statement and must include a date by which the correction will be made. Correction plans and dates for completion are reviewed by licensing staff for acceptability and are posted on the Child Care Finder website one day after approval. Licensing specialists verify that the corrections have been made at the next monitoring visit. Enforcement actions, stipulations, and warning letters - sanctions or penalties that the Lead Agency imposes to gain a licensed child care center's compliance with administrative rule - are also listed on the Child Care Finder website next to summaries of the rules violated.

d) The process for correcting inaccuracies in reports.

The process for correcting inaccuracies in reports is the same for licensed and CCDF license-exempt (certified and public school) providers. Before leaving the center on the day the violations are documented, the regulatory specialist conducts an exit interview to inform the provider of the probable violations that will be cited. At the exit interview, the regulatory specialist informs the provider of what was observed at the visit and documented on the Noncompliance Statement, and what will be expected of the provider

to address the violations and bring the center or camp into compliance. This affords the provider and the regulatory specialist an opportunity to discuss the violations and correct any inaccuracies before the report is finalized. When inaccuracies in reports are identified after the exit interview, they are brought to the attention of the regulatory specialist and the supervisor, who reviews the report. Inaccuracies are corrected and a copy of the corrected report is given to the provider and posted on the Child Care Finder website. All changes made to a Noncompliance Statement will appear on the Child Care Finder website one day after the change is entered in the child care database.

e) The process for providers to appeal the findings in reports, including the time requirements, timeframes for filing the appeal, for the investigation, and for removal of any violations from the website determined on appeal to be unfounded.

Providers can appeal enforcement findings by submitting a written request to the Wisconsin Department of Administration, Division of Hearings and Appeals (DHA) within 10 days of being notified in writing of the enforcement finding. Should the appeal result in rescinding or modifying a violation, a revised Noncompliance Statement or enforcement action is posted to the Child Care Finder website. Although providers cannot appeal violations cited on a Noncompliance Statement to the DHA, the provider may contact the licensing specialist and the licensing chief to request that the violation be reconsidered. This may result in licensing staff making changes to the Noncompliance Statement. All changes made to a Noncompliance Statement will appear on the Child Care Finder website one day after the change is entered in the child care database.

f) How reports are posted in a timely manner. Specifically, provide the Lead Agency's definition of 'timely' and describe how it ensures that reports are posted within its timeframe. Note: While Lead Agencies define 'timely,' we recommend Lead Agencies update results as soon as possible and no later than 90 days after an inspection or corrective action is taken

Reports are posted within 10 business days. Licensing section chiefs monitor licensing staff to ensure timely completion of reports.

g) Describe the process for maintaining monitoring reports on the website. Specifically, provide the minimum number of years reports are posted and the policy for removing reports (98.33(a)(4)(iv)).

The Lead Agency posts three years of reports. Reports are removed from the website

after 3 years.

h) Any additional providers on which the Lead Agency chooses to include reports. Note - Licensed providers and CCDF providers must have monitoring and inspection reports posted on their consumer education website.

License-exempt non-CCDF providers

Relative child care providers

Other.

Describe

2.3.8 Aggregate data on serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings each year must be posted on the consumer education website. This aggregate information on serious injuries and deaths must be organized by category of care (e.g., center, FCC, etc.) and licensing status for all eligible CCDF provider categories in the state. The information on instances of substantiated child abuse does not have to be organized by category of care or licensing status. The aggregate report should not list individual provider-specific information or names.

Certify by providing:

a) The designated entity to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care (98.16 (ff)) and describe how the Lead Agency obtains the aggregate data from the entity.

Wis. Admin. Code DCF 202 Child Care Certification, DCF 250 Licensing Rules for Family Child Care Centers, DCF 251 Licensing Rules for Group Child Care Centers, and DCF 252 Licensing Rules for Day Camps require providers to report a death, incident, or accident of a child in care to the local certification agency or the Lead Agency, either through verbal or written notification, within 48 hours of seeking medical care for the child or becoming aware that medical treatment was sought by others. Fax, email, letter and in person are acceptable ways of notifying the certification agency or Lead Agency within 48 hours. However, in all instances, a licensed child care program/provider must submit a written report to the appropriate Lead Agency regional office within five business days

of the incident, accident or death. When submitting the written notification, the provider may use either the Lead Agency's form, Incident Report - Child Care Centers, or their own form to report incidents, accidents and deaths.

b) The definition of "substantiated child abuse" used by the Lead Agency for this requirement.

Substantiated child abuse is defined by Wis. Statutes, Chapter 48 - Children's Code as abuse or neglect or threatened abuse or neglect that under the guidelines developed by the Lead Agency under par. (b) constitutes severe abuse or neglect or a threat of severe abuse or neglect and a significant threat to the safety of a child and his or her family.

[http://docs.legis.wisconsin.gov/document/statutes/48.981\(3m\)\(a\)](http://docs.legis.wisconsin.gov/document/statutes/48.981(3m)(a))

c) The definition of "serious injury" used by the Lead Agency for this requirement.

Serious injury is any injury that requires medical attention.

d) The website link to the page where the aggregate number of serious injuries, deaths, and substantiated instances of child abuse are posted.

<https://dcf.wisconsin.gov/files/wishares/ccdbg/ccdf1921-plan.pdf> See page 5 for Serious Injuries and Deaths in Child Care in 2017.

2.3.9 The consumer education website should include contact information on referrals to local child care resource and referral organizations. How does the Lead Agency provide referrals to local CCR&R agencies through the consumer education website? Describe and include a website link to this information:

Parents are directed to contact their local YoungStar offices (CCR&Rs) for information about child care providers and quality care. A map is provided to allow parents to locate the YoungStar Office in their region. This information can be found at the following website: <https://dcf.wisconsin.gov/youngstar/program/localoffice>. The Lead Agency's Child Care Finder website at <https://childcarefinder.wisconsin.gov> has the following statement: "Contact your Child Care Resource & Referral Center for more help finding child care."

2.3.10 The consumer education website should include information on how parents can contact the Lead Agency, or its designee, or other programs that can help the parent understand information included on the website. Describe and include a website link to this information:

A Contact Us section is included at the bottom of each webpage. The parent can contact the Lead Agency or local agencies by telephone or email. A map of local agencies is provided to direct parents to the appropriate office: <https://dcf.wisconsin.gov/cclicensing/contacts>

2.3.11 Provide the website link to the Lead Agency's consumer education website. Note: An amendment is required if this website changes.

<https://dcf.wisconsin.gov/childcare>

2.3.12 Other. Identify and describe the components that are still pending per the instructions on CCDF Plan Response Options for Areas where Implementation is Still in Progress in the Introduction.

The Lead Agency is working to complete activities related to the Caregiver Background Check requirements.

2.4 Additional Consumer and Provider Education

Lead Agencies are required to certify that they will collect and disseminate information about the full diversity of child care services to promote parental choice to parents of eligible children, the general public, and where applicable, child care providers. In addition to the consumer

education website, the consumer education information can be provided through CCR&R organizations or through direct conversations with eligibility case workers and child care providers. Outreach and counseling can also be effectively provided via information sessions or intake processes for families (658E(c)(2)(E); 98.15(b)(4); 98.33(b)).

In questions 2.4.1 through 2.4.5, certify by describing:

2.4.1 How the Lead Agency shares information with eligible parents, the general public, and where applicable, child care providers about the availability of child care services provided through CCDF and other programs for which the family may be eligible, such as state preK, as well as the availability of financial assistance to obtain child care services. At a minimum, describe what is provided (e.g., such methods as written materials, the website, and direct communications) and how information is tailored for these audiences.

County and tribal agencies that administer the Wisconsin Shares program have brochures and fact sheets readily available to parents and the general public to support increased understanding of Wisconsin Shares Eligibility Guidelines and the importance of choosing high quality child care, including the brochure How to read the stars: Understanding YoungStar child care quality ratings.

Parents, providers and the general public are able to receive written information on the Wisconsin Shares program through CCR&R agencies and FRCs as well as at the Wisconsin Shares website: <https://dcf.wisconsin.gov/wishares>. Financial information about the program can be obtained at <https://dcf.wisconsin.gov/wishares/parents>. Information about available child care can be accessed at CCR&R agencies and FRCs as well as the YoungStar website: <https://dcf.wisconsin.gov/youngstar>. The Lead Agency utilizes multiple listservs and a Provider Newsletter and Parent Bulletin to inform families and providers about the child care subsidy program. Information is available in Spanish and Hmong to ensure materials are available for families whose first language is not English. Information about other resources available for parents including 4-year-old kindergarten, Head Start, and Early Head Start can be found at <https://dcf.wisconsin.gov/youngstar/parents/faqs>.

2.4.2 The partnerships formed to make information about the availability of child care services available to families.

Partnerships have been formed with child care organizations such as the Wisconsin Child Care Administrators Association and the Wisconsin Family Child Care Association, and with CCR&R agencies, 4-year-old kindergarten, Head Start, Early Head Start, and Birth to 3 Programs to ensure that information is widely available to families. All CCR&R agencies are required to display and distribute informational brochures on the YoungStar QRIS. CCR&R agencies also have guidelines on the type of information they have to provide to child care providers and families. In addition to the information distributed by the CCR&R agencies, YoungStar has put focus on outreach to hard to reach populations. The goals of this outreach are to provide educational information to parents and families on the YoungStar QRIS, information on developmental screening, the importance of quality child care, the importance of early brain development, and the impact of stress on young children.

2.4.3 How the Lead Agency provides the required information about the following programs and benefits to the parents of eligible children, the general public, and where applicable, providers. In the description include, at a minimum, what information is provided, how the information is provided, and how the information is tailored to a variety of audiences and include any partners who assist in providing this information.

Temporary Assistance for Needy Families program:

Local human services agency staff and economic support workers provide information on TANF to CCDF families who may also qualify for assistance through TANF.

Head Start and Early Head Start programs:

The local agency worker shares information with parents on available Head Start programming. Additionally, the state Head Start Collaboration Office disseminates information to Head Start programs related to Wisconsin Shares.

Low Income Home Energy Assistance Program (LIHEAP):

The Lead Agency contracts with CCR&R agencies for a variety of services in the area of child care. Many of these organizations are co-located with the FRC. Information and resources are shared between the offices and, if a family needed the services of LIHEAP, they would be directed to the FRC in the area, the county or other agency that runs the program in the area, or 211.

Supplemental Nutrition Assistance Programs (SNAP) Program:

The SNAP program and Wisconsin Shares use the same eligibility workers in the local county or tribal agency.

Women, Infants, and Children Program (WIC) program:

The Lead Agency contracts with CCR&R agencies for a variety of services. Information and resources are shared between the offices and, if a family needed the services of WIC, they would be referred to the organization that runs the program in the county.

Child and Adult Care Food Program(CACFP):

The Lead Agency's Child Care Finder website provides information to parents regarding child care providers that have earned a point for or are recognized for providing healthy meals and snacks. The Lead Agency shares CACFP participation information with all regulated child care providers and all applicants working towards becoming regulated.

Medicaid and Children's Health Insurance Program (CHIP):

Wisconsin Shares uses the same eligibility workers as the Medicaid program. Additionally, information regarding CHIP and other health programs provided by Wisconsin's DHS are available at local human services agencies. These agencies are also contracted by the Lead Agency to administer the child care subsidy program. Information is available and can be provided to CCDF families at these agencies.

Programs carried out under IDEA Part B, Section 619 and Part C:

The Lead Agency contracts with CCR&R agencies for a variety of services in the area of child care. Many of these organizations are co-located with FRCs. Information and

resources are shared between the offices and, if a family identifies a need for services for a child with special needs, the referral will be made to appropriate services in the community (Birth to 3, the public school, etc.)

2.4.4 Describe how the Lead Agency makes available to parents, providers, and the general public information on research and best practices concerning children's development, including physical health and development, particularly healthy eating and physical activity. Information about successful parent and family engagement should also be shared. At a minimum, include what information is provided, how the information is provided, and how the information is tailored to a variety of audiences and include any partners in providing this information.

The YoungStar website provides information for families on research and best practices around the importance of early experiences, the value of high-quality early child care, the importance of good nutrition, activities for promoting early literacy, the benefits of family engagement, and the importance of knowing developmental milestones. These resources can be found in video and written formats at <https://dcf.wisconsin.gov/youngstar/parents/resources>. These resources are provided in partnership with DHS, DPI, and other local and national entities. The Lead Agency helped create and currently funds provider training around Active Early, Healthy Bites, Breastfeeding Friendly Programs, Gardening, and Family Engagement. It has also incorporated these topics as elements in its QRIS. The Lead Agency funds CCR&Rs to provide information, technical assistance, and resources around physical health and family engagement best practices to providers and families.

2.4.5 Describe how information on the Lead Agency's policies regarding the social-emotional and behavioral issues and early childhood mental health of young children, including positive behavioral intervention and support models based on research and best practices for those from birth to school age, are shared with families, providers, and the general public. At a minimum, include what information is provided, how the information is provided, and how information is tailored to a variety of audiences and

include any partners in providing this information.

The YoungStar Parent Outreach campaign included information for parents on the importance of quality child care and positive social-emotional behavior and development. The YoungStar parent webpages at <https://dcf.wisconsin.gov/youngstar/parents> provide parents with resources and educational information on brain development, the effects of toxic stress on infants, and social-emotional development. In addition to these pages, YoungStar also has resources for children with special needs and disabilities:

<https://dcf.wisconsin.gov/youngstar/eci>. This link provides families with resources and contact information for screening and assessment, mental health services, and other disability resources which include special education services through IDEA Part C and B, and regional contacts for these programs as well as for services and assistance through Children and Youth with Special Health Care Needs. The YoungStar QRIS and CCR&R agencies have a number of activities, trainings, educational and professional development opportunities, and criteria related to increased provider preparedness, child well-being, and child safety. In addition, YoungStar includes a quality indicator that gives programs a point for being trained in Wisconsin Pyramid Model for Social and Emotional Competence, Positive Behavioral Interventions and Supports, Guiding Children's Behavior in School-Age Care or other equivalent training on meeting the social-emotional needs of children. These trainings include strategies for effective behavior management including positive behavior interventions and support models. They also promote positive social and emotional development and give providers strategies that are research-based to reduce challenging behaviors and to communicate with parents about these issues. The training is further supported by coaching and mentoring through either YoungStar technical assistance or through specific assistance provided by a Pyramid Model External Coach. The Lead Agency will also identify strategies to support training opportunities provided by tribes on Historic Trauma. Information is provided to the general public through local human services agencies, CCR&R agencies, FRCs, the Collaborating Partners website and Lead Agency and YoungStar public websites. Partners in this process include: DHS, DPI, Child Abuse and Neglect Prevention Board, Child Welfare Training Partnership, Community Assistance Agencies such as the Salvation Army, Supporting Families Together Association (SFTA), The Registry, UW-Extension, UW-Madison Waisman Center, UW-Milwaukee, Wisconsin Afterschool Network (WAN), Wisconsin Alliance for Infant Mental Health (WI-AIMH), Wisconsin Association of Independent Colleges and Universities (WAICU), Wisconsin Birth to 3 Program, Kids Forward, WCCAA, Wisconsin Early Childhood Association (WECA), WFCCA, DPI Office of Early Learning Head Start State Collaboration Office (OEL HSSCO),

Wisconsin Head Start Association (WHSA), Wisconsin Head Start Training & Technical Assistance (T/TA) Center, Wisconsin Family Assistance Center for Education, Training & Support (WI FACETS), Wisconsin Technical College System (WTCS), Wisconsin Office of Children's Mental Health.

2.4.6 Describe the Lead Agency's policies to prevent the suspension and expulsion of children from birth to age 5 in child care and other early childhood programs receiving CCDF funds (98.16(ee)), including how those policies are shared with families, providers, and the general public.

In order to reduce suspension and expulsion in early childhood programs receiving CCDF funds, staff from the Lead Agency participate on a work group comprised of DCF and DPI early education experts to create supports for child care providers to ensure that they have the knowledge and skills necessary to provide consistent care. The Lead Agency has partially completed an online training around understanding race in education, stereotype threats, micro-aggressions, and implicit bias. Staff from the Lead Agency also collaborate with other state agencies on the issues surrounding infant and toddler mental health services to help create a system of consultation that supports child care providers to keep children enrolled in their programs. Additionally, a number of resources have been created for child care regarding the care of children with disabilities. Specifically, staff from the Quality Section have collaborated with the Regulation Section to update the Skills and Strategies course, especially the section on "Meeting the Individual Needs of Children", to incorporate the most current, accurate information on providing care to children with special needs. The Lead Agency's website has early childhood inclusion webpages specifically designed to connect child care providers to outside resources that help them continue to care for children enrolled in their programs.

The Lead Agency is in the process of creating a statewide policy on expulsion and suspension. The first step in policy creation was to develop a survey and collect data. The Lead Agency, in collaboration with DPI, contracted with SFTA to conduct a survey on suspension and expulsion in early childhood settings in Wisconsin. (

[https://supportingfamilies.together.org/wp-content/uploads/In-](https://supportingfamilies.together.org/wp-content/uploads/In-Brief.Enrollment.Expulsion.Resources.pdf)

[Brief.Enrollment.Expulsion.Resources.pdf](https://supportingfamilies.together.org/wp-content/uploads/In-Brief.Enrollment.Expulsion.Resources.pdf)) The survey replicated the national research on

child care and preschool expulsions and provided approaches for increasing early care and education providers' ability to support children with challenging behaviors. The second step will be to draft policy and share it with stakeholders. The information gathered from the survey will be used, along with national resources, to review and create policies and supports that address the complexities associated with suspension and expulsion in early childhood settings. Some factors already being considered by the Lead Agency are understanding children's behavior through the Wisconsin Model Early Learning Standards and the Wisconsin Pyramid Model and analyzing administrative data in a cross-agency fashion to include all stakeholders. The Lead Agency is also undertaking a project around implicit bias that will set the foundation with agency staff and eventually move to the creation of resources specific to early childhood care providers. The combination of current policies and new projects will help the Lead Agency create policies and resources that prevent suspension and expulsion of young children in programs that receive CCDF funds. The final step will be to implement policy and evaluate its impact.

2.5 Procedures for Providing Information on Developmental Screenings

Lead Agencies are required to provide information on developmental screenings, including information on resources and services that the State can deploy, such as the use of the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program carried out under title XIX of the Social Security Act and developmental screening services available under IDEA Part B, Section 619 and Part C, in conducting those developmental screenings and in providing referrals to services for children who receive subsidies. Lead Agencies must also include a description of how a family or child care provider can use these resources and services to obtain developmental screenings for children who receive subsidies and who might be at risk of cognitive or other developmental delays, which can include social, emotional, physical, or linguistic delays (658E(c)(2)(E)(ii)). Lead Agencies are required to provide this information to eligible families during CCDF intake and to child care providers through training and education (98.33(c)).

2.5.1 Certify by describing:

a) How the Lead Agency collects and disseminates information on existing resources and services available for conducting developmental screenings to CCDF parents, the general public, and where applicable, child care providers (98.15(b)(3)).

It is a Lead Agency practice to have information on the importance of developmental screening available to families at an early age. The Lead Agency automatically generates and sends out a letter to all families receiving Wisconsin Shares notifying them about the importance of having their child screened between the ages of birth and age 5. This letter provides parents with resources and information about important developmental milestones that children at a certain age should be able to do. The letter also gives parents information about developmental surveys that can be found online, such as those found at <https://www.cdc.gov/milestones> . The letter and the resources available help families know what to look for as their child develops and grows.

Parents, providers and the general public are able to receive information on child care at CCR&R agencies and FRCs as well as via the YoungStar website:

<https://dcf.wisconsin.gov/youngstar> . Additionally, the Lead Agency provides information about the quality of child care through the YoungStar quality rating and improvement system. The website displays ratings of child care programs and how programs earn points as well as information on how to access local YoungStar offices to obtain additional information about child care choices.

Information around screening and assessment is also available on the Early Childhood Inclusion webpage under the heading of Child Development Best Practices:

<https://dcf.wisconsin.gov/youngstar/eci/bestpractices> . Included in this section is information on effective screening, gathering information, as well as pertinent resources, including Wisconsin's Blueprint: A Comprehensive and Aligned System for Early Childhood Screening and Assessment.

b) The procedures for providing information on and referring families and child care providers to the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program - carried out under Title XIX of the Social Security Act (42 U.S.C.

1396 et seq.) - and developmental screening services available under Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.). The Lead Agency has requirements embedded in contracts with CCR&R agencies and within the YoungStar service delivery contract that require providing information, resources, training, and professional development on developmental screenings and how to access and make referrals for screening. CCR&R agencies provide information on developmental screening and the Wisconsin Child Find system to parents and providers. This includes making referrals and requests for screening through Wisconsin's Well Badger Resource Center (<https://wellbadger.org>) as well as providing information on Birth to 3 and special education services through Local Education Agencies (LEAs). CCR&Rs also offer training and assistance on implementing the Ages and Stages Questionnaires, Developmental Milestones checklist, and other screening tools. Finally, in Wisconsin. Some CCR&R agencies serve as the actual local provider of Wisconsin's Birth to 3 programming.

c) How the Lead Agency gives information on developmental screenings to parents receiving a subsidy as part of the intake process. Include the information provided, ways it is provided, and any partners in this work.

The Lead Agency automatically generates and sends out a letter to all families receiving Wisconsin Shares- as part of the intake process- notifying them about the importance of having their child screened between the ages of birth and age 5. This letter provides parents with resources and information about important developmental milestones that children at a certain age should be able to do. The letter also gives parents information about developmental surveys that can be found online, such as those found at <https://www.cdc.gov/milestones> . The letter and the resources available help families know what to look for as their child develops and grows. The developmental screening summary letter is also available at <https://dcf.wisconsin.gov/youngstar/eci/ifspiep-connections> .

The Lead Agency has a major role in supporting families so that they also consider, and better understand the importance of, high-quality early education practices and the impact that early experiences can have on brain development, social-emotional development, and future success in school and life. The Lead Agency launched a targeted marketing campaign to increase awareness of these issues among families, especially families experiencing homelessness, teen parents, urban populations, migrant and seasonal families, tribal communities, and families with children with special needs. Some highlights from this campaign include:

- 1) The creation of three videos to educate families on YoungStar and early brain development including "What is YoungStar," "Start with Experiences," and "Toxic Stress." All videos are available on the parent section of the YoungStar website at <https://dcf.wisconsin.gov/youngstar/parents/resources> .

2) The development of resource materials for families around topics such as developmental milestones, early literacy, family engagement, and early brain development. These resources are available at <https://dcf.wisconsin.gov/youngstar/parents/resources> .

3) The completion of a paid advertising campaign, geared towards families, including messages about high-quality child care through such media as Google AdWords, YouTube, Twitter, print advertisements, and radio.

4) Individualized parent outreach called "Parent Huddles" in which parents were invited by members of their community to learn more about quality child care. These huddles and "Front Porch Chats" were conducted by grassroots outreach organizations contracted with the Lead Agency.

5) The Lead Agency has also developed a web section devoted entirely to Early Childhood Inclusion. The site includes: resources if a family has a concern about their child's development; services available for families of children with special needs and disabilities; and information regarding selecting an early education setting for a child with special needs. All information is available at <https://dcf.wisconsin.gov/youngstar/eci> .

6) The Lead Agency contracts with SFTA to provide Parent Cafés as a method of disseminating child care information as a family-friendly strategy. Parent Cafés are managed through SFTA, the umbrella agency for CCR&Rs, and are contracted to put families in direct contact with local community supports, such as family resource centers, churches, and community centers which assist in disseminating information about the availability of high-quality child care and local family supports.

d) How CCDF families or child care providers receiving CCDF can use the available resources and services to obtain developmental screenings for CCDF children at risk for cognitive or other developmental delays.

The Lead Agency contracts with Child Care Resource and Referral (CCR&R) agencies to provide information on developmental screening and the Wisconsin Child Find system to parents and providers. This includes making referrals and requests for screening and information on Birth to 3 and special education services through Local Education Agencies (LEAs). Child care providers are offered training and assistance on implementing the Ages and Stages Questionnaires, Developmental Milestones checklist, and other screening tools.

e) How child care providers receive this information through training and professional development.

Child care providers are offered training and assistance on implementing the Ages and

Stages Questionnaires, Developmental Milestones checklist, and other screening tools.

f) Provide the citation for this policy and procedure related to providing information on developmental screenings.

The Lead Agency partnered with early intervention specialists and special education service providers to develop the YoungStar Early Childhood Inclusion (ECI) webpage at <https://dcf.wisconsin.gov/youngstar/eci> . The information contained within the ECI webpage continues to be updated in order to provide parents and providers with the most current information and best practices around supporting infants and toddlers with special needs. Specifically, the webpage <https://dcf.wisconsin.gov/youngstar/eci/ifspiep-connections> provides families with resources and contact information for screening and assessment, mental health services, and other disability resources which include special education services through IDEA Part C and B, and regional contacts for these programs as well as for services and assistance through Children and Youth with Special Health Care Needs. The developmental screening summary letter that is sent to all families as part of the CCDF intake process is also available on this page. The Lead Agency is in the process of creating computer-based training videos on "Developmental Screening and Parent Engagement" and "Autism Spectrum Disorder." These trainings will be published on the YoungStar Early Childhood Inclusion webpage where families will be able to view them on an as-needed basis. The Lead Agency has requirements embedded in contracts with CCR&R agencies and within the YoungStar service delivery contract that require providing information, resources, training, and professional development on developmental screenings and how to access and make referrals for screening.

2.6 Consumer Statement for Parents Receiving CCDF Funds

Lead Agencies must provide CCDF parents with a consumer statement in hard copy or electronically (such as referral to a consumer education website) that contains specific information about the child care provider they select. This information about the child care provider selected by the parent includes health and safety requirements met by the provider, any licensing or regulatory requirements met by the provider, the date the provider was last inspected, any history of violations of these requirements, and any voluntary quality standards met by the provider. It must also describe how CCDF subsidies are designed to promote equal access, how to submit a complaint through a hotline, and how to contact local resource and

referral agencies or other community-based supports that assist parents in finding and enrolling in quality child care (98.33(d)). Please note that if the consumer statement is provided electronically, Lead Agencies should consider how to ensure that the statement is accessible to parents and that parents have a way to contact someone to address questions they have.

2.6.1 Certify by describing:

a) How the Lead Agency provides parents receiving CCDF funds with a consumer statement.

The Lead Agency refers parents to the DCF Child Care Homepage:

<https://dcf.wisconsin.gov/childcare>.

b) What is included in the statement, including when the consumer statement is provided to families.

The consumer statement states: When choosing child care, there are many factors to consider including types of care, price, availability, quality of care, and location. The consumer statement also outlines specific information for parents around the provider's YoungStar rating, regulation results (including violations), and details of monitoring visits. All of this information is critical when a parent is searching for safe and high quality child care. The Lead Agency further describes how "regulated care" is defined:

Regulated child care provides a foundation for safe child care settings by conducting background checks, regular inspections and complaint investigations. Types of regulated child care include:

- Certified Care (3 or fewer children under age 7 in care)
- Licensed Family Child Care (up to 8 children under age 7)
- Licensed Group Child Care (9 or more children under age 7)
- Day Camp (seasonal program for 4 or more children ages 3 & up)

c) Provide a link to a sample consumer statement or a description if a link is not available.

<https://dcf.wisconsin.gov/childcare/consumerstatement>. The Lead Agency's consumer statement includes information on how to successfully navigate the selection of a safe and high quality provider. Additionally, the Consumer Statement specifically outlines the Child Care Complaint process via the web link

<https://dcf.wisconsin.gov/ccregulation/complaint> and identifies the Lead Agency's Central

Office Complaint Hotline telephone number as 608-421-7550. The complaint webpage also identifies regional and agency contact information for fraud reporting to ensure ease of access when filing a complaint against a child care provider.

The Lead Agency's Consumer Statement webpage also outlines how parents can contact their local CC&RR agency through the web link <https://supportingfamilies.together.org/member-directory> for assistance in finding available child care and answers to frequently asked child care questions.

3 Provide Stable Child Care Financial Assistance to Families

In providing child care assistance to families, Lead Agencies are required to implement these policies and procedures: a minimum 12-month eligibility and redetermination periods, a process to account for irregular fluctuations in earnings, a policy ensuring that families' work schedules are not disrupted by program requirements, policies to provide for a job search of not fewer than 3 months if the Lead Agency exercises the option to discontinue assistance, and policies for the graduated phase-out of assistance. Also, procedures for the enrollment of homeless children and children in foster care, if served, pending the completion of documentation, are required.

Note: Lead Agencies are not prohibited from establishing policies that extend eligibility beyond 12 months to align program requirements. For example, Lead Agencies can allow children enrolled in Head Start, Early Head Start, state or local prekindergarten, and other collaborative programs to finish the program year. This type of policy promotes continuity for families receiving services through multiple benefit programs.

In this section, Lead Agencies will identify how they define eligible children and families and how the Lead Agency improves access for vulnerable children and families. This section also addresses the policies that protect working families and determine a family's contribution to the child care payment.

3.1 Eligible Children and Families

At the time when eligibility is determined or redetermined, children must (1) be younger than age 13; (2) reside with a family whose income does not exceed 85 percent of the State's median income for a family of the same size and whose family assets do not exceed \$1,000,000 (as certified by a member of said family); and (3)(a) reside with a parent or parents who are working or attending a job training or educational program or (b) receives, or needs to receive, protective services and resides with a parent or parents not described in (3)(a.) (658P(4)).

3.1.1 Eligibility criteria based on a child's age

a) The CCDF program serves children

from 0

(weeks/months/years)

through 12

years (under age 13). . Note: Do not include children incapable of self-care or under court supervision, who are reported below in (b) and (c).

b) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care?(658E(c)(3)(B), 658P(3))

No

Yes,

and the upper age is 18

(may not equal or exceed age 19).

If yes, Provide the Lead Agency definition of physical and/or mental incapacity: An emotional, physical, or personal need of a child requiring more than the usual amount of care and supervision for the child's age, as documented by a physician, psychologist, special educator, or other qualified licensed professional. A special need includes a developmental disability.

c) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (658P(3), 658E(c)(3)(B))

No.

Yes

and the upper age is

(may not equal or exceed age 19)

d) How does the Lead Agency define the following eligibility terms?

"residing with":

Living in the same household

"in loco parentis":

A person who is living in the same household, and acting as the case head of the household with decision-making responsibility and authority and control of the child, formally or informally. A "parent" is a custodial parent, guardian, foster parent, legal custodian or person acting in place of a parent.

3.1.2 Eligibility criteria based on reason for care

a) How does the Lead Agency define "working or attending a job training and educational program" for the purposes of CCDF eligibility at the time of determination? Provide the definitions below for:

"Working":

Includes regular employment, self-employment, employer-sponsored training, apprenticeships, sheltered employment, and participation in programs such as AmeriCorps. The Lead Agency does not stipulate a minimum number of work hours required for eligibility purposes.

"Job training":

Job training includes technical college or other courses of study. Individuals who are over the age of 18 and are attending technical college or other courses of study are

required to demonstrate that the course(s) would facilitate the individual's efforts to maintain employment. This is evaluated by the eligibility worker on a case-by-case basis based on participant needs. Individuals may be eligible for the subsidy under this subdivision for up to 2 years, per Wis. Statutes, s.49.155(1m)(a)5. Employment is required for 20 hours per month. In addition, job training includes participation in Wisconsin's W-2 TANF program or the FoodShare Employment and Training (FSET) program.

"Education":

Education includes participation in high school, GED or HSED courses. Parents 20 years or older who are engaged in an education activity are also required to maintain employment and be employed for 20 hours per month for up to 2 years, under Wis. Statutes, s.49.155(1m)(a)5.

"Attending job training or education" (e.g. number of hours, travel time):

There is no minimum number of hours for job training or education.

3.1.2 Eligibility criteria based on reason for care

b) Does the Lead Agency allow parents to qualify for CCDF assistance on the basis of education and training participation alone (without additional minimum work requirements)?

No.

If no, describe the additional work requirements:

Wis. Statutes, s.49.155(1m)(a)5 requires that individuals engaged in an educational activity are also engaged in employment for 20 hours per month. However, individuals who are under 20 years old and have not graduated from high school have no work requirement while they are engaged in high school, GED or HSED coursework.

Yes.

If yes, describe the policy or procedure:

3.1.2 Eligibility criteria based on reason for care

c) Does the Lead Agency consider seeking employment (engaging in a job search) an eligible activity at initial eligibility determination (at application) and at the 12-month eligibility redetermination? (Note: If yes, Lead Agencies must provide a minimum of three months of job search)

No.

Yes.

If yes, describe the policy or procedure. (including any differences in eligibility at initial eligibility determination vs. redetermination of eligibility):

Job Search is not an eligible activity at initial determination with one exception.

Individuals with an approved activity in the FSET or W-2 may be assigned to conduct a job search as part of their Employability Plan for those programs. In those cases only, Job Search can be an eligible activity at initial determination.

3.1.2 Eligibility criteria based on reason for care

d) Does the Lead Agency provide child care to children in protective services?

No.

Yes. If yes:

i. Please provide the Lead Agency's definition of "protective services":

For the purposes of Wisconsin Shares eligibility, protective services include children who are placed out of their home into foster homes, or with relatives through either a court directed placement or a voluntary placement. Wis. Statutes, s.49.155(1m) establishes eligibility and requires that parents need child care to participate in specific activities including employment or employment and education/training activities; this includes foster parents and kinship caregivers.

Note: Federal requirements allow other vulnerable children identified by the Lead Agency not formally in child protection to be included in the Lead Agency's definition of protective services for CCDF purposes. A Lead Agency may elect to provide CCDF-funded child care to children in foster care when foster care parents are not working or are not in education/training activities, but this provision should be included in the protective services definition above.

ii. Are children in foster care considered to be in protective services for the purposes of eligibility at determination?

- No
- Yes

iii. Does the Lead Agency waive the income eligibility requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis (658E(c)(5))?

- No
- Yes

iv. Does the Lead Agency provide respite care to custodial parents of children in protective services?

- No
- Yes

3.1.3 Eligibility criteria based on family income. Note: The question in 3.1.3 relates to initial determination. Redetermination is addressed in 3.1.7.

a) How does the Lead Agency define "income" for the purposes of eligibility at the point of determination?

Money, wages or salary, adjusted income from self-employment, Social Security, dividends, interest on savings or bonds, income from estates or trusts, net rental income or royalties, Supplemental Security Income (SSI), pensions and annuities, unemployment insurance, worker's compensation, alimony and other maintenance payments, and veteran pensions. Child and family support payments when combined exceed \$1,250 per month; the employer-paid portion of income earned through W-2 (Wisconsin's TANF program) TEMP (Trial Employment Match Program), TMJ (Transform Milwaukee Jobs), and TJ (Transitional Jobs) employment positions; private educational loans, scholarships, and grants that are not used for tuition and books.

b) Provide the CCDF income eligibility limits in the table below at the time of initial determination. Complete columns (a) and (b) based on maximum eligibility at initial entry into CCDF. Complete columns (c) and (d) *only if* the Lead Agency is using income eligibility limits lower than 85 percent of the current state median income (SMI) at the initial eligibility determination point. Fill in the chart based on the most populous area of the state (the area serving the highest number of CCDF children). If the income eligibility limits are not statewide, please respond to c) below the table.

| | (a) | (b) | (c) | (d) |
|-------------|-----------------------|--|---|--|
| Family Size | 100% of SMI(\$/Month) | 85% of SMI (\$/Month) [Multiply (a) by 0.85] | (IF APPLICABLE) (\$/Month) Maximum Initial or First Tier Income Limit (or Threshold) if Lower Than 85% of Current SMI | IF APPLICABLE) (% of SMI) [Divide (c) by (a), multiply by 100] Income Level if Lower Than 85% of Current SMI |
| 1 | N/A | N/A | N/A | N/A |
| 2 | \$4,832.34 | \$4,106.64 | \$2,538 | 52.5% |
| 3 | \$5,968.13 | \$5,072.91 | \$3,204 | 53.7% |
| 4 | \$7,104.92 | \$6,039.18 | \$3,870 | 54.5% |
| 5 | \$8,241.70 | \$7,005.51 | \$4,536 | 55.0% |

c) If the income eligibility limits are not statewide, describe how many jurisdictions set their own income eligibility limits and provide the income limit ranges across the jurisdictions (e.g. range from [lowest limit] to [highest limit])(98.16(i)(3)).

N/A, income limits are statewide.

Reminder: Income limits must be established and reported in terms of current SMI based on the most recent data published by the Bureau of the Census (98.20(a)(2)(i)) even if the federal poverty level is used in implementing the program. SMI guidelines are available at: <https://www.acf.hhs.gov/ocs/resource/liheap-im2017-03>.

d) SMI source and year. LIHEAP, 2018

e) Identify the most populous area of the State used to complete the chart above.

N/A, these amounts are statewide.

f) What was the date (mm/dd/yyyy) that these eligibility limits in column (c) became effective? 03/01/2018

g) Provide the citation or link, if available, for the income eligibility limits.

<https://dcf.wisconsin.gov/manuals/wishares-cc-manual>

3.1.4 Lead Agencies are required to ensure that children receiving CCDF funds do not have family assets that exceed \$1,000,000, as certified by a family member (98.20(a)(2)(ii)).

a) Describe how the family member certifies that family assets do not exceed \$1,000,000 (e.g., a checkoff on the CCDF application).

The question of liquid assets is asked during the intake interview. The applicant is asked if the family has liquid assets greater than \$25,000. If the answer is less than \$25,000, no further verification is needed. If the answer is unknown or greater than \$25,000, then the parent will be asked to provide some verification.

b) Does the Lead Agency waive the asset limit on a case-by-case basis for families defined as receiving, or in need of, protective services?

No.

Yes.

If yes, describe the policy or procedure and provide citation:

On a case-by-case basis, foster families and children in court-ordered out-of-home placements may be exempt from the asset test for financial eligibility, per Wis. Statutes, s.49.155(1m)(cm).

3.1.5 Describe any additional eligibility conditions or priority rules applied by the Lead Agency during eligibility determination or redetermination (98.20(b)).

Additional eligibility conditions that are limited to once per lifetime at the initial eligibility determination include: identity of all parents, Social Security number for children, date of birth for each family member, and citizenship of children. In addition, residency verification, alien status of children, marital status, and child placement arrangements must be verified if questionable or if changed. The Lead Agency has an ongoing eligibility requirement for parents to cooperate with the Child Support agency to identify and locate an absent parent and obtain a child support order.

3.1.6 Lead Agencies are required to take into consideration children's development and promote continuity of care when authorizing child care services (98.21(f); 98.16(h)(6)). Check the approaches, if applicable, that the Lead Agency uses when considering children's development and promoting continuity of care when authorizing child care services.

- Coordinating with Head Start, prekindergarten, or other early learning programs to create a package of arrangements that accommodates parents' work schedules
- Inquiring about whether the child has an Individualized Education Program (IEP) or Individual Family Services Plan (IFSP)
- Establishing minimum eligibility periods greater than 12 months
- Using cross-enrollment or referrals to other public benefits
- Working with IDEA Part B, Section 619 and Part C staff to explore how services included in a child's IEP or IFSP can be supported and/or provided onsite and in collaboration with child care services
- Providing more intensive case management for families with children with multiple risk factors;
- Implementing policies and procedures that promote universal design to ensure that activities and environments are accessible to all children, including children with sensory, physical, or other disabilities
- Other.

Describe:

Wis. Statutes, s.49.155(6g)(a)5 allows the child's learning and development to be considered and continuity of care to be promoted when authorizing hours of child care. The Lead Agency is not required to limit authorized hours based on the parent's schedule of activities or the number of hours the parent spends in those activities.

3.1.7 Policies and processes for graduated phase-out of assistance at redetermination.

Lead Agencies are required to provide for a graduated phase-out of assistance for families whose income has increased above the state's initial income threshold at the time of redetermination but remains below the federal threshold of 85 percent of the state median income. Providing a graduated phase-out promotes continuity by allowing for wage growth, allows for a tapered transition out of the child care subsidy program as income increases, and supports long-term self-sufficiency for families.

- i. 85 percent of SMI for a family of the same size
- ii. An amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold that:
 - (A) Takes into account the typical household budget of a low-income family
 - (B) Provides justification that the second eligibility threshold is:
 - (1) Sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability
 - (2) Reasonably allows a family to continue accessing child care services without unnecessary disruption.

At redetermination, a child shall be considered eligible if his or her parents are working or attending a job training or educational program even if their income exceeds the Lead Agency's income limit to initially qualify for assistance as long as their income does not exceed the second tier of eligibility (98.21(a); 98.21(b)(1)). Note that once deemed eligible, the family shall be considered eligible for a full minimum 12-month eligibility period, even if their income exceeds the second tier of eligibility during the eligibility period, as long as it does not exceed 85 percent of SMI.

A family eligible for services via the graduated phase-out of assistance is considered eligible under the same conditions as other eligible families with the exception of the copayment restrictions, which do not apply to a graduated phase-out. To help families transition off of child care assistance, Lead Agencies may gradually adjust copay amounts for families whose children are determined eligible under a graduated phase-out and may require additional reporting on changes in family income. However, Lead Agencies must still ensure that any additional reporting requirements do not constitute an undue burden on families.

- a) Check and describe the option that best identifies the Lead Agency's policies and procedures regarding the graduated phase-out of assistance.

- N/A - The Lead Agency sets its initial eligibility threshold at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.
- N/A - The Lead Agency sets its exit eligibility threshold at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.
- The Lead Agency sets the second tier of eligibility at 85 percent of SMI.

Describe the policies and procedures.

At 190% FPL (approximately 54% SMI for a family of 2) the family will enter a period of graduated phase-out that will continue until the family reaches 85% SMI or has assumed the full cost of care. There is no change to and no increase in reporting requirements for the family. Above 200% FPL up to 85% SMI, the family's copayment responsibility will increase \$1 for every \$3 increase in income.

Provide the citation for this policy or procedure.

Wis. Statutes, s.49.155(1m)(c)1d.a and b.

- The Lead Agency sets the second tier of eligibility at an amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold.

Provide the second tier of eligibility for a family of three.

Describe how the second eligibility threshold:

- i. Takes into account the typical household budget of a low-income family:
- ii. Is sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability:
- iii. Reasonably allows a family to continue accessing child care services without unnecessary disruption:
- iv. Provide the citation for this policy or procedure:

- Other.

Identify and describe the components that are still pending per the instructions on *CCDF Plan Response Options for Areas where Implementation is Still in Progress* in the Introduction.

3.1.7 b) To help families transition from assistance, does the Lead Agency gradually adjust copays for families eligible under the graduated phase-out period?

No

Yes

i. If yes, describe how the Lead Agency gradually adjusts copays for families under a graduated phase-out.

Once the family has reached 190% FPL (54% SMI for a family of 2) at renewal, the copayment is adjusted to coincide with income changes. At the annual renewal, if the family income has reached 200% FPL (57% SMI), the family transitions into a period where the copayment responsibility increases \$1 for every \$3 increase in income until the family reaches 85% of SMI.

ii. If yes, does the Lead Agency require additional reporting requirements during the graduated phase-out period? *(Note: Additional reporting requirements are also discussed in section 3.3.3 of the plan.)*

No.

Yes.

Describe:

Families are required to report all income increases when they have reached 200% FPL.

3.1.8 Fluctuation in earnings.

Lead Agencies are required to demonstrate how their processes for initial determination and redetermination take into account irregular fluctuations in earnings (658E(c)(2)(N)(i)(II)). The Lead Agency must put in place policies that ensure that temporary increases in income, including temporary increases that can result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) from seasonal employment or other temporary work schedules, do not affect eligibility or family copayments (98.21(c)). Check the processes, if applicable, that

the Lead Agency uses to take into account irregular fluctuations in earnings and describe, at a minimum, how temporary increases that result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) do not affect eligibility or family copayments.

Average the family's earnings over a period of time (i.e. 12 months).

Describe:

Request earning statements that are most representative of the family's monthly income.

Describe:

Deduct temporary or irregular increases in wages from the family's standard income level.

Describe:

Other.

Describe:

The Lead Agency averages fluctuating income over the number of months the income is received. For example, if a commission check is received every quarter, each commission check is averaged over three months. If income is not regular, it is averaged over the period between payments. If it is neither consistent nor predictable, it is counted only in the month it is received. Migrant farmworker income is averaged over the previous 12-month period.

3.1.9 Lead Agencies are required to have procedures for documenting and verifying that children receiving CCDF funds meet eligibility criteria at the time of eligibility determination and redetermination (98.68(c)). Check the information that the Lead Agency documents and verifies and describe, at a minimum, what information is required and how often. Check all that apply.

Applicant identity.

Describe:

Identity is verified by driver's license, State-issued ID card, Photo Employee ID card, Photo Student ID card, Military ID card, Native American ID card issued by a federally

recognized Tribe, Photo ID issued by USCIS, U.S. Passport, or data exchange with the Social Security Administration. Identity is verified once per lifetime.

Applicant's relationship to the child.

Describe:

Birth records, court records or self-declaration on signed application materials. The relationship can be established by self-proclamation except in cases of kinship or foster care placements. This is only rechecked if it becomes questionable.

Child's information for determining eligibility (e.g., identity, age, citizen/immigration status).

Describe:

The child's identity, Social Security number, date of birth and citizenship are documented and verified only once per lifetime. Immigration status can change and is updated; verification is needed if this changes.

Work.

Describe:

Work schedules are provided by the applicant; employment is verified by pay stubs, employment verification form, or a signed letter from the employer. Parents who are engaged in the TANF program have Employability Plans that verify their activities. Work is verified each time there is an employment change and at eligibility renewal.

Job training or educational program.

Describe:

School schedules are provided by the applicant. Parents who are engaged in the TANF program or the FSET program have Employability Plans that verify their activities. Job training or educational programs are verified when they change and at eligibility renewal.

Family income.

Describe:

Pay stubs, employer verification, Wisconsin New Hire Reports and National New Hire Reports for those who also request a Health Care program, and a State Wage Record

data exchange. Household income is verified at each reported change and at each eligibility renewal.

Household composition.

Describe:

The Lead Agency accepts self-declaration of household composition unless questionable. If questionable, the family may provide a lease agreement that includes a list of household residents. Household composition is verified only when questionable.

Applicant residence.

Describe:

The applicant residence may be verified by a lease agreement; utility bill for water, gas, electricity, or telephone that includes name and address; mortgage receipt; subsidized housing program approval document; weatherization program approval document; paycheck stub that includes name, address, and employer; current Wisconsin driver's license; current Wisconsin ID card; current motor vehicle registration. Applicant residence is verified when an address change is reported.

Other.

Describe:

Wis. Admin. Code DCF 101.11 requires that all non-financial and financial eligibility criteria be verified prior to providing a child care subsidy. Wis. Admin. Code DCF 201.036(3) requires parents to notify the local agency of any change in circumstances that affect eligibility or the need for child care within 10 days of the change, and the local agency must determine ongoing eligibility in a timely manner following a parent's report of a change in circumstances that affect eligibility or the need for child care.

3.1.10 Which strategies, if any, will the Lead Agency use to assure the timeliness of eligibility determinations upon receipt of applications?

Time limit for making eligibility determinations

Describe length of time:

Eligibility determinations must be completed within 30 days of the signed request per Wis. Admin. Code DCF 101.03(31). The intake interview must be scheduled to occur within 5 days of the request for assistance, and all needed verification must be submitted to the agency within 7 days of the interview. The applicant may reschedule the intake interview and may request an extension to the 7-day due date for the verification items. However, the entire process must be completed within 30 days. (Wisconsin Shares Policy Chapter 1, section 1.3.2 - 1.3.7).

Track and monitor the eligibility determination process

Other.

Describe:

None

3.1.11 Informing parents who receive TANF benefits about the exception to the individual penalties associated with the TANF work requirement.

Lead Agencies are required to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child younger than age 6 (98.16(v); 98.33(f)).

Lead Agencies must coordinate with TANF programs to ensure that TANF families with young children will be informed of their right not to be sanctioned if they meet the criteria set forth by the state/territory TANF agency in accordance with Section 407(e)(2) of the Social Security Act.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care.

Note: The TANF agency, not the CCDF Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record.

a) Identify the TANF agency that established these criteria or definitions: The Division of Family Economic Security (DFES) manages the TANF program for the Lead Agency.

b) Provide the following definitions established by the TANF agency:

"Appropriate child care":

DFES defines appropriate care as both formal and informal child care.

"Reasonable distance":

The TANF program defines reasonable distance as no more than 60 minutes travel time one-way, using available transportation, from the parent's home to the child care provider's location to the parent's work site. Travel time may be extended up to 90 minutes one-way if there is a good placement opportunity for the participant and the participant is willing to enter into this arrangement.

"Unsuitability of informal child care":

Informal child care is defined as an arrangement in which a child care provider is not regulated (licensed or certified). Participants who use this type of child care are not eligible for TANF child care assistance. Informal child care arrangements may be used by any TANF participant; however, a participant in the TANF program cannot be required to use informal child care.

"Affordable child care arrangements":

TANF does not define affordable child care arrangements.

c) How are parents who receive TANF benefits informed about the exception to the individual penalties associated with the TANF work requirements?

In writing

Verbally

Other.

Describe:

d) Provide the citation for the TANF policy or procedure:

Wis. Admin. Code DCF 101.20(1)(b) A single parent placed in a W-2 (TANF) Employment Position cannot be sanctioned for non-participation in any W-2 activities during a period of time when s/he is unable to obtain child care and the W-2 agency is unable to provide child care or refer the participant to alternate child care arrangements.

3.2 Increasing Access for Vulnerable Children and Families

Lead Agencies are required to give priority for child care assistance to children with special needs, which can include vulnerable populations, in families with very low incomes and to children experiencing homelessness (658E(c)(3)(B); 98.46(a)). The prioritization of CCDF assistance services is not limited to eligibility determination (i.e., the establishment of a waiting list or the ranking of eligible families in priority order to be served).

Note:

CCDF defines "child experiencing homelessness" as a child who is homeless, as defined in Section 725 of Subtitle VII-B of the McKinney-Vento Act (42 U.S.C. 11434a) (98.2).

3.2.1 Describe how the Lead Agency defines:

a) "Children with special needs":

A developmental, emotional, behavioral, physical or personal need of a child requiring more than the usual amount of care and supervision for the child's age, as documented by a physician, psychologist, special educator, or other qualified licensed professional, per Wis. Admin. Code DCF 201.02(20).

b) "Families with very low incomes":

The Lead Agency does not define "families with very low income" but sets financial eligibility limits based on 42 USC 9902(2) per Wis. Statutes, s.49.001(5) and Wis. Admin. Code DCF 201.02(18).

3.2.2 Describe how the Lead Agency will prioritize or target child care services for the following children and families.

a) Identify how services are prioritized for children with special needs. Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

The Lead Agency can provide eligible parents who have a child with a special need or disability with an increased subsidy benefit to assist their child care provider with any additional costs for services, materials, and/or equipment necessary to support the inclusive care of the child, per Wis. Admin. Code DCF 201.06(7).

b) Identify how services are prioritized for families with very low incomes. Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

c) Identify how services are prioritized for children experiencing homelessness, as defined by the CCDF. Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

Families experiencing homelessness may be determined eligible and receive services prior to completing address verification. No other verification requirements

are waived. Per Wis. Statutes, s.49.145(2)(g) an extension may be available for families in need of more time to obtain the required verification. The Lead Agency does not currently have a priority enrollment type; through use of TANF funds it has assured that all families have equal access to the subsidy program. All financially and non-financially eligible families are served. In addition, all providers who have a 4 or 5 Star quality rating receive a separate YoungStar Adjustment (10% and 25% respectively) for each authorized child in their care.

d) Identify how services are prioritized, if applicable, for families receiving TANF program funds, those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF (98.16(i)(4)). Check all that apply:

- Prioritize for enrollment
- Serve without placing these populations on waiting lists
- Waive copayments
- Pay higher rates for access to higher-quality care
- Use grants or contracts to reserve slots for priority populations
- Other.

Describe:

The Lead Agency waives a copayment increase for families transitioning off the TANF program into regular employment. Until their next eligibility review, their copayment remains at the same rate as before their new earned income.

3.2.3 List and define any other priority groups established by the Lead Agency.

None

3.2.4 Describe how the Lead Agency prioritizes services for the additional priority groups identified in 3.2.3.

N/A

3.2.5 Lead Agencies are required to expend CCDF funds to (1) permit the enrollment (after an initial eligibility determination) of children experiencing homelessness while required documentation is obtained, (2) provide training and TA to child care providers and the appropriate Lead Agency (or designated entity) staff on identifying and serving homeless children and families (addressed in section 6), and (3) conduct specific outreach to homeless families (658E(c)(3); 98.51).

a) Describe the procedures to permit the enrollment of children experiencing homelessness while required documentation is obtained.

Families experiencing homelessness are not required to provide verification of homelessness, but must verbally state that they reside in Wisconsin and intend to continue residing in Wisconsin. Families may be determined eligible and receive services prior to completing address verification. No other verification requirements may be waived. Wis. Statutes, s.49.145(2)(g) allows extensions to the verification time limits for families who need more time to obtain required verification. Families may also request assistance from the local agency to obtain needed verification information.

b) Check, where applicable, the procedures used to conduct outreach for children experiencing homelessness (as defined by CCDF Rule) and their families.

- Lead Agency accepts applications at local community-based locations
- Partnerships with community-based organizations
- Partnering with homeless service providers, McKinney-Vento liaisons, and others who work with families experiencing homelessness to provide referrals to child care
- Other

Note: The Lead Agency shall pay any amount owed to a child care provider for services provided as a result of the initial eligibility determination, and any CCDF payment made prior to the final eligibility determination shall not be considered an error or improper payment (98.51(a)(1)(ii)).

3.2.6 Lead Agencies must establish a grace period that allows homeless children and children in foster care to receive CCDF assistance while providing their families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements (as described in section 5). The length of such a grace period shall be established in consultation with the state, territorial, or tribal health agency (658E(c)(2)(I)(i)(I); 98.41(a)(1)(i)(C)).

Note:

Any payment for such a child during the grace period shall not be considered an error or improper payment (98.41(a)(1)(i)(C)(2)).

a) Describe procedures to provide a grace period to comply with immunization and other health and safety requirements, including how the length of the grace period was established in consultation with the state, territorial, or tribal health agency for:

Children experiencing homelessness (as defined by Lead Agency's CCDF)

Wis. Statutes, s.252.04(2) and Wis. Admin. Code DHS 144.07(1m) allow a 30-day grace period (six calendar weeks) after the date on which a child is admitted (first day of attendance) to a child care center to supply immunization records. Many resources are available on the Lead Agency's website to assist child care programs in strategizing ways to best serve and work with families experiencing homelessness. Resources include guidance for programs to utilize the grace period in which children can receive services while families are taking the necessary actions to comply with the immunization and other documentation requirements, and also to work closely with families to help them collect the appropriate documentation.

Provide the citation for this policy and procedure.

Wis. Statutes, s.252.04(2) and Wis. Admin. Code DHS 144.07(1m)

Children who are in foster care.

The Lead Agency provides parents a grace period of 30 school days (six calendar weeks) to supply immunization records. Programs are required to comply with these provisions.

Provide the citation for this policy and procedure.

Wis. Statutes, s.252.04 and Wis. Admin. Code DHS 144

b) Describe how the Lead Agency coordinates with licensing agencies and other relevant state, territorial, tribal, and local agencies to provide referrals and support to help families with children receiving services during a grace period comply with immunization and other health and safety requirements (98.41(a)(1)(i)(C)(4)).

The Lead Agency partners with the state Department of Health Services (DHS) as well as with local health departments to ensure providers are aware of local services where they can refer families to meet immunization and other health and safety requirements.

The Lead Agency in collaboration with the State Cross Sector Homelessness Task Force has developed a Homelessness Tool Kit to help serve families and children experiencing homelessness: <http://www.collaboratingpartners.com/wp-content/uploads/2017/CPlinkedDocs/Final-Proof.pdf> . This kit contains resources and information for assisting families with children in child care programs. A set of modules will be created to compliment the information found in the tool kit. The Lead Agency will disseminate the tool kit and modules to CCR&R and other agencies that are in direct contact with families that may be experiencing homelessness to inform the families of how to access Wisconsin Shares child care funding. The Lead Agency has developed a webpage dedicated to supporting families experiencing homelessness: <https://dcf.wisconsin.gov/youngstar/providers/homelessness>

The CCR&Rs provide referrals to families (via phone, in person and email) related to available child care, information on Shares subsidy qualifications and the application process, as well as local community supports to avoid homelessness.

c) Does the Lead Agency establish grace periods for other children who are not experiencing homelessness or in foster care?

No.

Yes.

Describe:

Grace periods are available for all families who need and request extra time to produce verification for any required verification item. In addition, all families are

allowed a 30-day grace period after the child's first day of attendance to provide immunization records.

3.3 Protection for Working Families

3.3.1 12-Month eligibility.

The Lead Agency is required to establish a minimum 12-month eligibility and redetermination period, regardless of changes in income (as long as the income does not exceed the federal threshold of 85 percent of the state median income) or temporary changes in participation in work, training, or educational activities (658E(c)(2)(N)(i) and (ii)).

This change means that a Lead Agency may not terminate CCDF assistance during the 12-month period if a family has an increase in income that exceeds the state's income eligibility threshold, but not the federal threshold of 85 percent of SMI. The Lead Agency may not terminate assistance prior to the end of the 12-month period if a family experiences a temporary job loss or a temporary change in participation in a training or educational activity. A temporary change in eligible activity includes, at a minimum, any time-limited absence from work for an employed parent due to such reasons as the need to care for a family member or an illness; any interruption in work for a seasonal worker who is not working; any student holiday or break for a parent participating in a training or educational program; any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program; any other cessation of work or attendance at a training or educational program that does not exceed 3 months or a longer period of time established by the Lead Agency; a child turning 13 years old during the 12-month eligibility period (except as described in 3.1.1); and any changes in residency within the state, territory, or tribal service area.

a) Describe the Lead Agency's policies and procedures in implementing the minimum 12-month eligibility and redetermination requirements, including when a family experiences a temporary change in activity.

Wisconsin Shares eligibility periods are 12 months in length. During this 12-month period, income increases are not applied to the case unless the household income exceeds 85% SMI. Monthly fluctuations in the subsidy amount are limited during the eligibility period. Changes to the subsidy amount will be limited to increases. For example, if a parent's work hours drop from 30 to 20 hours per week, the child's authorization will remain at the previous level. To ensure 12-month eligibility periods,

restrictions have been put in place to limit an early renewal for Wisconsin Shares to times when another assistance program such as Medicaid or FoodShare is due for renewal. A family may choose to align renewal dates for all assistance programs.

b) How does the Lead Agency define "temporary change?"

The Lead Agency defines a temporary change as a time-limited absence or a reduction in participation due to illness, leave to care for a family member, a student or holiday break, an interruption in work for a seasonal worker who is not working between regular industry seasons, or any other cessation as long as the individual continues to be employed or enrolled in the activity and the absence does not exceed three months. During the 12-month eligibility period, a child will be eligible to receive the same level of services regardless of a parent's temporary job loss, a temporary change in participation in a training or educational activity, any other time-limited absence from work, a child turning 13 years old, or a family moving to a new residence within the state.

c) Provide the citation for this policy and/or procedure.

Wis. Statutes, s.49.155(1)(cm)

3.3.2 Option to discontinue assistance during the 12-month eligibility period.

Lead Agencies have the option, but are not required, to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program, otherwise known as a parent's eligible activity (i.e., if the parent experiences a temporary change in his or her status as working or participating in a training or educational program, as described in section 3.3.1 of the plan).

If the Lead Agency chooses the option to discontinue assistance due to a parent's non-temporary loss or cessation of eligible activity, it must continue assistance at least at the same level for a period of not fewer than 3 months after each such loss or cessation for the parent to engage in a job search and to resume work or resume attendance in a job training or educational program. At the end of the minimum 3-month period of continued assistance, if the parent has engaged in a qualifying work, training, or educational program activity with an income below 85 percent of SMI, assistance cannot be terminated, and the child must continue receiving assistance until the next scheduled redetermination or, at the Lead Agency option, for an additional minimum 12-month eligibility period.

a) Does the Lead Agency choose to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss or cessation of eligible activity and offer a minimum 3-month period to allow parents to engage in a job search and to resume participation in an eligible activity?

No, the state/territory does not allow this option to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program.

Yes, the Lead Agency discontinues assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of eligible activity and provides a minimum 3-month period of job search. If yes:

i. Provide a summary describing the Lead Agency's policies and procedures for discontinuing assistance due to a parent's non-temporary change:

The Lead Agency exercises the option to terminate assistance prior to redetermination at 12 months and allows a three-month approved activity search period to re-engage in another approved activity. This period may last up to three months. If the non-temporary loss of work or cessation of attendance at a job training or education program occurs any time after the ninth month of the eligibility period, the authorization period will be allowed to continue until the scheduled redetermination. At that point, eligibility would be terminated if the family is not working or engaged in another approved activity.

ii. Describe what specific actions/changes trigger the job-search period.

Parent reporting s/he is no longer engaged in an approved activity, a reported job loss, or failure to provide employment verification.

iii. How long is the job-search period (must be at least 3 months)?

The approved activity search will last at least three months.

iv. Provide the citation for this policy or procedure.

Wisconsin Shares Child Care Subsidy Program Policy Manual Section 1.4.10 Approved Activity Search Periods; Wis. Statutes, s.49.155(1m)(a).

b) The Lead Agency may discontinue assistance prior to the next 12-month redetermination in the following limited circumstances. Check and describe any

circumstances in which the Lead Agency chooses to discontinue assistance prior to the next 12-month redetermination. Check all that apply.

Not applicable.

Excessive unexplained absences despite multiple attempts by the Lead Agency or designated entity to contact the family and provider, including the prior notification of a possible discontinuation of assistance.

i. Define the number of unexplained absences identified as excessive:

Excessive unexplained absence is defined as no attendance by the child for the 30 previous days when the provision of child care services was expected by the child care provider, based on the agreement between the provider and the parent, and the parent has not contacted the provider to explain the child's absence.

ii. Provide the citation for this policy or procedure:

Wis. Admin. Code 201 (Emergency Rule expected to become permanent - A child care provider is required to notify the local child care administrative agency if the child of a parent who receives a subsidy for child care has not attended within the previous 30 days.

A change in residency outside of the state, territory, or tribal service area.

Provide the citation for this policy or procedure:

Wisconsin residency is a condition of eligibility per Wis. Statutes, s.49.145(2)(d). All changes that may affect eligibility must be reported to the local agency within 10 days after the change per Wis. Statutes, s.49.145(2)(m).

Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility.

Describe the violations that lead to discontinued assistance and provide the citation for this policy or procedure.

The following are Client Intentional Program Violations: misrepresentation of income, misrepresentation of household composition, misrepresentation of child care needs, misrepresentation of residency, misrepresentation of participation in an approved activity, selling access to a subsidy account (trafficking), providing false or fraudulent documentation, misrepresentation of hardship need, using child care subsidy (as a client) to pay themselves as a provider, providing false identification or SSN.

Assistance can also be discontinued for a client's collusion with a child care provider's

Intentional Program Violation. The Lead Agency denies subsidy funds and authorizations for the following durations: six months for a first violation, 12 months for a second violation, and permanent suspension from the Wisconsin Shares program for a third violation. The information on client IPVs is located in Wis. Statutes, s.49.151(2) and the Wisconsin Shares Child Care Subsidy Program Policy Manual Chapter 4.5.4.3, and 4.5.4.3.2. The violations that lead to discontinued assistance are listed in 4.5.4.3.5.

3.3.3 Change reporting during the 12-month eligibility period.

The Lead Agency must describe the requirements for parents to report changes in circumstances during the 12-month eligibility period and describe efforts to ensure that such requirements do not place an undue burden on eligible families, which could impact the continuity of care for children and stability for families receiving CCDF services (98.16(h)(1)).

Note: Responses should exclude reporting requirements for a graduated phase-out, which were described in question 3.1.7(b).

Families are required to report a change to the Lead Agency at any time during the 12-month eligibility period if the family's income exceeds 85 percent of the state median income, taking into account irregular fluctuations in income (98.21(e)(1)). If the Lead Agency chooses the option to terminate assistance, as described in section 3.3.2 of the plan, they may require families to report a non-temporary change (as described in section 3.3.3 of the plan) in work, training or educational activities (otherwise known as a parent's eligible activity).

a) Does the Lead Agency require families to report a non-temporary change in a parent's eligible activity?

No

Yes

b) Any additional reporting requirements during the 12-month eligibility period must be limited to items that impact a family's eligibility (e.g., income changes over 85 percent of SMI or that impact the Lead Agency's ability to contact the family or pay the child care providers (e.g., a family's change of address, a change in the parent's choice of child care provider).

Check and describe any additional reporting requirements required by the Lead Agency during the 12-month eligibility period. Check all that apply.

- Additional changes that may impact a family's eligibility during the 12-month period.

Describe:

In addition to temporary and non-temporary changes to the approved activity, parents are required to report any change that may affect eligibility. Such changes include: child support cooperation to establish paternity of any minor child and efforts to obtain support payments for any minor child; if a second parent joins the household, that second parent must also be engaged in an approved activity or the group could lose eligibility; the second parent joining the household could also increase the household income over 85% SMI and result in a loss of eligibility; and a finding of an intentional program violation may impact eligibility.

- Changes that impact the Lead Agency's ability to contact the family.

Describe:

Parents are required to report a change in residence or a change in mailing address within 10 days after the change.

- Changes that impact the Lead Agency's ability to pay child care providers.

Describe:

Parents are required to report a change of child care provider or a change in child care need by the last business day of the month of the change. In order to have a new authorization established for the following month, the parent must report the change of provider or need for changed hours of authorization by the last business day of the current month.

Any additional reporting requirements that the Lead Agency chooses, as its option to require from parents during the 12-month eligibility period, shall not require an office visit. In addition, the Lead Agency must offer a range of notification options to accommodate families.

c) How does the Lead Agency allow for families to report changes to ensure that reporting requirements are not burdensome and to avoid an impact on continued eligibility between redeterminations? Check all that apply.

- Phone
- Email
- Online forms
- Extended submission hours
- Postal Mail
- FAX
- In-person submission
- Other.

Describe:

Families are able to report eligibility changes online using ACCESS.wisconsin.gov and are able to report changes in child care hours or a change of child care provider through the web-based Child Care Parent Portal.

d) Families must have the option to voluntarily report changes on an ongoing basis during the 12-month eligibility period. Lead Agencies are required to act on information reported by the family if it will reduce the family's co-payment or increase the family's subsidy. Lead Agencies are prohibited from acting on information reported by the family that would reduce the family's subsidy unless the information reported indicates that the family's income exceeds 85 percent of SMI after considering irregular fluctuations in income or, at the option of the Lead Agency, the family has experienced a non-temporary change in eligible activity.

i. Describe any other changes that the Lead Agency allows families to report.

Families are allowed to report any change, including a change in approved activity, income, household composition, or household relationships (i.e., marriage or divorce).

ii. Provide the citation for this policy or procedure.

Wisconsin Shares Child Care Subsidy Program Policy Manual Section 1.9.1 Reporting Requirements; Wis. Statutes, s.49.145(2)(m).

3.3.4 Prevent the disruption of employment, education, or job training activities

Lead Agencies are required to have procedures and policies in place to ensure that parents (especially parents receiving assistance under the TANF program) are not required to unduly disrupt their employment, education, or job training activities to comply with the Lead Agency's

or designated local entity's requirements for the redetermination of eligibility for assistance (658E(c)(2)(N)(ii); 98.21(d)).

Examples include developing strategies to inform families and their providers of an upcoming redetermination and the information that will be required of the family, pre-populating subsidy renewal forms, having parents confirm that the information is accurate, and/or asking only for the information necessary to make an eligibility redetermination. In addition, states and territories can offer a variety of family-friendly methods for submitting documentation for eligibility redetermination that considers the range of needs for families in accessing support (e.g. use of languages other than English, access to transportation, accommodation of parents working non-traditional hours, etc.).

a) Identify, where applicable, the Lead Agency's procedures and policies to ensure that parents (especially parents receiving TANF program funds) do not have their employment, education, or job training unduly disrupted to comply with the state/territory's or designated local entity's requirements for the redetermination of eligibility.

- Advance notice to parents of pending redetermination
- Advance notice to providers of pending redetermination
- Pre-populated subsidy renewal form
- Online documentation submission
- Cross-program redeterminations
- Extended office hours (evenings and/or weekends)
- Other.

Describe:

All families are able to apply or renew benefits by phone, in person, or online through ACCESS.wisconsin.gov. Parents can also complete early renewals to align with other programs and can reopen lost eligibility within 30 calendar days without having to reapply. Families are able to submit verification items by fax, email, mail, or may drop items off at the local agency. Parents may upload verification documents through ACCESS or the Parent Portal. Parents can add schedule changes and request new authorizations through the Parent Portal as well.

b) How are families allowed to submit documentation, described in 3.1.9, for redetermination? Check all that apply.

- Postal Mail
- Email
- Online forms
- FAX
- In-person submission
- Extended submission hours
- Other.

Describe:

Parents may upload verification documents through ACCESS or the Parent Portal.

3.4 Family Contribution to Payments

Lead Agencies are required to establish and periodically revise a sliding-fee scale for CCDF families that varies based on income and the size of the family to determine each family's contribution (i.e., co-payment) that is not a barrier to families receiving CCDF funds (658E(c)(5)). In addition to income and the size of the family, the Lead Agency may use other factors when determining family contributions/co-payments. Lead Agencies, however, may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

Note: To help families transition off of child care assistance, Lead Agencies may gradually adjust co-pay amounts for families determined to be eligible under a graduated phase-out. However, section 3.4 applies only to families in their initial/entry eligibility period. See section 3.1.7 Graduated Phase-Out regarding co-pays during the graduated phase-out period.

3.4.1 Provide the CCDF co-payments in the chart below according to family size for one child in care.

a) Fill in the chart based on the most populous area of the State (area serving highest number of CCDF children).

| | (a) | (b) | (c) | (d) | (e) | (f) |
|--------------------|-------------------------------------|---|--------------------------|--------------------------------------|---|--------------------------|
| Family Size | Lowest Initial or First Tier | What Is the Monthly Co-Payment for a | The Co-Payment in | Highest Initial or First Tier | What Is the Monthly Co-Payment for a | The Co-Payment in |

| | (a) | (b) | (c) | (d) | (e) | (f) |
|---|--|---|--|--|---|--|
| | Income Level Where Family Is First Charged Co-Pay (Greater Than \$0) | Family of This Size Based on the Income Level in (a)? | Column (b) is What Percentage of the Income in Column (a)? | Income Level Before a Family Is No Longer Eligible | Family of This Size Based on the Income Level in (d)? | Column (e) is What Percentage of the Income in Column (d)? |
| 1 | N/A | N/A | N/A | N/A | N/A | N/A |
| 2 | \$0 - \$892 | \$22.80 | Up to 2.56% | \$4,107 | \$786.88 | 19.16% |
| 3 | \$0 - \$1,126 | \$22.80 | Up to 2.02% | \$5,073 | \$868.88 | 17.13% |
| 4 | \$0 - \$1,360 | \$22.80 | Up to 1.68% | \$6,039 | \$950.88 | 15.75% |
| 5 | \$0 - \$1,594 | \$22.80 | Up to 1.43% | \$7,005 | \$1,032.88 | 14.74% |

b) What is the effective date of the sliding-fee scale(s)? 11/01/2018

c) Identify the most populous area of the state used to complete the chart above.

The Lead Agency uses a statewide copayment chart.

d) Provide the link to the sliding-fee scale:

<https://dcf.wisconsin.gov/files/wishares/pdf/wishares-copay-schedule.pdf> (to be published 10/29/2018 and effective 11/01/2018)

e) If the sliding-fee scale is not statewide, describe how many jurisdictions set their own sliding-fee scale (98.16(i)(3)).

3.4.2 How will the family's contribution be calculated, and to whom will it be applied?

Check all that apply.

- The fee is a dollar amount and:
 - The fee is per child, with the same fee for each child.
 - The fee is per child and is discounted for two or more children.
 - The fee is per child up to a maximum per family.

- No additional fee is charged after certain number of children.
- The fee is per family.
- The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

Describe:

- Other.

Describe:

The copayment is first determined based on the family's FPL, the number of children in care, and the total number of hours for the family. The copayment is then allocated to each child based on the percentage of the subsidized hours for each child.

- The fee is a percent of income and:

- The fee is per child, with the same percentage applied for each child.
- The fee is per child, and a discounted percentage is applied for two or more children.
- The fee is per child up to a maximum per family.
- No additional percentage is charged after certain number of children.
- The fee is per family.
- The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

Describe:

- Other.

Describe:

The copayment is first based on the family's FPL and on the total number of hours of child care for the family and then allocated to each child based on the percentage of the subsidized hours for each child.

3.4.3 Does the Lead Agency use other factors in addition to income and family size to determine each family's co-payment (658E(c)(3)(B))? Reminder ' Lead Agencies may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

No.

Yes, check and describe those additional factors below.

Number of hours the child is in care.

Describe:

A copayment is applied on an hourly basis for each hour of subsidized child care.

Lower co-payments for a higher quality of care, as defined by the state/territory.

Describe:

Other.

Describe:

The copayment per hour is decreased by the number of children with authorizations.

3.4.4 The Lead Agency may waive contributions/co-payments from families whose incomes are at or below the poverty level for a family of the same size (98.45(k)) or for families who are receiving or needing to receive protective services, as determined for purposes of CCDF eligibility, or who meet other criteria established by the Lead Agency (98.45(k)(4)). Does the Lead Agency waive family contributions/co-payments for any of the following? Check all that apply.

No, the Lead Agency does not waive family contributions/co-payments.

Yes, the Lead Agency waives family contributions/co-payments for families with an income at or below the poverty level for families of the same size.

Yes, the Lead Agency waives family contributions/co-payments for families who are receiving or needing to receive protective services, as determined by the Lead

Agency for purposes of CCDF eligibility.

Describe the policy and provide the policy citation.

- Yes, the Lead Agency waives family contributions/co-payments for other criteria established by the Lead Agency.

Describe the policy and provide the policy citation.

Foster parents, subsidized guardians, and kinship care relatives who are providing care for a child under a court order do not have a copayment for the children placed in their care per Wis. Admin. Code DCF 201.08(2)(b).

4 Ensure Equal Access to Child Care for Low-Income Children

A core purpose of CCDF is to promote parental choice and to empower working parents to make their own decisions regarding the child care services that best suit their family's needs. Parents have the option to choose from center-based care, family child care or care provided in the child's own home. In supporting parental choice, the Lead Agencies must ensure that families receiving CCDF funding have the opportunity to choose from the full range of eligible child care settings and must provide families with equal access to child care that is comparable to that of non-CCDF families. Lead Agencies must employ strategies to increase the supply and to improve the quality of child care services, especially in underserved areas. This section addresses strategies that the Lead Agency uses to promote parental choice, ensure equal access, and increase the supply of child care. Note: In responding to questions in this section, the Office of Child Care (OCC) recognizes that each State/Territory identifies and defines its own categories and types of care. The OCC does not expect States/Territories to change their definitions to fit the CCDF-defined categories and types of care. For these questions, provide responses that closely match the CCDF categories of care.

4.1 Parental Choice in Relation to Certificates, Grants, or Contracts

The parent(s) of each eligible child who receive(s) or is offered financial assistance for child care services has the option of either receiving a child care certificate or, if available, enrolling his or her child with a provider that has a grant or contract for providing child care services (658E(c)(2)(A); 98.30(a)). Even if a parent chooses to enroll his or her child with a provider who

has a grant or contract, the parent will select the provider, to the extent practicable. If a parent chooses to use a certificate, the Lead Agency shall provide information to the parent on the range of provider options, including care by sectarian providers and relatives. Lead Agencies must require providers chosen by families to meet health and safety standards and has the option to require higher standards of quality. Lead agencies are reminded that any policies and procedures should not restrict parental access to any type of care or provider (e.g. center care, home care, in-home care, for-profit provider, non-profit provider or faith-based provider, etc.) (98.15 (a)(5)).

4.1.1 Describe the child care certificate, including when it is issued to parents (before or after the parent has selected a provider) and what information is included on the certificate (98.16 (q)).

In Wisconsin eligibility and authorization are two separate processes, each with its own notice giving information to parents. An eligibility notice is sent to parents following the eligibility determination process. It informs parents of the terms of their eligibility and their reporting requirements. An authorization notice is sent to parents after the authorization is written in the electronic system. The authorization notice informs parents of the monthly authorized hours for the next three months, any additional authorized hours for times that school is expected to be closed and, in the winter months of November through March, the authorization shows the additional subsidized hours for unanticipated school closures due to weather conditions. The quarterly authorization notice contains the child's name, monthly subsidy amount, and the months in that quarter for which the child has an authorization. The authorization notice also includes the name of the provider, provider number, and provider location.

4.1.2 Describe how the parent is informed that the child certificate allows the option to choose from a variety of child care categories, such as private, not-for-profit, faith-based providers; centers; FCC homes; or in-home providers (658E(c)(2)(A)(i); 658P(2); 658Q). Check all that apply.

- Certificate that provides information about the choice of providers
- Certificate that provides information about the quality of providers

- Certificate not linked to a specific provider, so parents can choose any provider
- Consumer education materials on choosing child care
- Referral to child care resource and referral agencies
- Co-located resource and referral in eligibility offices
- Verbal communication at the time of the application
- Community outreach, workshops, or other in-person activities
- Other.

Describe:

During the authorization process, parents are informed by the local agency worker of their responsibility to select a child care provider, and they are provided with consumer education materials and information about the Lead Agency's Child Care Finder website and resources available through CCR&Rs.

4.1.3 Child care services available through grants or contracts.

a) In addition to offering certificates, does the Lead Agency provide child care services through grants or contracts for child care slots (658A(b)(1))? Note: Do not check 'yes' if every provider is simply required to sign an agreement to be paid in the certificate program.

- No. If no, skip to 4.1.4.
- Yes, in some jurisdictions but not statewide.

If yes, describe how many jurisdictions use grants or contracts for child care slots.

- Yes, statewide. If yes, describe:

i. How the Lead Agency ensures that parents who enroll with a provider who has a grant or contract have choices when selecting a provider:

All families who receive child care subsidy through the Wisconsin Shares program select their own child care provider. Migrant families have an option of using a contracted child care provider or selecting another provider.

ii. The type(s) of child care services available through grants or contracts:

The Lead Agency contracts with United Migrant Opportunity Services (UMOS), a

non-profit organization that provides child care services to children of migrant farmworkers throughout the state. UMOS contracts with local area child care providers to provide services during times when UMOS centers are not available.

iii. The entities that receive contracts (e.g., shared services alliances, CCR&R agencies, FCC networks, community-based agencies, child care providers):
United Migrant Opportunity Services (UMOS)

iv. The process for accessing grants or contracts:

If a specific need to serve a special population is identified, the Lead Agency will release a Request for Proposal for the targeted services.

v. How rates for contracted slots are set through grants and contracts:

UMOS is responsible for determining its rates for child care services provided. A contract level is set by the Lead Agency based on the number of families and children served.

vi. How the Lead Agency determines which entities to contract with for increasing supply and/or improving quality:

UMOS, a non-profit organization, provides child care services to children of migrant farmworkers throughout the state. UMOS was selected to provide services following the 2014 Lead Agency release of a Request for Letter of Interest to serve a special population.

vii. If contracts are offered statewide and/or locally:

The Lead Agency contracts with UMOS, a non-profit organization that provides child care services to children of eligible migrant farmworkers employed throughout the state.

4.1.3 Child care services available through grants or contracts.

b) Will the Lead Agency use grants or contracts for child care services to increase the supply and/or quality of specific types of care? Check all that apply.

- Programs to serve children with disabilities
- Programs to serve infants and toddlers
- Programs to serve school-age children
- Programs to serve children needing non-traditional hour care
- Programs to serve children experiencing homelessness
- Programs to serve children in underserved areas
- Programs that serve children with diverse linguistic or cultural backgrounds
- Programs that serve specific geographic areas
 - Urban
 - Rural
- Other
 - Describe

4.1.3 Child care services available through grants or contracts.

c) Will the Lead Agency use grants or contracts for child care services to increase the quality of specific types of care? Check all that apply.

- Programs to serve children with disabilities
- Programs to serve infants and toddlers
- Programs to serve school-age children
- Programs to serve children needing non-traditional hour care
- Programs to serve homeless children
- Programs to serve children in underserved areas
- Programs that serve children with diverse linguistic or cultural backgrounds
- Programs that serve specific geographic areas
 - Urban
 - Rural
- Other
 - Describe

The Lead Agency contracts with CCR&Rs for targeted services to support the recruitment and retention of child care providers in rural and urban areas in Wisconsin.

4.1.4 Certify by describing the Lead Agency's procedures for ensuring that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds (658E(c)(2)(B); 98.16(t)).

The Wis. Admin. Code DCF 250 Licensing Rules for Family Child Care Centers and DCF 251 Licensing Rules for Group Child Care Centers state in sections 250.04 (4) (a) and in 251.04 (4) (b) that the center shall permit parents to visit and observe the center's operations at any time during the center's hours of operation unless parental access is prohibited or restricted by a court order. In addition, sections 250.04 (4) (b) and 251.04 (4) (e) state that the center shall provide a summary of this chapter (DCF 250 or DCF 251) to the parents of each child upon the child's enrollment. Also, section 251.04 (4) (f) states that a copy of this administrative code chapter shall be posted or available in an area where parents are likely to see it. Further, the Lead Agency publishes "Your Guide to Regulated Child Care: Your Summary of the Child Care Rules", which serves as the summary that centers distribute to parents. One item on this checklist educates parents to ask providers if parental visits, whether announced or unannounced, are welcome at any time. Certification administrative rules located in Chapter 202 require providers to communicate with parents that they are allowed to visit and observe their children in the provider's care at any time per 202.08(12)(a).

4.1.5 The Lead Agency must allow for in-home care (i.e., care provided in the child's own home) but may limit its use (98.16(i)(2)). Will the Lead Agency limit the use of in-home care in any way?

- No.
- Yes. If checked, what limits will the Lead Agency set on the use of in-home care? Check all that apply.
 - Restricted based on minimum the number of children in the care of the provider to meet the Fair Labor Standards Act (minimum wage) requirements.

Describe:

Wisconsin Shares policy allows the base subsidy amount to be adjusted to minimum wage minus the copayment amount when the in-home care provider is caring for children for 15 or more hours per week.

- Restricted based on the provider meeting a minimum age requirement. (A relative provider must be at least 18 years of age based on the definition of eligible child care provider (98.2).

Describe:

In-home care provider must be 18 years of age or older.

- Restricted based on the hours of care (i.e., certain number of hours, non-traditional work hours).

Describe:

Wisconsin Shares policy allows child care to be authorized to an in-home provider when no other care is available, such as second or third shift hours and weekend care, if no other care is available within a reasonable geographic area.

- Restricted to care by relatives.

Describe:

- Restricted to care for children with special needs or a medical condition.

Describe:

Wisconsin Shares policy allows a child with a special need to be cared for by an in-home child care provider if the child's needs are best met in their own home.

- Restricted to in-home providers that meet additional health and safety requirements beyond those required by CCDF.

Describe:

In-home child care providers must be certified.

- Other.

Describe:

4.2 Assessing Market Rates and Child Care Costs

Lead Agencies have the option to conduct a statistically valid and reliable (1) market rate survey (MRS) reflecting variations in the price to parents of child care services by geographic area, type of provider, and age of child and/or (2) an alternative methodology, such as a cost estimation model (658E(c)(4)(B)). A cost estimation model estimates the cost of care by incorporating both data and assumptions to model what expected costs would be incurred by child care providers and parents under different cost scenarios. Another approach would be a cost study that collects cost data at the facility or program level to measure the costs (or inputs used) to deliver child care services. The MRS or alternative methodology must be developed and conducted no earlier than 2 years before the date of submission of the Plan.

Note - Any Lead Agency considering using an alternative methodology, instead of a market rate survey, is required to submit a description of its proposed approach to its ACF Regional Child Care Program Office for pre-approval in advance of the Plan submittal (see <https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2016-08>). Advance approval is not required if the Lead Agency plans to implement both a market rate survey and an alternative methodology. In its request for ACF pre-approval, a Lead Agency must:

- Provide an overview of the Lead Agency's proposed approach (e.g., cost estimation model, cost study/survey, etc.), including a description of data sources.
- Describe how the Lead Agency will consult with the State's Early Childhood Advisory Council or similar coordinating body, local child care program administrators, local child care resource and referral agencies, organizations representing child care caregivers, teachers and directors, and other appropriate entities prior to conducting the identified alternative methodology.
- Describe how the alternative methodology will use methods that are statistically valid and reliable and will yield accurate results. For example, if using a survey, describe how the Lead Agency will ensure a representative sample and promote an adequate response rate. If using a cost estimation model, describe how the Lead Agency will validate the assumptions in the model.
- If the proposed alternative methodology includes an analysis of costs (e.g., cost estimation model or cost study/survey), describe how the alternative methodology will account for key factors that impact the cost of providing care such as: staff salaries and benefits, training and professional development, curricula and supplies, group size and ratios, enrollment levels, licensing requirements, quality level, facility size, and other factors.

- Describe how the alternative methodology will provide complete information that captures the universe of providers in the child care market.
- Describe how the alternative methodology will reflect variations by provider type, age of children, geographic location and quality.
- Describe how the alternative methodology will use current, up to date data.
- Describe the estimated reporting burden and cost to conduct the approach.

4.2.1 Please identify the methodology(ies) used below to assess child care prices and/or costs.

MRS

Alternative methodology.

Describe:

Both.

Describe:

4.2.2 Prior to developing and conducting the MRS or alternative methodology, the Lead Agency is required to consult with the (1) State Advisory Council or similar coordinating body, local child care program administrators, local child care resource and referral agencies, and other appropriate entities and (2) organizations representing caregivers, teachers, and directors (98.45 (e)).

Describe how the Lead Agency consulted with the:

a) State Advisory Council or similar coordinating body:

The Lead Agency consulted with the ECAC during the Council's regularly held meetings for their review, edits and suggested changes to the survey. The Lead Agency will continue to keep the ECAC informed about MRS by updating the Council on the results

of the survey.

b) Local child care program administrators:

The Lead Agency consulted with the CCAC and the CCPC, which include local child care program administrators, for their input on the development of the MRS. Both committees will also be updated on the results of the survey.

c) Local child care resource and referral agencies:

The Lead Agency consulted with the CCR&R agencies on the development of the MRS. The CCR&R agencies will also be updated on the results of the survey.

d) Organizations representing caregivers, teachers, and directors:

The Lead Agency consulted with the Department of Public Instruction (DPI) in the development of the MRS and will update DPI on the results of the survey.

e) Other. Describe:

N/A

4.2.3 Describe how the market rate survey is statistically valid and reliable. To be considered valid and reliable, the MRS must represent the child care market, provide complete and current data, use rigorous data collection procedures, reflect geographic variations, and analyze data in a manner that captures other relevant differences. For example, market rate surveys can use administrative data, such as child care resource and referral data, if they are representative of the market. If an alternative methodology, such as cost modeling, is used, demonstrate that the methodology used reliable methods.

The Lead Agency utilized information collected from the comprehensive market rate survey conducted by the University of Wisconsin Survey Center (UWSC). The survey was developed by UWSC staff, who worked closely with Lead Agency staff, to ensure the validity and reliability of the tool. Reliability and validity were addressed through a carefully designed survey tool to gather accurate and meaningful data; rigorous administration procedures including mailings, reminder postcards, and reminder phone calls at specified time points; and controlled data entry procedures to ensure the accuracy of the data. The survey was

sent to 4,861 regulated child care providers across the state. UWSC received 3,271 responses from child care providers which resulted in a 67.3% return rate. Surveys were received from providers across all regions of the state.

4.2.4 Describe how the market rate survey or alternative methodology reflects variations in the price or cost of child care services by:

a) Geographic area (e.g., statewide or local markets). Describe:

The market rate reflects the urban percentage in each county. Counties are grouped into one of four percent urban groups: 0-24% urban, 25-49% urban, 50-74% urban, and 75-100% urban.

b) Type of provider. Describe:

Market rates are collected and grouped by type of provider. Separate rates are calculated for family (licensed and license-exempt) and licensed group providers.

c) Age of child. Describe:

Market rates are grouped by age of child (0-1.99 years, 2-3.99 years, 4-5.99 years, 6 and older).

d) Describe any other key variations examined by the market rate survey or alternative methodology, such as quality level.

Child care programs/providers with a 4 or 5 Star rating will receive a YoungStar Adjustment for each month that they provide care for a child eligible for Wisconsin Shares. These child care programs will receive up to a 10% (for a 4 Star rating) or up to a 25% increase (for a 5 Star rating) above the authorization rate. Programs that are 2 Star rated will see up to a 1% reduction to the county/tribal authorization rate.

4.2.5 After conducting the market rate survey or alternative methodology, the Lead Agency must prepare a detailed report containing the results of the MRS or alternative methodology. The detailed report must also include the estimated cost of care (including any relevant variation by geographic location, category of provider, or age of child) necessary to support (1) child care providers' implementation of the health, safety, quality, and staffing requirements and (2) higher quality care, as defined by the Lead Agency using a quality rating and improvement system or other system of quality indicators, at each level of quality. For States without a QRIS, the States may use other quality indicators (e.g. provider status related to accreditation, pre-K standards, Head Start performance standards, or State defined quality measures.)

Describe how the Lead Agency made the results of the market rate survey or alternative methodology report widely available to the public (98.45(f)(1)). by responding to the questions below.

a) Date of completion of the market rate survey or alternative methodology (must be no earlier than July 1, 2016, and no later than July 1, 2018). 05/07/2018

b) Date the report containing results was made widely available - no later than 30 days after the completion of the report. 05/31/2018

c) Describe how the Lead Agency made the detailed report containing results widely available and provide the link where the report is posted.

Results of the Market Rate Survey are posted on the Lead Agency's public website at <https://dcf.wisconsin.gov/childcare/ccdbg> .

d) Describe how the Lead Agency considered stakeholder views and comments in the detailed report.

The Lead Agency includes provider comments in the final report as necessary to clearly outline the status of child care rates across the state.

4.3 Setting Payment Rates

The Lead Agency must set CCDF subsidy payment rates, in accordance with the results of the current MRS or alternative methodology, at a level to ensure equal access for eligible families to child care services that are comparable with those provided to families not receiving CCDF funds. The Lead Agency must re-evaluate its payment rates at least every 3 years.

4.3.1 Provide the base payment rates and percentiles (based on the most recent MRS) for the following categories below. Percentiles are not required if the Lead Agency conducted an alternative methodology only (with pre-approval from ACF), but must be reported if the Lead Agency conducted an MRS alone or in combination with an alternative methodology. The ages and types of care listed below are meant to provide a snapshot of the categories on which rates can be based and are not intended to be comprehensive of all categories that might exist or to reflect the terms used by the Lead Agency for particular ages. Please use the most populous geographic region (area serving highest number of CCDF children) to report base payment rates below, if they are not statewide. Note: If the Lead Agency obtained approval to conduct an alternative methodology, then reporting of percentiles is not required.

a) Infant (6 months), full-time licensed center care in the most populous geographic region

Rate \$ 1,124.65 per monthly unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 13th

b) Infant (6 months), full-time licensed FCC home in the most populous geographic region

Rate \$ 868.98 per monthly unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 9th

c) Toddler (18 months), full-time licensed center care in the most populous geographic region

Rate \$ 1,005.94 per monthly unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 13th

d) Toddler (18 months), full-time licensed FCC care in the most populous geographic region

Rate \$ 809.63 per monthly unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 9th

e) Preschooler (4 years), full-time licensed center care in the most populous geographic region

Rate \$ 830.93 per monthly unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 18th

f) Preschooler (4 years), full-time licensed FCC care in the most populous geographic region

Rate \$ 717.45 per monthly unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 13th

g) School-age child (6 years), full-time licensed center care in most populous geographic region

Rate \$ 778.32 per monthly unit of time (e.g., daily, weekly, monthly, etc.)

Percentile of most recent MRS: 32nd

h) School-age child (6 years), full-time licensed FCC care in the most populous geographic region

Rate \$ 674.18 per monthly unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 25th

i) Describe how part-time and full-time care were defined and calculated.

Part-time rates are 0-34 hours. Full-time rates are 35 or more hours.

j) Provide the effective date of the current payment rates (i.e., date of last update based on most recent MRS). 10/01/2018

k) Identify the most populous area of the state used to complete the responses above.

The responses reported above are for Milwaukee County.

l) Provide the citation or link, if available, to the payment rates.

<https://dcf.wisconsin.gov/wishares/maxrates> Child Care Subsidy Maximum Rates

m) If the payment rates are not set by the Lead Agency for the entire state/territory, describe how many jurisdictions set their own payment rates (98.16(i)(3)).

The Lead Agency sets maximum reimbursement rates for each regulation category and age group in each County based on the Market Rate Survey.

4.3.2 Lead Agencies can choose to establish tiered rates, differential rates, or add-ons on top of their base rates as a way to increase payment rates for targeted needs (i.e., a higher rate for special needs children as both an incentive for providers to serve children with special needs and as a way to cover the higher costs to the provider to provide care for special needs children).

Check and describe the types of tiered reimbursement or differential rates, if any, the Lead Agency has chosen to implement. In the description of any tiered rates or add-ons, at a minimum, indicate the process and basis used for determining the tiered rates, including if the rates were based on the MRS and/or an alternative methodology, and the amount of the rate. Check all that apply.

Differential rate for *non-traditional hours*.

Describe:

Differential rate for *children with special needs*, as defined by the state/territory.

Describe:

Wisconsin Shares can provide eligible parents who have a child with a special need or disability with an increased EBT card benefit load available for the parent to initiate payment to the selected child care program that provides for services, materials, and/or equipment necessary to support the inclusive care of the child. The special needs rate is determined on a case-by-case basis. The parent must submit documentation of the special circumstances, and the child care provider must show justification for the differential rate. The differential rate will range from the standard maximum rate up to \$19.99 per hour.

- Differential rate for *infants and toddlers*. Note: Do not check if the Lead Agency has a different base rate for infants/toddlers with no separate bonus or add-on.

Describe:

- Differential rate for *school-age programs*. Note: Do not check if the Lead Agency has a different base rate for school-age children with no separate bonus or add-on.

Describe:

- Differential rate for higher quality, as defined by the state/territory.

Describe:

Wisconsin's YoungStar quality rating system requires any provider who receives Wisconsin Shares authorizations to be rated, but all other providers are encouraged to participate. YoungStar rates providers on a 1 to 5 scale. A 1 Star provider is not eligible for Wisconsin Shares authorizations. Families receiving Wisconsin Shares and selecting a 2 Star provider receive up to a 1% decrease in their EBT card benefit load. Families selecting a 3, 4 or 5 Star provider receive the base county rate. Child care programs/providers with a 4 or 5 Star rating receive a YoungStar Adjustment for each month that they provide care for a child eligible for Wisconsin Shares. These child care programs will receive up to a 10% (for a 4 Star rating) or up to a 25% increase (for a 5 Star rating) above the family's authorization rate.

- Other differential rates or tiered rates.

Describe:

- Tiered or differential rates are not implemented.

4.4 Summary of Facts Used To Determine That Payment Rates Are Sufficient To Ensure Equal Access

4.4.1 Lead Agencies must certify that CCDF payment rates are sufficient to ensure equal access for eligible families to child care services comparable to those provided by families not receiving CCDF assistance (98.16(a)). Certify that payment rates reported in 4.3.1 are sufficient to ensure equal access by providing the following summary of facts (98.45(b)):

a) Describe how a choice of the full range of providers eligible to receive CCDF is made available; the extent to which eligible child care providers participate in the CCDF system; and any barriers to participation, including barriers related to payment rates and practices.

The Lead Agency continues to annually monitor rates throughout the state as part of the Market Rate Survey (MRS). This data has been utilized to propose rate increases. For example, in October 2018 a rate increase specific to infants and toddlers was enacted. Additionally, a 5% across-the-board rate increase will take effect on January 1, 2019, along with an increase in the payments to high quality providers. The Lead Agency continues to monitor the child care rates to ensure that families receiving Wisconsin Shares child care subsidies have access to high quality and affordable child care across the state.

The Lead Agency continues to promote and encourage all providers to participate in the Wisconsin Shares Child Care Subsidy Program through subsidy rate and high quality adjustment increases. Additionally, the Lead Agency utilizes the CCR&R agencies to provide a variety of services to providers to assist them in signing up to participate in the subsidy program and to inform them of technical assistance and other resource opportunities. As of December 2017, 76% of all regulated providers in the state were participating or eligible to participate in the Wisconsin Shares Child Care Subsidy Program.

The Lead Agency continues to work towards removing barriers both real and perceived that may keep providers from participating in the Wisconsin Shares Child Care Subsidy Program. Increasing payment rates and quality payments continue to encourage more providers to participate in the subsidy program and in ongoing Technical Assistance for training, professional development opportunities, and educational requirements that may present a barrier to some providers. Additionally, the Wisconsin Reward Stipend

Program is working to address the ongoing issue of early childhood staff turnover through an increase in compensation for staff who have attained a certain educational level and remain in the child care field, thus encouraging their continued education and the overall consistency of child care staff.

b) Describe how payment rates are adequate and have been established based on the **most recent MRS or alternative methodology** . Note: Per the preamble (81 FR 67512), in instances where a MRS or alternative methodology indicates that prices or costs have increased, Lead Agencies must raise their rates as a result.

The Lead Agency continues to utilize data from annual Market Rate Surveys (MRS) to identify potential access issues due to subsidy rates. This data leads to subsidy rate increases to improve equal access to child care providers across the State. The 2017 MRS showed a need to increase subsidy rates for infants and toddlers which was addressed by an October 1, 2018 subsidy rate increase that ensured the subsidy rate for infant care was a minimum of \$5 per hour and increased the subsidy rate by 5% for infants and toddlers. This was critical to the rural areas of the State since the 2017 MRS data showed that affordable infant care for families with young children was extremely difficult to find. Additionally, the 2017 MRS data was used to create legislation to increase subsidy rates by 5% across the board for children utilizing the Wisconsin Shares Child Care Subsidy program. This rate increase will become effective January 1, 2019 and will also include an increase in quality payments to providers to support high quality care. The Lead Agency continues to analyze MRS data to improve subsidy rates and equal access through the Wisconsin Shares Child Care Subsidy program.

c) Describe how base payment rates enable providers to meet health, safety, quality, and staffing requirements under CCDF.

The Lead Agency completes annual reviews of all regulated providers to ensure providers continue to meet all health, safety, quality, and staffing requirements at all rate levels. The Lead Agency, through its quality rating and improvement system, aims to improve the quality of child care and reward high quality providers by including a quality adjustment that is paid directly to 4 and 5 Star child care providers who have current Wisconsin Shares authorizations. These quality adjustments are intended to support higher quality program practices, which can include higher compensation for staff and health and safety practices that go beyond regulatory requirements. In addition to these quality adjustments, the Lead Agency provides micro-grants to support all YoungStar

participating providers who demonstrate an effort towards improving program practices. Micro-grants must be used to support higher quality program practices, which can include staff training and education as well as health and safety practices. These efforts have resulted in continuous upward movement within the YoungStar Rating System. For example, a comparison between October 2016 and October 2018 shows a consistent upward movement within the YoungStar levels. This increase indicates how base funding rates are sufficient to allow YoungStar providers to move up in the rating system and increase their health, safety, quality, and staffing requirements under CCDF. Specific examples of the upward movement within the YoungStar ratings include:

| October 2016 | 1 Star | 2 Star | 3 Star | 4 Star | 5 Star | Pending | Total |
|---|---------------|---------------|---------------|---------------|---------------|----------------|--------------|
| Total Number of Providers | 13 | 1,733 | 1,293 | 191 | 414 | 188 | 3,832 |
| Percent of Statewide YoungStar Providers at Star Level* | 0.4% | 47.6% | 35.5% | 5.2% | 11.4% | | |

**Calculation of percentage does not include pending ratings in the denominator.*

| October 2018 | 1 Star | 2 Star | 3 Star | 4 Star | 5 Star | Pending | Total |
|---|---------------|---------------|---------------|---------------|---------------|----------------|--------------|
| Total Number of Providers | 11 | 1,636 | 1,222 | 232 | 508 | 151 | 3,760 |
| Percent of Statewide YoungStar Providers at Star Level* | 0.3% | 45.3% | 33.9% | 6.4% | 14.1% | | |

**Calculation of percentage does not include pending ratings in the denominator.*

This comparison shows the increase in the % of providers moving from a 2 Star rating into a 4 or 5 Star rating. The data also reinforces the movement from a 3 Star provider to a 4 Star or 5 Star provider which ensure the highest level of health, safety, quality, and staffing requirements under CCDF.

Additional information includes:

YoungStar quality adjustment levels are based on the child care provider's star rating in the following manner:

- 5 Star Provider - Meets highest levels of quality standards. A separate YoungStar quality adjustment, for up to 25% of current Wisconsin Child Care Shares Subsidies authorization amounts, will be made directly to the selected child care program to support quality services within the child care setting.
- 4 Star Provider - Meets elevated levels of quality standards. A separate YoungStar quality adjustment, for up to 10% of current Wisconsin Child Care Shares Subsidies authorization amounts, will be made directly to the selected child care program to support

quality services within the child care setting.

Wisconsin Child Care Shares subsidy amounts are impacted by the child care providers star rating in the following manner:

- Families selecting a 3, 4 or 5 Star Provider - Programs will receive Wisconsin Child Care Shares Subsidies directly from families utilizing the MyWICChildCare EBT card. Each family's subsidy amount will be calculated by first taking the county maximum or the provider's price (whichever is lower), and then the families copayment will be subtracted from the total. Finally, that amount will be loaded onto the card.
- Families selecting a 2 Star Provider - Programs will receive Wisconsin Child Care Shares Subsidies directly from families utilizing the MyWICChildCare EBT card. The authorized Wisconsin Shares Subsidy amount will be reduced by 1% before being placed on the MyWICChildCare EBT card.
- Families interested in a 1 Star Provider - Families are not eligible for Wisconsin Child Care Shares Subsidies if they attend a 1 Star rated program. These providers' child care licenses or certifications have been revoked, denied or suspended, or their Wisconsin Child Care Shares Subsidies have been ended due to fraud or suspected fraud.

The Lead Agency continues to move legislation forward to increase base subsidy rates to ensure equal access to child care services across the State. For example, on January 1, 2019, an approximate 5% increase in Wisconsin Child Care Shares Subsidy rates will go into effect.

d) Describe how the Lead Agency took the cost of higher quality into account, including how payment rates for higher-quality care, as defined by the Lead Agency using a QRIS or other system of quality indicators, relate to the estimated cost of care at each level of quality. Note: For States without a QRIS, the States may use other quality indicators (e.g. provider status related to accreditation, Pre-K standards, Head Start performance standards, or State defined quality measures).

Monthly YoungStar quality adjustments are made directly to 4 and 5 Star rated child care programs that provide care for a child/children eligible for Wisconsin Shares. This YoungStar quality adjustment is intended to support the increased costs of providing high-quality child care to families eligible to receive Wisconsin Shares. The Lead Agency has used several methods to estimate the cost of providing high-quality care in Wisconsin. Staff from the Lead Agency have used the Alliance for Early Childhood Finance's Provider Cost of Quality Calculator (PCQC) after being trained by its co-creators. The PCQC helps state policymakers understand the costs associated with delivering high-quality early care and education. The tool can demonstrate whether there is a gap between the cost of providing quality services and the revenue sources available

to support a program. Staff from the Lead Agency also completed its own cost of quality analysis based on YoungStar's 4 and 5 Star staff education requirements, as staff salaries comprise the greatest cost of child care programming. In order to encourage retention and recruitment of staff that meet the educational requirements for 4 and 5 Star program ratings, the Lead Agency compared the current child care workforce wage information with the Median WI Workforce Wages (from the American Community Survey, US Census Bureau) earned at the educational levels required by YoungStar. The Lead Agency then calculated the difference in median state wages and actual child care wages to determine the quality funding required to close this gap. The overall costs of quality programming also considered how to maintain high-quality staff based on licensing requirements for ratio and capacity. Wisconsin continues to make incremental increases in quality adjustments provided to 4 and 5 Star rated programs to support high-quality programming. The Lead Agency will continue to work progressively towards additional support for quality care.

e) How will the Lead Agency ensure that the family contribution/co-payment, based on a sliding-fee scale, is affordable and is not a barrier to families receiving CCDF funds (98.16 (k))? Check all that apply.

Limit the maximum co-payment per family.

Describe: .

The maximum copayment for families is capped at five children and 760 hours per month. A family with five children and a combined sum of 760 hours per month would have a maximum monthly copayment of \$615.60 between 195-200% FPL. After 200% FPL, an additional copay is added to the monthly amount. Copayments range from 2.56% of income for a family of two at 65% FPL with one child in full-time care to 19.16% of income for a family of two at 85% SMI with one child in care.

Limit the combined amount of co-payment for all children to a percentage of family income. List the percentage of the co-payment limit and

Minimize the abrupt termination of assistance before a family can afford the full cost of care ('the cliff effect') as part of the graduated phase-out of assistance discussed in 3.1.7.

The Lead Agency has minimized the cliff effect. For example, a family of three with one child in care would have their copayment increase from 9.23% of income at 200% FPL to 17.13% of income at 85% SML.

Other.

Describe:

f) To support parental choice and equal access to the full range of child care options, does the Lead Agency choose the option to allow providers to charge families additional amounts above the required co-payment in instances where the provider's price exceeds the subsidy payment (98.45(b)(5))?

No

Yes. If yes:

i. Provide the rationale for the Lead Agency's policy to allow providers to charge families additional amounts above the required co-payment, including a demonstration of how the policy promotes affordability and access for families. Child care providers have costs that are passed on to private-pay parents and parents receiving Wisconsin Shares through the prices they charge. Any additional cost of care beyond the subsidy amount is passed on to the parent to cover the costs of delivering the child care. If Wisconsin did not allow the provider to charge for the full cost of care, this could limit the number of providers and thus the access available to parents.

ii. Provide data (including data on the size and frequency of such amounts) on the extent to which CCDF providers charge additional amounts to families.

CCDF providers report charging Wisconsin Shares families the same amount as private pay families. The average Wisconsin Shares subsidy payment is \$800 per month. The average monthly family copayment amount is \$129. Families are responsible for paying the remaining amount toward the total cost of care.

The Lead Agency is in the process of designing enhanced reporting mechanisms to identify the average parent share that Wisconsin Shares Subsidy recipients are responsible for contributing toward the total cost of child care. Through the utilization of web-based portals, electronic surveys, and enhanced Market Rate

Survey instruments, the Lead Agency anticipates capturing this data from a majority of child care providers across the state.

iii. Describe the Lead Agency's analysis of the interaction between the additional amounts charged to families with the required family co-payment, and the ability of current subsidy payment rates to provide access to care without additional fees. The amounts listed above vary based on the copayment sliding fee scale. Families with a lower income receive a higher subsidy amount which helps families reasonably access care.

g) Describe how Lead Agencies' payment practices described in 4.5 support equal access to a range of providers.

The Lead Agency completes a full analysis of the MRS results in order to identify differences in rates throughout the state. This analysis is then used in the development of future rates in annual and biennial budget requests. This analysis provides an understanding of not only the overall differences in rates, but also specific rate differences in types of care and non-traditional child care rates. Additionally, the analysis identifies the number of child care providers participating in the Wisconsin Shares Child Care Subsidy program versus the number of regulated providers. For example, in November 2018 the number of providers participating in the YoungStar program was 3,742 and the total number of regulated providers was 4,749 meaning that 79% of providers could provide child care services to children participating Wisconsin Shares Child Care Subsidy program.

Child care subsidy payments are made to eligible parents through an Electronic Benefits Transfer (EBT) card. Parents select a child care provider from the range of providers available within their geographical area. The EBT card places parents in charge of paying providers for services and supports equal access to child care providers through the following enhancements:

- Simplifies the billing and accounting process for child care providers
- Eliminates provider attendance reporting to obtain subsidy payments
- Modernizes and speeds payment practices by using electronic funds transfer
- Payments are made prior to services being rendered mirroring private pay practice

All of the above enhancements make it easier for providers to accept children

participating in the Wisconsin Shares Child Care Subsidy Program thus increasing a family's access to safe, high quality child care providers.

h) Describe how and on what factors the Lead Agency differentiates payment rates. Check all that apply.



Geographic area.

Describe:

Maximum subsidy payment rates are based on geographic location (county) and percentage urban and rural.



Type of provider.

Describe:

The Lead Agency determines rates specific for Licensed Providers and License-Exempt Providers.



Age of child.

Describe:

The Lead Agency breaks down rates by age ranges of birth to 1 year and 11 months, 2 years to 3 years and 11 months, 4 years to 5 years and 11 months, 6 years and older.



Quality level.

Describe:

The Lead Agency's YoungStar quality rating system requires any provider who receives Wisconsin Shares reimbursement to be rated, but all other providers are encouraged to participate. YoungStar rates providers on a 1 to 5 scale. A 1 Star provider is not eligible for Wisconsin Shares payments; a 2 Star provider has up to a 1% decrease in their Wisconsin Shares payments; a 3 Star provider's Wisconsin Shares payment remains at the county reimbursement rate; child care programs/providers with a 4 or 5 Star rating will receive a YoungStar Adjustment for each month that they provide care for a child eligible for Wisconsin Shares. These child care programs will receive up to a 10% (for a 4 Star rating) or up to a 25% increase (for a 5 Star rating) above the family's authorization rate.

Other.

Describe:

i) Describe any additional facts that the Lead Agency considered in determining its payment rates to ensure equal access. Check all that apply and describe:

Payment rates are set at the 75th percentile benchmark or higher of the most recent MRS.

Describe:

Based on the approved alternative methodology, payments rates ensure equal access.

Describe:

Feedback from parents, including parent surveys or parental complaints.

Describe:

Other.

Describe:

4.5 Payment Practices and the Timeliness of Payments

Lead Agencies are required to demonstrate that they have established payment practices applicable to all CCDF child care providers that include ensuring the timeliness of payments by either (1) paying prospectively prior to the delivery of services or (2) paying within no more than 21 calendar days of the receipt of a complete invoice for services. To the extent practicable, the Lead Agency must also support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by (1) paying based on a child's enrollment rather than attendance, (2) providing full payment if a child attends at least 85 percent of the authorized time, (3) providing full payment if a child is absent for 5 or fewer days in a month, or (4) using an alternative approach for which the Lead Agency provides a justification in its Plan (658E(c)(2)(S)(ii); 98.45(l)(2)).

Lead Agencies are required to use CCDF payment practices that reflect generally accepted

payment practices of child care providers who serve children who do not receive CCDF-funded assistance. Unless a Lead Agency is able to demonstrate that the following policies are not generally accepted in its particular state, territory, or service area or among particular categories or types of providers, Lead Agencies must (1) pay providers based on established part-time or full-time rates rather than paying for hours of service or smaller increments of time and (2) pay for reasonable, mandatory registration fees that the provider charges to private-paying parents (658E(c)(2)(S); 98.45(l)(3)).

In addition, there are certain other generally accepted payment practices that are required. Lead Agencies are required to ensure that child care providers receive payment for any services in accordance with a payment agreement or an authorization for services, ensure that child care providers receive prompt notice of changes to a family's eligibility status that could impact payment, and establish timely appeal and resolution processes for any payment inaccuracies and disputes (98.45(l)(4) through (6); 658E(c)(2)(S)(ii); 98.45(l)(4); 98.45(l)(5); 98.45(l)(6)).

4.5.1 Certify by identifying and describing the payment practices below that the Lead Agency has implemented for all CCDF child care providers.

a) Ensure the timeliness of payments by either (Lead Agency to implement at least one of the following):

Paying prospectively prior to the delivery of services.

Describe the policy or procedure.

As of 04/01/2017, the new EBT card payment system was fully implemented. Under this new process a full month's subsidy benefit amount is made available through the parent's EBT card at the beginning of each month. A provider will enter into a written payment agreement with each parent that receives a child care subsidy. Parents are responsible for determining when the payment is transferred to the child care provider's account.

Paying within no more than 21 calendar days of the receipt of a complete invoice for services.

Describe the policy or procedure.

b) To the extent practicable, support the fixed costs of providing child care services by

delinking provider payments from a child's occasional absences by: (Note: The Lead Agency is to choose at least one of the following):

- Paying based on a child's enrollment rather than attendance.

Describe the policy or procedure.

The Lead Agency's new EBT payment practice prospectively loads funds for the parent's monthly child care needs. The child care need is determined by an assessment of the hours of child care needed for the parent to participate in their approved activity.

- Providing full payment if a child attends at least 85 percent of the authorized time.

Describe the policy or procedure.

- Providing full payment if a child is absent for five or fewer days in a month.

Describe the policy or procedure.

- Use an alternative approach for which the Lead Agency provides a justification in its Plan.

If chosen, please describe the policy or procedure and the Lead Agency's justification for this approach.

c) The Lead Agency's payment practices reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF subsidies. These payment practices must include the following two practices unless the Lead Agency provides evidence that such practices are not generally accepted in its state (658E(c)(2)(S); 98.45(l)(3)).

- i. Paying on a part-time or full-time basis (rather than paying for hours of service or smaller increments of time).

Describe the policy or procedure and include a definition of the time increments (e.g., part time, full-time).

The Lead Agency has full- and part-time authorizations. Part-time includes any authorization for fewer than 35 hours per week. The parent has the option to pay the provider daily, weekly, or monthly. This is determined by the provider and parent and included in a business contract.

ii. Paying for reasonable mandatory registration fees that the provider charges to private-paying parents.

Describe the policy or procedure.

N/A

d) The Lead Agency ensures that providers are paid in accordance with a written payment agreement or an authorization for services that includes, at a minimum, information regarding provider payment policies, including rates, schedules, any fees charged to providers, and the dispute-resolution process. Describe:

Wis. Admin. Code DCF 201.038(5) requires providers to have a written agreement between the provider and the family that outlines all of the criteria listed above.

e) The Lead Agency provides prompt notice to providers regarding any changes to the family's eligibility status that could impact payments, and such a notice is sent no later than the day that the Lead Agency becomes aware that such a change will occur.

Describe:

Child care providers are provided with authorization information that is mailed to them on the last business day of each month and contains a list of all current and future authorizations, any backdated authorizations since the last notice was sent, any authorizations that were deleted or ended by the worker or system, and that were previously listed on an earlier notice.

f) The Lead Agency has a timely appeal and resolution process for payment inaccuracies and disputes. Describe:

To resolve payment inaccuracies and disputes, parents should first contact their local agency. If a dispute cannot be resolved at that level, a parent may request a fair hearing through Wisconsin's Division of Hearings and Appeals. Fair hearings must be requested in writing within 45 days of the eligibility or authorization notice. A hearing officer will listen to the parent and the local agency representative at the hearing and determine if the decision was right or wrong based on the information provided there and also on Wisconsin Statutes, Administrative Rules, and state policies. Parents may represent themselves at a hearing or be represented by an attorney, relative, friend or anyone they choose.

g) Other. Describe:

N/A

4.5.2 Do payment practices vary across regions, counties, and/or geographic areas?

No, the practices do not vary across areas.

Yes, the practices vary across areas.

Describe:

4.6 Supply-Building Strategies to Meet the Needs of Certain Populations

Lead Agencies are required to develop and implement strategies to increase the supply of and to improve the quality of child care services for children in underserved areas; infants and toddlers; children with disabilities, as defined by the Lead Agency; and children who receive care during non-traditional hours (658 E(c)(2)(M); 98.16 (x)).

4.6.1 Lead Agencies must identify shortages in the supply of high-quality child care providers. List the data sources used to identify shortages, and describe the method of tracking progress to support equal access and parental choice.

In licensed family child care.

The Lead Agency uses regulated capacity information, capacity of providers by star level information, and census data for children under 5 to regularly track slot to child ratios overall, in addition to high-quality rating slot per child ratios.

In licensed child care centers.

The Lead Agency uses regulated capacity information, capacity of providers by star level information, and census data for children under 5 to regularly track slot to child ratios overall, in addition to high-quality rating slot per child ratios.

Other.

The Lead Agency tracks children from families receiving Wisconsin Shares and analyzes the percentage of children in high-quality rated care by county and by region on a quarterly basis. For those regions and counties with limited high-quality slots available, the Lead Agency focuses its QRIS consulting efforts on lower-rated programs to ensure that families statewide have access to choose higher-quality care. For those regions and counties with limited regulated slot availability in general, the Lead Agency has incorporated flexibility in CCR&R funding to ensure that areas in need can use funds to focus on recruiting new providers and retaining current high-quality providers.

The Lead Agency analyzes administrative data from multiple data systems and the MRS to better understand child care access for children in underserved areas of the state. The Lead Agency is combining the data into a Tableau dashboard that allows Lead Agency staff to visualize multiple data sources in a map that can be filtered by county and by different regions of the state. Maps include data on the number of regulated providers by license type, capacity, YoungStar quality rating, number of children served by the Wisconsin Shares subsidy program, and census data (e.g., population of children 0-5, median income). The maps are designed with filters to allow users to examine data to address specific questions.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

a) Children in underserved areas. Check and describe all that apply.

Grants and contracts (as discussed in 4.1.3).

Describe:

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

Through YoungStar, programs in high-need areas are provided with targeted onsite technical assistance.

Recruitment of providers.

Describe:

Through a contract with the Lead Agency, CCR&Rs use a variety of methods to recruit providers and support quality improvement in areas of need.

Tiered payment rates (as discussed in 4.3.2).

Describe:

YoungStar quality adjustments paid to programs that achieve higher ratings can be applied to any outstanding fees or tuition due from families with children in underserved areas.

Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

Through YoungStar, all participating programs are offered onsite technical assistance around business practices. Several trainings on these topics are provided by contracted agencies.

Accreditation supports.

Describe:

Child Care Health Consultation.

Describe:

Mental Health Consultation.

Describe:

Other.

Describe:

N/A

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

b) Infants and toddlers. Check and describe all that apply.

Grants and contracts (as discussed in 4.1.3).

Describe:

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

Through YoungStar, programs serving children of all age categories are observed and offered onsite technical assistance when requested.

Recruitment of providers.

Describe:

Through a contract with the Lead Agency, CCR&Rs use a variety of methods to recruit providers and support quality improvement in areas of need.

Tiered payment rates (as discussed in 4.3.2) .

Describe:

YoungStar quality adjustments paid to programs that achieve higher ratings can be applied to any outstanding fees or tuition due from families with infants and toddlers.

- Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

Through YoungStar, all participating programs are offered onsite technical assistance around business practices. Several trainings on these topics are provided by contracted agencies.

- Accreditation supports.

Describe:

- Child Care Health Consultation.

Describe:

- Mental Health Consultation.

Describe:

- Other.

Describe:

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

c) Children with disabilities. Check and describe all that apply.

- Grants and contracts (as discussed in 4.1.3).

Describe:

- Family child care networks.

Describe:

- Start-up funding.

Describe:

- Technical assistance support.

Describe:

Through YoungStar and CCR&R services, families and providers have access to onsite and off-site assistance around supporting children with disabilities.

- Recruitment of providers.

Describe:

Through a contract with the Lead Agency, CCR&Rs use a variety of methods to recruit providers and support quality improvement in areas of need.

- Tiered payment rates (as discussed in 4.3.2).

Describe:

YoungStar quality adjustments paid to programs that achieve higher ratings can be applied to any outstanding fees or tuition due from families with children with disabilities. The Wisconsin Shares subsidy program also allows families with a child with a disability to request a higher reimbursement rate to support the specific needs of their child.

- Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

Through YoungStar, all participating programs are offered onsite technical assistance around business practices. Several trainings on these topics are provided by contracted agencies.

- Accreditation supports.

Describe:

- Child Care Health Consultation.

Describe:

- Mental Health Consultation.

Describe:

Other.

Describe:

The Lead Agency has created the Early Childhood Inclusion webpages <https://dcf.wisconsin.gov/youngstar/eci> to support parents and child care providers with helpful tips and relevant resources to support early childhood inclusion.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

d) Children who receive care during non-traditional hours. Check and describe all that apply

Grants and contracts (as discussed in 4.1.3).

Describe:

Family child care networks.

Describe:

Start-up funding.

Describe:

Technical assistance support.

Describe:

Recruitment of providers.

Describe:

Tiered payment rates (as discussed in 4.3.2) .

Describe:

Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

Accreditation supports.

Describe:

Child Care Health Consultation.

Describe:

Mental Health Consultation.

Describe:

Other.

Describe:

Children who need care during non-traditional hours can have child care provided in their own home if there are no other child care resources available.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

e) Other. Check and describe all that apply:

Grants and contracts (as discussed in 4.1.3).

Describe:

Â

Family child care networks.

Describe:

Â

Start-up funding.

Describe:

Â

Technical assistance support.

Describe:

Â

Recruitment of providers.

Describe:

Â

Tiered payment rates (as discussed in 4.3.2).

Describe:

Â

Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

Â

Accreditation supports.

Describe:

Â

Child Care Health Consultation.

Describe:

Â

Mental Health Consultation.

Describe:

Â

Other.

Describe:

N/A

4.6.3 Lead Agencies must prioritize investments for increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and do not currently have sufficient numbers of such programs.

a) How does the Lead Agency define areas with significant concentrations of poverty and unemployment?

The Lead Agency considers geographic differences to identify areas of the state with significant concentrations of poverty and unemployment. The Lead Agency defines areas with significant concentrations of poverty by using data from the US Census Bureau, Wisconsin's Poverty Measure (developed by researchers at the Institute for Research on Poverty), University of Wisconsin-Madison's Applied Population Laboratory, and administrative data on the location of families eligible for the Wisconsin Shares child care subsidy program. The Lead Agency defines areas with significant concentrations of unemployment by using data from the Bureau of Labor Statistics and the Wisconsin Department of Workforce Development.

b) Describe how the Lead Agency prioritizes increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and that do not have high-quality programs. The Lead Agency has historically invested in high quality early care and education. Some of the current initiatives are:

1) The YoungStar Quality Rating and Improvement System has mandated participation for all providers accepting subsidy funding. The program currently has over 3,800 participating programs (77% of all regulated programs). Wisconsin's providers have increased the quality of care they provide. Currently, 75% of all children in the Wisconsin Shares subsidy program are attending high quality programs (3-5 Star rated) and 55% of all programs are high quality. Technical assistance and coaching take place in areas of high concentrations of poverty, including rural, urban, and tribal communities. Targeted outreach is delivered to increase YoungStar participation and active engagement in quality improvement. The Lead Agency participates in a quality early education initiative, Milwaukee Succeeds, which recently surpassed its 2020 target for the number of children

enrolled in high quality child care programs. In 2012, 8% of children were enrolled in 4 Star and 5 Star programs. Milwaukee Succeeds committed to engage individuals and organizations to collectively work to double that number by 2020. Currently, 17.5% of children receiving Wisconsin Shares are enrolled in 4 Star and 5 Star programs. The Lead Agency used RTT-ELC funding to purchase early learning kits that YoungStar technical consultants distribute to 2 and 3 Star rated programs along with onsite consultation services. The kits support the programs' learning environments and provide opportunities for increased interactions and engagement with children.

2) Ten CCR&R agencies, located across Wisconsin, serve every county and Tribe in the state with a variety of services to both families and providers. The CCR&R agencies have the unique ability to understand the needs of their communities and identify needed resources and supports. Funding for the CCR&R agencies allows some flexibility to meet these identified needs for special populations including tribal, migrant, rural, urban, and infant care. CCR&R responds to training needs, including curriculum development and online learning platforms. Beginning in 2017, the funding for resource and referral services in Milwaukee, Racine, and Kenosha was reallocated to better support high-poverty urban areas.

3) The Lead Agency works with regional network partners such as SFTA/CCR&R agencies, WECA, Collaborating Partners, the Wisconsin Model Early Learning Standards and the Wisconsin Pyramid Model steering committees, and other stakeholders to assess child care providers' need for training and technical assistance that will support quality improvement. Child care training and technical assistance are delivered in each YoungStar region. Targeted emphasis is placed on ensuring access to culturally relevant early care and education curriculum for tribal and Spanish-speaking populations.

4) The Child Care Information Center (CCIC), a lending library and resource center, provides invaluable resources to providers and families in Wisconsin. Providers and families can call or email CCIC and be sent (electronically or via postal mail) articles, books, toolkits or other information to help them address the issue at hand such as serving a child with a special need, developmentally appropriate practices, screening, assessment and curriculum supports, and environment arrangements. CCIC also serves as a centralized contact to disseminate information related to other local community-based networks and organizations serving families.

5) Targeted technical assistance is provided to tribal child care programs to make professional development supports and services available and to link child care providers to credit-based instruction with scholarship, mentoring and coaching support.

5 Establish Standards and Monitoring Processes To Ensure the Health and Safety of Child Care Settings

Lead Agencies are required to certify that there are in effect licensing requirements applicable to all child care services in the state/territory, which supports the health and safety of all children in child care. States and territories may allow licensing exemptions. Lead Agencies must describe how such licensing exemptions do not endanger the health, safety, and development of CCDF children in license-exempt care (98.16 (u)).

Lead Agencies also must certify that there are in effect health and safety standards and training requirements applicable to providers serving CCDF children, whether they are licensed or license-exempt. These health and safety requirements must be appropriate to the provider setting and age of the children served, must include specific topics and training on those topics, and are subject to monitoring and enforcement procedures.

The organization of this section begins with a description of the licensing system for providers of child care in a state or territory and then moves to focus in on CCDF providers who may be licensed, exempt from licensing, or relative providers. The section then covers the health and safety requirements and training, and monitoring and enforcement procedures to ensure that CCDF child care providers comply with licensing and health and safety requirements (98.16(n)). Lead Agencies are also asked to describe any exemptions for relative providers (98.16(l)). This section also addresses group size limits; child-staff ratios; and required qualifications for caregivers, teachers, and directors (98.16(m)) serving CCDF children.

Note: When responding to questions in this section, the OCC recognizes that each State/Territory identifies and defines its own categories of care. The OCC does not expect States/Territories to change their definitions to fit the CCDF-defined categories of care. For these questions, provide responses that closely match the CCDF categories of care.

Criminal background check requirements are included in this section (98.16(o)). It is important to note that these requirements are in effect for all child care staff members that are licensed, regulated or registered under state/territory law and all other providers eligible to deliver CCDF services.

5.1 Licensing Requirements

Each state/territory must certify it has in effect licensing requirements applicable to all child care services provided within the state/territory (not restricted to providers receiving CCDF funds) and provide a detailed description of these requirements and how the requirements are effectively enforced (658E(c)(2)(F)). If any types of providers are exempt from licensing requirements, the state/territory must describe those exemptions and describe how these exemptions do not endanger the health, safety, or development of children. The descriptions must also include any exemptions based on provider category, type, or setting; length of day; and providers not subject to licensing because the number of children served falls below a Lead Agency-defined threshold and any other exemption to licensing requirements (658E(c)(2)(F); 98.16(u); 98.40(a)(2)(iv)).

5.1.1 To certify, describe the licensing requirements applicable to child care services provided within the state/territory by identifying the providers in your state/territory that are subject to licensing using the CCDF categories listed below? Check all that apply and provide a citation to the licensing rule.

Center-based child care.

Describe and Provide the citation:

Licensed group child care centers care for 9 or more children and are not usually in a home. Licensed day camps are seasonal programs that care for 4 or more children aged 3 and above. DCF 251

https://docs.legis.wisconsin.gov/code/admin_code/dcf/201_252/251.pdf

Family child care.

Describe and Provide the citation:

Licensed family child care centers care for between 4 and 8 children and are usually located in a provider's home. DCF 250

https://docs.legis.wisconsin.gov/code/admin_code/dcf/201_252/250.pdf

In-home care (care in the child's own home).

Describe and provide the citation (if applicable):

Wis. Statutes, s.48.65(2)(c) exempts care that is provided in the child's home from the requirement for a license. DCF 202.01(1) and (2) require these homes to be certified if they want to be eligible to receive a child care subsidy. Certification is voluntary and is a lesser form of regulation.

5.1.2 Describe if any providers are exempted from licensing requirements and how such exemptions do not endanger the health, safety, and development of children (658E (c)(2)(F); 98.40(a)(2)).

Note: Additional information about exemptions related to CCDF providers is required in 5.1.3. Providers who are not required to have a license under Wis. Statutes, s.48.65, but who wish to be eligible to accept a child care subsidy, must be certified under Wis. Admin. Code DCF 202. Certified programs must meet basic health and safety standards and are monitored for compliance with the applicable codes.

5.1.3 Check and describe any CCDF providers in your state/territory who are exempt from licensing (98.40(2)(i) through (iv))? Describe exemptions based on length of day, threshold on the number of children in care, ages of children in care or any other factors applicable to the exemption

Center-based child care.

If checked, describe the exemptions.

Family child care.

If checked, describe the exemptions.

The licensing law in Wis. Statutes, s.48.65 requires a license when there are 4 or more children under age 7 in care. Wis. Statutes, s.48.651 allows an individual who is not otherwise required to be licensed under s.48.65 to obtain a voluntary form of regulation

called certification. DCF 202 is the Wis. Admin. Code for family child care certification. Certified providers may care for up to 3 children under age 7.

In-home care.

If checked, describe the exemptions.

In-home care must be certified if a family meets eligibility requirements for a child care subsidy. Certification standards found in Wis. Admin. Code DCF 202 identify the health and safety standards that apply to certified in-home care.

5.2 Health and Safety Standards and Requirements for CCDF Providers

5.2.1 Standards on ratios, group sizes, and qualifications for CCDF providers.

Lead Agencies are required to establish child care standards for providers receiving CCDF funds, appropriate to the type of child care setting involved, that address appropriate ratios between the number of children and number of providers in terms of the age of the children, group size limits for specific age populations, and the required qualifications for providers (658E(c)(2)(H); 98.41(d); 98.16(m)). For ease of responding, this section is organized by CCDF categories of care, licensing status, and age categories. Respondents should map their Lead Agency categories of care to the CCDF categories.

a) Licensed CCDF center-based care

1. Infant

-- How does the State/territory define infant (age range):

Birth to 11 months

-- Ratio:

1:4

-- Group size:

8

-- Teacher/caregiver qualifications:

Minimum age for infant lead teachers is 18. Minimum qualifications for teachers is 2 non-credit Lead Agency approved courses. Individuals working with children under 2 years of age must have 10 hours of training in the care of infants and toddlers including safe sleep practices. Individuals caring for children under age 1 must complete training in Sudden Infant Death Syndrome (SIDS). All persons working with children under 5 years of age need training in Shaken Baby Syndrome (SBS) prevention. Training requirements and qualifications are outlined in detail here: <https://dcf.wisconsin.gov/files/publications/pdf/66.pdf>. Non-credit approved courses must be provided by approved agencies. Students must demonstrate competency and understanding in the subject matter before a certificate of completion is issued.

2. Toddler

-- How does the State/territory define toddler (age range):

12 months to 24 months

-- Ratio:

1:4

-- Group size:

8

-- Teacher/caregiver qualifications:

Minimum age for toddler lead teachers is 18. Minimum qualifications for teachers is 2 non-credit Lead Agency approved courses. Individuals working with children under 2 years of age must have 10 hours of training in the care of infants and toddlers including safe sleep practices. Individuals caring for children under age 1 must complete training in Sudden Infant Death Syndrome (SIDS). All persons working with children under 5 years of age need training in SBS prevention. Training requirements and qualifications are outlined in detail here: <https://dcf.wisconsin.gov/files/publications/pdf/66.pdf>. Non-credit Lead Agency approved courses must be provided by Lead Agency approved agencies. Students must demonstrate competency and understanding in the subject matter before a

certificate of completion is issued. Individuals caring for children under age 1 must complete training in Sudden Infant Death Syndrome (SIDS). Individuals caring for children under age 5 must complete training in SBS prevention.

3. Preschool

-- How does the State/territory define preschool (age range):

2 - 5 years

-- Ratio:

1:6 for 2-2.5 years, 1:8 for 2.5-3 years, 1:10 for 3-4 years, 1:13 for 4-5 years

-- Group size:

12 for 2-2.5 years, 16 for 2.5-3 years, 20 for 3-4 years, 24 for 4-5 years

-- Teacher/caregiver qualifications:

Minimum age for preschool lead teachers is 18. Minimum qualifications for teachers is 2 non-credit Lead Agency approved courses. All individuals working with children under 5 years of age need training in SBS prevention. Training requirements and qualifications are outlined in detail here:

<https://dcf.wisconsin.gov/files/publications/pdf/66.pdf>. Non-credit Lead Agency approved courses must be provided by Lead Agency approved agencies. Students must demonstrate competency and understanding in the subject matter before a certificate of completion is issued.

4. School-age

-- How does the State/territory define school-age (age range):

5 years and older

-- Ratio:

1:17

-- Group size:

34

-- Teacher/caregiver qualifications:

Minimum age for school-age lead teachers is 18. Minimum qualifications for teachers is two non-credit Lead Agency approved courses. Training requirements and qualifications are outlined in detail here:

<https://dcf.wisconsin.gov/files/publications/pdf/66.pdf>. Non-credit courses must be provided by approved agencies. Students must demonstrate competency and understanding in the subject matter before a certificate of completion is issued.

5. If any of the responses above are different for exempt child care centers, describe which requirements apply to exempt centers

Child care programs operated by public schools are required to meet licensing ratio and group size requirements outlined above. Staff working with children in license-exempt public school operated programs must meet the same requirements as for licensed child care programs.

6. Describe, if applicable, ratios, group sizes, and qualifications for classrooms with mixed age groups.

When there is a mixed-age group in licensed group centers, the staff-to-child ratio shall be adjusted on a pro rata basis, according to age. The Lead Agency utilizes a mixed-age child care worksheet that assigns a numerical weight for the number of children in a particular age group. One staff member is required for a group of children whose total numerical weight equals 1.04 or less. When infants and toddlers are in the group the maximum group size may not exceed 8. When the group is made up of all school-age children (ages 5+) the maximum group size may not exceed 36. Group Child Care Center Worksheet: <https://dcf.wisconsin.gov/files/forms/pdf/0078.pdf>

7. Describe the director qualifications for licensed CCDF center-based care, including any variations based on the ages of children in care.

Minimum age for center directors is 21. Minimum qualifications are based on the number of children in licensed capacity. A program licensed to care for 50 or fewer children must have a director that has at least 2 non-credit, Lead Agency approved courses. In a program licensed to care for 51 or more children, the director must have at least 4 courses. Training requirements and qualifications are outlined in detail here: <https://dcf.wisconsin.gov/files/publications/pdf/66.pdf>. Non-credit Lead Agency

approved courses must be provided by Lead Agency approved agencies. Students must demonstrate competency and understanding in the subject matter before a certificate of completion is issued.

b) Licensed CCDF family child care provider

1. Infant

-- How does the State/territory define infant (age range):

0-12 months

-- Ratio:

In family child care there can never be more than eight children in care. The allowable number of children in care depends on the number of children in care that are under two years of age. Details are in Wis. Admin. Code Table DCF 250.05: https://docs.legis.wisconsin.gov/code/admin_code/dcf/201_252/250.pdf

-- Group size:

No more than eight children total

-- Teacher/caregiver qualifications:

Family child care providers need one 3-credit course in early childhood education and a non-credit Lead Agency approved course in the business of operating a family child care program. They also need 10 hours of training in the care of infants and toddlers, including safe sleep practices and training in SBS prevention.

2. Toddler

-- How does the State/territory define toddler (age range):

12-24 months

-- Ratio:

In family child care there can never be more than eight children in care. The allowable number of children in care depends on the number of children in care that are under two years of age. Details are in Wis. Admin. Code Table DCF 250.05:

https://docs.legis.wisconsin.gov/code/admin_code/dcf/201_252/250.pdf

-- Group size:

No more than eight children total

-- Teacher/caregiver qualifications:

Family child care providers need one 3-credit course in early childhood education and a non-credit Lead Agency approved course in the business of operating a family child care program. They also need 10 hours of training in the care of infants and toddlers, including safe sleep practices and training in SBS prevention.

3. Preschool

-- How does the State/territory define preschool (age range):

2 -5 years

-- Ratio:

In family child care there can never be more than eight children in care. The allowable number of children in care depends on the number of children in care that are under two years of age. Details are in Wis. Admin. Code Table DCF 250.05:

https://docs.legis.wisconsin.gov/code/admin_code/dcf/201_252/250.pdf

-- Group size:

No more than eight children total

-- Teacher/caregiver qualifications:

Family child care providers need one 3-credit course in early childhood education and a non-credit Lead Agency approved course in the business of operating a family child care program. They also need 10 hours of training in the care of infants and toddlers, including safe sleep practices and training in SBS prevention.

4. School-age

-- How does the State/territory define school-age (age range):

5 years and older

-- Ratio:

In family child care there can never be more than eight children in care. The allowable number of children in care depends on the number of children in care that are under two years of age. Details are in Wis. Admin. Code Table DCF 250.05: https://docs.legis.wisconsin.gov/code/admin_code/dcf/201_252/250.pdf

-- Group size:

No more than eight children total

-- Teacher/caregiver qualifications:

Family child care providers need one 3-credit course in early childhood education and a non-credit Lead Agency approved course in the business of operating a family child care program. They also need 10 hours of training in the care of infants and toddlers, including safe sleep practices and training in SBS prevention.

5. If any of the responses above are different for exempt family child care homes, please describe which requirements apply to exempt homes

License-exempt family child care may not care for more than three children under the age of seven and a group size of six. License-exempt family child care providers must meet preservice and continuing education requirements.

c) In-home CCDF providers:

1. Describe the ratios

N/A

2. Describe the group size

N/A

3. Describe the maximum number of children that are allowed in the home at any one time.

N/A

4. Describe if the state/territory requires related children to be included in the child-to-provider ratio or group size

N/A

5. Describe any limits on infants and toddlers or additional school-age children that are allowed for part of the day

N/A

5.2 Health and Safety Standards and Requirements for CCDF Providers

5.2.2 Health and safety standards for CCDF providers.

States and territories must establish health and safety standards for programs (e.g., child care centers, family child care homes, etc.) serving children receiving CCDF assistance relating to the topics listed below, as appropriate to the provider setting and age of the children served (98.41(a)). This requirement is applicable to all child care providers receiving CCDF funds regardless of licensing status (i.e., licensed or license-exempt). The only exception to this requirement is for providers who are caring for their own relatives because Lead Agencies have the option of exempting relatives from some or all CCDF health and safety requirements (98.42(c)).

a) To certify, describe how the following health and safety standards for programs serving children receiving CCDF assistance are defined and established on the required topics (98.16(l)). Note: This question is different from the health and safety training requirements, which are addressed in question 5.2.3.

1. Prevention and control of infectious diseases (including immunization)

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Children are required to have proof of immunizations on file at the program. There are handwashing and other infection control measures included as part of the licensing rules and license-exempt family child care rules.

-- List all citations for these requirements, including those for licensed and license-exempt programs

Wis. Admin. Code DCF 250.07 (6)(e), (g) and (m), DCF 251.07 (6)(e), (h), (i) and (L), DCF 202.08 (4)(e), (g) and (h)

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Standards apply to both licensed and license-exempt care.

-- Describe any variations based on the age of the children in care

Specific infection control measures apply when children are diapered.

-- Describe if relatives are exempt from this requirement

N/A

2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Persons providing care to children under the age of 1 are required to have training in safe sleep practices and SIDS risk reduction. Licensing rules and license-exempt family child care rules require children under age 1 to be placed to sleep on their backs in a safe crib. Mattresses should be tight fitting with no fluffy blankets or stuffed animals allowed in the cribs.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Statutes, s.48.67(1); Wis. Admin. Code DCF 250.05 (1)(b)3, DCF 250.09 (1)(c) and (2), DCF 251.05 (2)(a)12, DCF 251.09 (1)(j), (k), (L) and (2)(bm), DCF 202.08 (1)(b) and (11)

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

No variations between program types.

-- Describe any variations based on the age of the children in care

Rules apply to children under age 1.

-- Describe if relatives are exempt from this requirement

N/A

3. Administration of medication, consistent with standards for parental consent

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Licensing rules specify that all medication (prescription and OTC) must be in the original container and labeled with the child's name and dosing instructions. Parental authorization is required. Medication administration must be logged in the center medical log book. License-exempt family child care rules require providers to administer medication to a child only in accordance with written and signed permission from the child's parent.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Admin. Code DCF 250.07 (6)(f), DCF 251.07 (6)(f), DCF 202.08 (4)(f)

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

No variations in the type of program. License-exempt family child care rules do not require medication administration to be documented.

-- Describe any variations based on the age of the children in care

No variation on ages of the children in care.

-- Describe if relatives are exempt from this requirement

N/A

4. Prevention of and response to emergencies due to food and allergic reactions

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

In licensed and license-exempt public school care, parents complete a health history form for each child in care that details any food or other allergies, including a care plan for the child. Information on food allergies is shared with the cook and anyone else caring for children. The health history and emergency care plan form is located at: <https://dcf.wisconsin.gov/files/forms/pdf/2345.pdf>

Current license-exempt family child care rules do not address prevention and response to emergencies due to food and allergic reactions. A Statement of Scope was submitted for approval to the Lead Agency's Secretary in the summer of 2018 with the goal of updating license-exempt family child care administrative rules via the state's legislative process by the summer of 2020.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Admin. Code DCF 250.07 (6)(L), DCF 251.07 (5)(a) 9m. and 10, (6)(k)5., DCF 202.08 (4)(a), and (12)(f)

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

No variations in the type of program.

-- Describe any variations based on the age of the children in care

No variations on ages of the children in care.

-- Describe if relatives are exempt from this requirement

N/A

5. Building and physical premises safety, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Licensing rules and license-exempt family child care rules cover building and premises safety. Buildings must comply with all applicable codes and the building and premises must be in compliance with safety standards.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Admin. Code DCF 250.06 (1) and (2), DCF 251.06 (1), (2) and (5), DCF 202.08 (2)

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Because family child care is usually located in a home setting, the licensing rules and license-exempt family child care rules incorporate the applicable building codes. Group child care centers and license-exempt, public school operated programs must comply with the applicable commercial building codes. License-exempt care provided in a child's home is exempt from several family child care rules related to the physical premises as found in Wis. Admin. Code DCF 202.08 (3).

-- Describe any variations based on the age of the children in care

Programs serving school-age children in school buildings are exempt from the requirement for documentation of compliance with the commercial building codes.

-- Describe if relatives are exempt from this requirement

N/A

6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

All persons working with children under age five are required to have Lead Agency approved training in Shaken Baby Syndrome Prevention prior to working with children.

All providers and substitutes working in licensed and license-exempt programs operated by public schools shall receive training every two years in child abuse and neglect laws, how to identify children who have been abused or neglected, and the procedure for ensuring that all known or suspected cases of child abuse or neglect are

immediately reported to the proper authorities.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Admin. Code DCF 250.05 (1)(b)7, DCF 251.05 (1)(b), DCF 202.08 (1)(b), DCF 250.07 (2), 251.07 (2), DCF 250.04(8), DCF 251.04(8)

DCF 250.05(1)(b)7

Before becoming licensed or providing care and supervision to children under age 5, a provider, substitute, volunteer, emergency back-up or any other person providing care and supervision to children in a family child care center shall have completed department-approved training in shaken baby syndrome prevention unless the person has documentation of completion of one of the non-credit, department-approved, entry-level courses that contain the required materials taken after July 1, 2005.

251.05(1)(b)

Shaken baby syndrome prevention training. Except for a volunteer who is not counted in staff-to-child ratios, each child care worker including the administrator, center director, teachers, assistant teachers, and substitutes who provide care and supervision to children under 5 years of age shall receive department-approved training in shaken baby syndrome and impacted babies and appropriate ways to manage crying, fussing or distraught children.

202.08(1)(b)

Training. 1. Except for a volunteer who does no sole supervision of a child, each certified family child care operator, certified inhome child care operator, employee, and volunteer who provides care and supervision for children under 5 years of age shall receive departmentapproved training on shaken baby syndrome and impacted babies and appropriate ways to manage crying or fussing children.

250.07(2)(a-d) CHILD GUIDANCE

Each family child care center shall provide positive guidance and redirection for the children and shall set clearly specified limits for the children. A provider shall help each child develop self-control, self-esteem and respect for the rights of others.

DCF 250.07(2)(b) If a provider uses time-out periods to deal with unacceptable behavior, time-out periods may not exceed 5 minutes or be used for children under age 3. Time-out procedures shall be included in the center's written child guidance policy.

DCF 250.07(2)(c) Actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include all of the following:

DCF 250.07(2)(c)1. Spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment on the child.

DCF 250.07(2)(c)2. Verbal abuse, threats or derogatory remarks about the child or the child's family.

DCF 250.07(2)(c)3. Physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle.

DCF 250.07(2)(c)4. Withholding or forcing meals, snacks or naps.

DCF 250.07(2)(c)5. Actions that are cruel, aversive, humiliating or frightening to the child.

DCF 250.07(2)(d) A child may not be punished for lapses in toilet training.

251.07(2) CHILD GUIDANCE.

In this subsection:

DCF 251.07(2)(a)1. "Time-out period" means removing the child from the situation in a non-humiliating manner and placing the child in a designated location in order to interrupt the child's unacceptable behavior.

DCF 251.07(2)(a)2. "Redirection" means directing the child's attention to a different program activity.

DCF 251.07(2)(b) Each child care center shall have a written policy which provides for positive guidance, redirection and the setting of clear-cut limits for the children. The policy shall be designed to help a child develop self-control, self-esteem and respect for the rights of others.

DCF 251.07(2)(c) If a center uses time-out periods to deal with unacceptable behavior, time-out periods may not exceed 5 minutes and the procedure shall be included in the center's child guidance policy.

DCF 251.07(2)(d) Use of time-out periods is prohibited for children under 3 years of age.

DCF 251.07(2)(e) Actions that may be psychologically, emotionally or physically painful, discomfoting, dangerous or potentially injurious are prohibited. Examples of prohibited actions include all of the following:

DCF 251.07(2)(e)1. Spanking, hitting, pinching, shaking, slapping, twisting, throwing or inflicting any other form of corporal punishment.

DCF 251.07(2)(e)2. Verbal abuse, threats or derogatory remarks about the child or the child's family.

DCF 251.07(2)(e)3. Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.

DCF 251.07(2)(e)4. Withholding or forcing meals, snacks or naps.

DCF 251.07(2)(e)5. Actions that are cruel, aversive, frightening or humiliating to the child.

DCF 251.07(2)(f) A child may not be punished for lapses in toilet training.

251.04(8) REPORTING CHILD ABUSE.

(a) A licensee, employee or volunteer at a child care center who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss. 48.02(1) and 48.981(1), Stats., shall immediately contact the county department of social services or human services or a local law enforcement agency, as required by s. 48.981, Stats

(b) The licensee, shall ensure that every employee and volunteer who comes in contact with the children at the child care center has received training every 2 years in all of the following

1. Child abuse and neglect law.
2. How to identify children who have been abused or neglected.
3. The procedure for ensuring that known or suspected cases of child abuse or neglect are immediately reported to the proper authorities

250.04(8) REPORTING CHILD ABUSE.

(a) A licensee or provider who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in ss. 48.02(1) and 48.981(1), Stats., shall immediately contact the county department of social services or human services or local law enforcement agency in compliance with s. 48.981, Stats.

(b) The licensee shall document that each provider and substitute has received training at least every 2 years in all of the following:

1. Child abuse and neglect laws.
2. How to identify children who have been abused or neglected.
3. The procedure for ensuring that all known or suspected cases of child abuse or neglect are immediately reported to the proper authorities.

DCF 202.08(7) PROVIDER INTERACTIONS WITH CHILDREN

A child care provider shall interact with the children in a caring and positive manner and:

DCF 202.08(7)(a) Shall protect children in care from danger and be aware of where each child is at all times.

DCF 202.08(7)(b) May not hit, spank, pinch, shake, slap, throw, or inflict any other form of corporal punishment on the child, or use any discipline that is frightening to the child, including binding or trying to restrict the child's movement or enclosing the child in a confined space such as a closet, basement, locked room, box, or similar cubicle.

DCF 202.08(7)(c) May not verbally abuse or threaten a child or make derogatory remarks about the child or the child's family.

DCF 202.08(7)(d) Shall provide positive guidance and redirection for the children and set clear limits for the children.

DCF 202.08(7)(e) Shall help each child develop self-control, self-esteem, and respect for the rights of others.

DCF 202.08(7)(f) May not use time-out periods that exceed 5 minutes. For purposes of this paragraph, a "time-out" is an interruption of unacceptable behavior by the removal of the child from the situation.

DCF 202.08(7)(g) May not punish a child for lapses in toilet training.

DCF 202.08(7)(h) Shall respond promptly to a crying infant or toddler's needs.

DCF 202.08(7)(i) Shall provide physical contact and attention to each infant and toddler throughout the day, including holding, rocking, talking to, singing to, and taking

on walks inside and outside the home.

[DCF 202.08\(7\)\(j\)](#) Shall periodically change the position and location in the room of a non-walking child who is awake.

DCF 202.08(14) MANDATORY CHILD ABUSE REPORTING.

A provider who has reasonable cause to suspect that a child in his or her day care has been abused or neglected or that the child has been threatened with abuse or neglect and that abuse or neglect will occur shall immediately inform the county social or human services department, local law enforcement, or other organization designated in s. 48.981, Stats.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Licensed and school-district operated licensed-exempt programs must comply with requirements in DCF 250 and 251 identified above.

Licensed exempt family child care providers must comply with the training requirements cited above. Shaken Baby Syndrome training shall be completed before caring for children under age 5. Entry-level preservice training must be completed within 3 months of work commencing. Although DCF 202 does not specify training in child abuse recognition and reporting is required, the required department-approved preservice training curriculum includes training in child abuse and neglect recognition and reporting requirements. Licensed-exempt family child care providers must also comply with requirements pertaining to child guidance (prohibited actions).

-- Describe any variations based on the age of the children in care

Applies only when the provider cares for children under the age of 5 years.

-- Describe if relatives are exempt from this requirement

N/A

[7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event \(such as violence at a child care facility\), within the meaning of those terms under section 602\(a\)\(1\) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act \(42 U.S.C. 5195a\(a\)\(1\)\). Emergency preparedness and response planning \(at the child care provider level\) must also include procedures for evacuation; relocation; shelter-in-place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations;](#)

and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions.

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

All licensed programs are required to have emergency plans to be followed in the case of an emergency such as a fire, tornado, missing child or other emergency.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Admin. Code DCF 250.06(3), DCF 251.04(2)(l)6, DCF 251.06(3). A Statement of Scope was submitted for approval to the Lead Agency's Secretary in the summer of 2018 with the goal of updating administrative rules via the state's legislative process by the summer of 2020. Licensed and license-exempt rules will be updated by the summer of 2020 to ensure that all required components are included in programs' emergency policies.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Wis. Admin. Code DCF 202 - Child Care Certification does not address emergency preparedness. It will be modified to include rules on this topic for license-exempt family child care.

-- Describe any variations based on the age of the children in care

No variations by age of child.

-- Describe if relatives are exempt from this requirement

N/A

8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Licensing rules and license-exempt family child care rules require that all materials harmful to children must be stored in properly labeled containers and stored in areas

that are inaccessible to children. Licensing rules address universal precautions and handling of materials contaminated with blood or other bodily fluids.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Admin. Code DCF 250.07 (6)(g), DCF 251.07(6)(h)

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Wis. Admin. Code DCF 202 - Child Care Certification does not currently address universal precautions. A Statement of Scope was submitted for approval to the Lead Agency's Secretary in the summer of 2018 with the goal of updating license-exempt family child care administrative rules via the state's legislative process by the summer of 2020. The administrative rules will be modified to include rules on this topic for license-exempt family child care by summer of 2020.

-- Describe any variations based on the age of the children in care

No variations by age of child.

-- Describe if relatives are exempt from this requirement

N/A

9. Precautions in transporting children (if applicable)

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Licensing rules and license-exempt family child care rules address the transportation of children including the use of car safety seats, vehicle safety and other topics. These rules apply whenever children are transported by the program.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Admin. Code DCF 250.08, DCF 251.08, DCF 202.08(9)

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

No variations by type of care.

-- Describe any variations based on the age of the children in care

No variations by age of child.

-- Describe if relatives are exempt from this requirement

N/A

10. Pediatric first aid and cardiopulmonary resuscitation (CPR) certification

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

All child care providers and all staff who have contact with children are required to obtain and maintain a current certificate of infant/child CPR. First aid practices are covered in the non-credit, Lead Agency approved course called Introduction to the Child Care Profession taken as part of pre-service training. First aid procedures are required as part of the orientation for group child care centers.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Admin. Code DCF 250.05(1)(b) 1.a. and 5, DCF 251.05 (1)(c), (2)(a)4; Wis. Statutes, s.48.651 (1d)(b)

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Wis. Admin. Code DCF 202 - Child Care Certification does not currently address first aid. It will be modified to include rules on this topic for license-exempt family child care.

-- Describe any variations based on the age of the children in care

No variations by age of child.

-- Describe if relatives are exempt from this requirement

N/A

11. Recognition and reporting of child abuse and neglect

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

A licensee or provider who knows or has reasonable cause to suspect that a child has been abused or neglected shall immediately contact the county department of social services, human services, or local law enforcement. Providers shall maintain medical log books and include evidence of unusual bruises, contusions, lacerations, or burns received by a child in or out of center care. Child care providers are mandated reporters under the law. In licensed child care programs, providers are required to obtain training in the identification of child abuse and neglect, and the child abuse and neglect reporting procedures. Child abuse and neglect is included in the pre-service, non-credit, Lead Agency approved training course required for licensed and license-exempt family child care.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Admin. Code DCF 250.04 (8), DCF 251.04 (8), DCF 202.08 (14), DCF 250.06(c), DCF 251.07(6)(a)1; Wis. Statutes, s.48.02 (1) and s.48.981 (2)(a)18-19

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

No variations by type of care.

-- Describe any variations based on the age of the children in care

No variations by age of child.

-- Describe if relatives are exempt from this requirement

N/A

b) Does the Lead Agency include any of the following optional standards?

No, if no, skip to 5.2.3.

Yes, if yes provide the information related to the optional standards addressed.

1. Nutrition

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Licensed programs that serve children meals and snacks that are prepared by the center - or obtained from caterers, schools, hospitals, etc. - are required to follow CACFP minimum meal requirements. If parents supply meals and snacks, licensed child care programs must share the CACFP minimum meal requirements with parents. License-exempt family child care providers must ensure that each child receives proper nutrition while in child care.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Admin. Code DCF 250.07(5), DCF 251.07(5), DCF 202.08(10)

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

Wis. Admin. Code DCF 202 - Child Care Certification will be modified to include rules requiring that CACFP minimum meal requirements must be followed in license-exempt family child care.

-- Describe any variations based on the age of the children in care.

Variations by age follow the appropriate CACFP minimum meal requirements.

--Describe if relatives are exempt from this requirement

N/A

2. Access to physical activity

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Programs are required to provide a variety of activities for children, including active

and quiet play. Centers must provide outdoor activities daily.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Admin. Code DCF 250.07(1), DCF 251.07(1), DCF 202.08(8)

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

No variations by type of care.

-- Describe any variations based on the age of the children in care.

Variations are dependent on the age and developmental level of each child (no specific ages listed). In licensed group and family child care, children under 5 shall have a nap or rest period. For license-exempt family child care, each child shall be allowed to rest or nap when needed.

--Describe if relatives are exempt from this requirement

N/A

3. Caring for children with special needs

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Programs are required to have a program of activities that are suitable for the developmental level of each child. Licensed programs are required to collect information about any special needs a child may have and to share that information with all persons who care for that child.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Wis. Admin. Code DCF 250.07(1)(b) and (6)(L)5, DCF 251.05(2)(a)11, 251.07(1)(a), DCF 202.08(8)(b)

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

No variations by type of care.

-- Describe any variations based on the age of the children in care.

Variations in activities are dependent on the age and developmental level of each child (no specific ages listed). There are no variations in providing other general care based on age.

--Describe if relatives are exempt from this requirement

N/A

4. Any other areas determined necessary to promote child development or to protect children's health and safety (98.44(b)(1)(iii)).

Describe:

Child development, supervision of children and tracking a child's whereabouts, guiding children's behavior, the presence of pets, swimming pools, and night care between the hours of 9 pm and 5 am.

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Child development - Programs are required to provide a program of activities that are designed to meet the developmental levels of the children in care and to use equipment that is designed to meet the developmental needs of the children using the equipment. Licensing rules address education for staff that includes child development, appropriate programming and equipment and furnishings.

Supervision of children and tracking a child's whereabouts - Licensing rules require programs to adequately supervise children to ensure safety and prevent harm. In addition to staff to child ratios and maximum group sizes, the licensing rules specify the proximity of caregiver to child, prohibit a provider from being under the effect of alcohol or non-prescription controlled substances, or consuming these products while responsible for the care of children, and specify that a child may not be released to a person who has not been previously authorized by the parent, as well as requiring programs to have a procedure to contact a parent if a child is absent without previous notification. Programs must have a procedure for tracking a child's whereabouts

during the day to help ensure that children are supervised at all times.

Guiding children's behavior - Child care programs are required to practice procedures that provide for positive behavior guidance, including limiting the use of time-out periods to children over 3 years of age and to no more than 5 minutes in length, and using redirection and the setting of clear-cut limits to help a child develop self-control, self-esteem and respect for the rights of others. The use of corporal punishment is prohibited.

Pets - Licensing rules require that parents are notified of the presence of pets and animals in child care settings and of children's access to animals, require that animals be in good health and appropriately immunized, and that certain animals including reptiles, amphibians, ferrets, poisonous animals, psittacine birds, exotic and wild animals not be accessible to children.

Swimming and wading pools - Licensing rules prohibit the use of above-ground swimming pools on the premises and require that in-ground pools comply with applicable building codes and local ordinances, and that safety measures such as life guards, rescue equipment, and access to pools be in place. Wading pools are permitted if the pool is emptied daily and disinfected.

Night care - Rules require that centers have emergency plans in place that address the evacuation of sleeping children and emergency lighting. The rules also specify that a child's routine for sleeping and waking be followed while in care, when meals and snacks are required, and that appropriate bedding and sleeping surfaces be available.

[-- List all citations for these requirements, including those for licensed and license-exempt providers](#)

Wis. Admin. Code DCF 250.05(3), DCF 250.06 (2)(i) and (j) and (11) and (12), DCF 250.07 (2), (4) and (7), DCF 250.10, DCF 251.05(3), DCF 251.06 (2)(k) and (l) and (11) and (12), DCF 251.07 (2), (4), (7), DCF 251.10, DCF 202.08 (5), (11), (7), (2)(f), (2)(e)2., and 3., (2)(d), (e), (8m), (8)(b)

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

No variations by type of care.

-- Describe any variations based on the age of the children in care.

Guiding children's behavior: Time outs may not be used for children under age 3.

Swimming: Staff to child ratios are 1:1 for children under 2, 1:3 for children 2-3, 1:6 for children 4-5, 1:8 for children 6 and older.

Night Care: Staff to child ratios and group sizes remain the same as care during the day; children under 2 shall sleep in cribs.

--Describe if relatives are exempt from this requirement

N/A

5.2.3 Health and safety training for CCDF providers on required topics.

Lead Agencies are required to have minimum pre-service or orientation training requirements (to be completed within 3 months), as appropriate to the provider setting and the age of children served, that address the health and safety topics described in 5.2.2, and child development. Lead Agencies must also have ongoing training requirements on the health and safety topics for caregivers, teachers, and directors of children receiving CCDF funds (658E(c)(2)(l)(i); 98.44(b)(1)(iii)). The state/territory must describe its requirements for pre-service or orientation training and ongoing training. These trainings should be part of a broader systematic approach and progression of professional development (as described in section 6) within a state/territory. Lead Agencies have flexibility in determining the number of training hours to require, but they may consult with Caring for our Children Basics for best practices and the recommended time needed to address these training requirements.

Pre-Service or Orientation Training Requirements

a) Provide the minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors required for the following:

1. Licensed child care centers:

Health and safety topics are covered in the course Introduction to the Child Care

Profession or its equivalent, required for all caregivers, teachers and directors. The

course is competency-based. The Lead Agency approves training agencies, requires that certain materials be incorporated in the training, requires that students demonstrate their understanding of the subject matter before a completion certificate is issued, and recommends the course take 42 to 45 hours, but it does not set the number of hours that must be spent on health and safety topics.

All positions that provide care and supervision of children require pre-service training that covers health and safety topics specified under CCDF before work commences. In addition to those pre-service training requirements, individuals working with infants must complete SIDS risk reduction training prior to work commencing. Those working with children under age five must complete training in SBS prevention prior to work commencing. In addition to the pre-service training covering health and safety topic areas (including SIDS/SBS) required before work commences, individuals providing care to infants and toddlers must also complete an additional infant/toddler course within six months of work commencing. Individuals providing child care in their home must complete the training mentioned above and also an additional course that covers topics specific to operating a family child care business. Child care teachers in group child care settings, regardless of the age of children in care, must complete before work commences yet another course (in addition to the courses mentioned above) that covers a wide variety of topics including communication with parents, curriculum planning, etc.

2. Licensed FCC homes:

Health and safety topics are covered in the course Introduction to the Child Care Profession or its equivalent, required for all licensed family child care providers. The course is competency-based. The Lead Agency approves training agencies, requires that certain materials be incorporated in the training, requires that students demonstrate their understanding of the subject matter before a completion certificate is issued, and recommends the course take 42 to 45 hours, but it does not set the number of hours that must be spent on health and safety topics.

All positions that provide care and supervision of children require pre-service training that covers health and safety topics specified under CCDF before work commences. In addition to those pre-service training requirements, individuals working with infants must complete SIDS risk reduction training prior to work commencing. Those working

with children under age five must complete training in SBS prevention prior to work commencing. In addition to the pre-service training covering health and safety topic areas (including SIDS/SBS) required before work commences, individuals providing care to infants and toddlers must also complete an additional infant/toddler course within six months of work commencing. Individuals providing child care in their home must complete the training mentioned above and also an additional course that covers topics specific to operating a family child care business. Child care teachers in group child care settings, regardless of the age of children in care, must complete before work commences yet another course (in addition to the courses mentioned above) that covers a wide variety of topics including communication with parents, curriculum planning, etc.

3. In-home care:

Health and safety topics are covered in the course Introduction to the Child Care Profession or its equivalent, required for all in-home providers. The course is competency-based. The Lead Agency approves training agencies, requires that certain materials be incorporated in the training, requires that students demonstrate their understanding of the subject matter before a completion certificate is issued, and recommends the course take 42 to 45 hours, but it does not set the number of hours that must be spent on health and safety topics.

All positions that provide care and supervision of children require pre-service training that covers health and safety topics specified under CCDF before work commences. In addition to those pre-service training requirements, individuals working with infants must complete SIDS risk reduction training prior to work commencing. Those working with children under age five must complete training in SBS prevention prior to work commencing. In addition to the pre-service training covering health and safety topic areas (including SIDS/SBS) required before work commences, individuals providing care to infants and toddlers must also complete an additional infant/toddler course within six months of work commencing. Individuals providing child care in their home must complete the training mentioned above and also an additional course that covers topics specific to operating a family child care business. Child care teachers in group child care settings, regardless of the age of children in care, must complete before work commences yet another course (in addition to the courses mentioned above) that covers a wide variety of topics including communication with parents, curriculum

planning, etc

4. Variations for exempt provider settings:

Health and safety topics are covered in the course Introduction to the Child Care Profession or its equivalent, required for all license-exempt family child care providers. The course is competency-based. The Lead Agency approves training agencies, requires that certain materials be incorporated in the training, requires that students demonstrate their understanding of the subject matter before a completion certificate is issued, and recommends the course take 42 to 45 hours, but it does not set the number of hours that must be spent on health and safety topics.

All positions that provide care and supervision of children require pre-service training that covers health and safety topics specified under CCDF before work commences. In addition to those pre-service training requirements, individuals working with infants must complete SIDS risk reduction training prior to work commencing. Those working with children under age five must complete training in SBS prevention prior to work commencing. In addition to the pre-service training covering health and safety topic areas (including SIDS/SBS) required before work commences, individuals providing care to infants and toddlers must also complete an additional infant/toddler course within six months of work commencing. Individuals providing child care in their home must complete the training mentioned above and also an additional course that covers topics specific to operating a family child care business. Child care teachers in group child care settings, regardless of the age of children in care, must complete before work commences yet another course (in addition to the courses mentioned above) that covers a wide variety of topics including communication with parents, curriculum planning, etc.

b) Provide the length of time that providers have to complete trainings subsequent to being hired (must be 3 months or fewer)

All providers working with children under age 5 are required to have Lead Agency approved training in Shaken Baby Syndrome (SBS) prevention prior to working with children, and persons working with children under age 1 must have training in SIDS risk reduction strategies prior to working with infants. 1) In licensed group child care programs, teachers, directors and administrators are required to complete pre-service training prior to beginning to work with children. Assistants must complete pre-service

training within 6 months of hire. Assistant teachers, teachers, directors, and administrators are required to complete orientation that covers health and safety topics within one week of employment. 2) Licensed family child care providers are required to complete Lead Agency approved, pre-service training that covers health and safety topics including SBS and SIDS prior to obtaining a license to operate. 3) Wis. Statutes, s.48.651(1d)(b) requires all license-exempt, in-home family child care providers to completed Lead Agency approved pre-service training within 3 months of becoming certified. 4) Wis. Statutes, s.48.651(1d)(b) requires all license-exempt family child care providers to complete Lead Agency approved pre-service training within 3 months of becoming certified. License-exempt public school-operated child care programs must meet the same pre-service training and orientation requirements as licensed group child care programs.

c) Explain any differences in pre-service or orientation training requirements based on the ages of the children served

Before work commences, caregivers providing care and supervision to children under 1 year of age are required to complete training in Sudden Infant Death Syndrome risk reduction, and those caring for children under 5 years of age are required to complete the Lead Agency approved Shaken Baby Syndrome Prevention Training for Child Care Providers. In addition to the pre-service training required for all teachers, persons working with children under age 2 must also complete an additional Lead Agency approved course called Fundamentals of Infant and Toddler Care. Requirements for pre-service training are based on the position one holds in a child care center rather than on ages served. With the exception of "assistants" who work under the supervision of a qualified teacher, all caregivers must be qualified and meet training requirements before work commences.

d) Describe how the training is offered, including any variations in delivery (e.g. across standards, in rural areas, etc.) Note: There is no federal requirement on how a training must be delivered

Non-credit courses designed to meet the entry-level training requirements must be approved by the Lead Agency. Agencies/entities wishing to offer a Lead Agency approved course must ensure the course meets minimum course content requirements, and instructors of the course must be approved by the Lead Agency. These courses may be offered in online, correspondence, classroom or independent study formats. Specific

for-credit university or technical college courses or a degree in early childhood education may be completed in place of the non-credit Lead Agency approved courses. Training requirements for specific positions are outlined in Wis. Admin. Code chapters DCF 202, 250, 251, 252 for each type of regulation but can be generally summarized here: <https://dcf.wisconsin.gov/cclicensing/entry-level-training> . Providers can locate training offered in their area by contacting a Lead Agency approved training agency directly (<https://dcf.wisconsin.gov/files/publications/pdf/5202.pdf>) or by utilizing The Registry's training search page (<https://www.the-registry.org/myregistry>), searching by topic area, region, calendar or review of a course catalog.

e) Identify below the pre-service or orientation training requirements for each topic (98.41(a)(1)(i through xi)).

1. Prevention and control of infectious diseases (including immunizations)

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 251.05(2)(a), 251.05(1), DCF 250.05(1)(b), 250.05(2)(a)4, 250.07(6)(d); Wis. Statutes, s.48.651 (1d)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be licensed but are required to meet applicable child care licensing standards, including training qualifications.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

N/A

5.2.3e 2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.05 (2)(a)5., DCF 251.05 (2)(a)12.; Wis. Statutes, s.48.651 (1d)(b); Wis. Admin. Code DCF 202.08 (1)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be licensed but are required to meet applicable child care licensing standards, including training qualifications.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

N/A

5.2.3e 3. Administration of medication, consistent with standards for parental consent

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.05 (2)(a)4., DCF 251.05 (2)(a) 1., and 2.; Wis.

Statutes, s.48.651 (1d)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be licensed but are required to meet applicable child care licensing standards, including training qualifications.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

N/A

5.2.3e 4. Prevention and response to emergencies due to food and allergic reactions

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.05 (2)(a)7, DCF 251.05 (2)(a)1., 2., and 11.; Wis. Statutes, s.48.651 (1d)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be licensed but are required to meet applicable child care licensing standards, including training qualifications.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care

for children unsupervised?

- Yes
 No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- Yes
 No

Describe if relatives are exempt from this requirement

N/A

5.2.3e 5. Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.05 (2)(a)12., DCF 251.05 (2)(a)1.; Wis. Statutes, s.48.651 (1d)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be licensed but are required to meet applicable child care licensing standards, including training qualifications.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- Yes
 No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- Yes

No

Describe if relatives are exempt from this requirement

N/A

5.2.3e 6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Statutes, s.48.67 (2); Wis. Admin. Code DCF 250.05 (1)(b)7.; DCF 251.05 (1)(b); Wis. Statutes, s.48.651 (1d)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be licensed but are required to meet applicable child care licensing standards, including training qualifications.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

N/A

5.2.3e 7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.05 (2)(a)7., DCF 251.05 (2)(a)3.; Wis. Statutes, s.48.651 (1d)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be licensed but are required to meet applicable child care licensing standards, including training qualifications.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

N/A

5.2.3e 8. Handling and storage of hazardous materials and the appropriate disposal of bio contaminants

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.05 (2)(a)12, DCF 251.05 (2)(a)1.; Wis. Statutes, s.48.651 (1d)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be licensed but are required to meet applicable child care licensing standards, including training qualifications.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

N/A

5.2.3e 9. Appropriate precautions in transporting children (if applicable)

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.05 (2)(a) 11 and 12. and 2., DCF 251.05 (2)(a)1. and 2.; Wis. Statutes, s.48.651 (1d)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be licensed but are required to meet applicable child care licensing standards, including training qualifications.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

N/A

5.2.3e 10. Pediatric first aid and CPR certification

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.05 (1)(b) 1. and 5., DCF 251.05 (1)(c), (2)(a)4.; Wis. Statutes, s.48.651 (1d)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be licensed but are required to meet applicable child care licensing standards, including training qualifications. Additionally, the Lead Agency approved non-credit course called Introduction to the Child Care Profession includes providing for the safety of children, including basic first aid procedures, as a Target Competency.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

N/A

5.2.3e 11. Recognition and reporting of child abuse and neglect

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.04(8)(b), DCF 251.04 (8)(b); Wis. Statutes, s.48.651 (1d)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be licensed but are required to meet applicable child care licensing standards, including training qualifications.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- Yes
 No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- Yes
 No

Describe if relatives are exempt from this requirement

N/A

5.2.3e 12. Child development (98.44(b)(1)(iii))

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.05 (1)(b), DCF 251.05 (1)(h); Wis. Statutes, s.48.651 (1d)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be

licensed but are required to meet applicable child care licensing standards, including training qualifications.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

Yes

No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

Yes

No

Describe if relatives are exempt from this requirement

N/A

5.2.3e 13.

Describe other training requirements, such as nutrition, physical activities, caring for children with special needs, etc..

Wis. Admin. Code DCF 250.05(1)(b), DCF 251.05(1)(h) and DCF 202.08(1) outline qualifications for child care providers and refer to Lead Agency approved entry-level training. The Lead Agency approved courses must be provided by Lead Agency approved trainers. The courses include: Introduction to the Child Care Profession (approx. 45 hours), Skills and Strategies for the Child Care Teacher (approx. 45 hours), Fundamentals of Infant and Toddler Care (approx. 15 hours), Fundamentals of Family Child Care (approx. 15 hours), and School Age Assistant Child Care Worker (approx. 15 hours). The courses are competency-based curriculums on topics specific to the child care setting. Topics include: quality child care environments, child development, positive guidance, recognizing child abuse and neglect, routines and schedules, transitions, nutrition, universal precautions, health and safety, SIDS risk reduction, Shaken Baby Syndrome prevention, respect for diversity, parent communication and stress management, curriculum planning, observing and recording, developmentally appropriate practice, developing policies and business

practices, etc. Additionally, a person who is a center director or administrator in a group child care setting must complete at least 10 hours of training in supervision or personnel management within one year of assuming the position if such training has not been previously completed.

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.05 (1)(b), DCF 251.05 (1)(h) and 251.05 (1)(e)4; Wis. Statutes, s.48.651 (1d)(b). Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. Public school programs are not required to be licensed but are required to meet applicable child care licensing standards, including training qualifications. So child care staff working in license-exempt public school programs are required to complete entry-level training prior to beginning work, but under Wis. Statutes, s.48.651(1d)(b) license-exempt family child care operators are to complete pre-service training within 3 months of certification.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- Yes
- No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- Yes
- No

Describe if relatives are exempt from this requirement

N/A

Ongoing Training Requirements

5.2.4 Provide the minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors required for the following.

a) Licensed child care centers:

25 hours for those who work more than 20 hours per week, 15 hours for those who work 20 or fewer hours per week. The Lead Agency will propose 20 hours annually.

b) Licensed FCC homes:

15 hours. The Lead Agency will propose 20 hours annually

c) In-home care:

No set minimum. Wis. Admin. Code DCF 202 will be updated to require 10 hours annually.

d) Variations for exempt provider settings:

License-exempt public school-operated programs: 25 hours; the Lead Agency will propose 20 hours annually. License-exempt family child care homes including in-home: no set minimum, but Wis. Statutes, s.48.651 requires ongoing professional development annually effective 10/01/2018, and Wis. Admin. Code DCF 202 will be updated to require 10 hours annually.

5.2.5 Describe the ongoing health and safety training for CCDF providers by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

1. Prevention and control of infectious diseases (including immunizations)

- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Statutes, s.48.651(1d)(b)2

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Wis. Admin. Code 250 and 251 do not address ongoing training on infectious disease prevention and control. A Statement of Scope was submitted for approval to the Lead Agency's Secretary in the summer of 2018 with the goal of updating licensing rules via the state's legislative process by the summer of 2020.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Pursuant to Wis. Statutes, s.120.13(14), public school programs are exempt from licensure but are required to meet applicable licensing standards, including training requirements. Wis. Statutes, s.48.651(1d)(b)2 requires license-exempt family child care providers to receive continuing education in this topic on an annual basis.

2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Statutes, s.48.651(1d)(b)2

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Wis. Admin. Code 250 and 251 do not address ongoing training on SIDS prevention. A Statement of Scope was submitted for approval to the Lead Agency's Secretary in the summer of 2018 with the goal of updating licensing rules via the state's legislative process by the summer of 2020.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Pursuant to Wis. Statutes, s.120.13(14), public school programs are exempt from licensure but are required to meet applicable licensing standards, including training requirements. Wis. Statutes, s.48.651(1d)(b)2 requires license-exempt family child care providers to receive continuing education in this topic on an annual basis.

3. Administration of medication, consistent with standards for parental consent

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Statutes, s.48.651(1d)(b)2

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Wis. Admin. Code 250 and 251 do not address ongoing training on medication administration. A Statement of Scope was submitted for approval to the Lead Agency's Secretary in the summer of 2018 with the goal of updating licensing rules via the state's legislative process by the summer of 2020.

-- How often does the state/territory require that this training topic be completed by

caregivers, teachers, and directors in licensed-exempt CCDF programs?

- Annually
- Other

Describe:

Pursuant to Wis. Statutes, s.120.13(14), public school programs are exempt from licensure but are required to meet applicable licensing standards, including training requirements. Wis. Statutes, s.48.651(1d)(b)2 requires license-exempt family child care providers to receive continuing education in this topic on an annual basis.

4. Prevention and response to emergencies due to food and allergic reactions

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Statutes, s.48.651(1d)(b)2

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- Annually
- Other

Describe:

Wis. Admin. Code 250 and 251 do not address ongoing training on emergencies due to food and allergic reactions. A Statement of Scope was submitted for approval to the Lead Agency's Secretary in the summer of 2018 with the goal of updating licensing rules via the state's legislative process by the summer of 2020.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- Annually
- Other

Describe:

Pursuant to Wis. Statutes, s.120.13(14), public school programs are exempt from licensure but are required to meet applicable licensing standards, including training requirements. Wis. Statutes, s.48.651(1d)(b)2 requires license-exempt family child care providers to receive continuing education in this topic on an annual basis.

5. Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Statutes, s.48.651(1d)(b)2

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Wis. Admin. Code 250 and 251 do not address ongoing training on building and physical premises safety. A Statement of Scope was submitted for approval to the Lead Agency's Secretary in the summer of 2018 with the goal of updating licensing rules via the state's legislative process by the summer of 2020.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Pursuant to Wis. Statutes, s.120.13(14), public school programs are exempt from licensure but are required to meet applicable licensing standards, including training requirements. Wis. Statutes, s.48.651(1d)(b)2 requires license-exempt family child care providers to receive continuing education in this topic on an annual basis.

6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Statutes, s.48.651(1d)(b)2

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Wis. Admin. Code 250 and 251 do not address ongoing training on SBS prevention. A Statement of Scope was submitted for approval to the Lead Agency's Secretary in the summer of 2018 with the goal of updating licensing rules via the state's legislative process by the summer of 2020.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Pursuant to Wis. Statutes, s.120.13(14), public school programs are exempt from licensure but are required to meet applicable licensing standards, including training requirements. Wis. Statutes, s.48.651(1d)(b)2 requires license-exempt family child care providers to receive continuing education in this topic on an annual basis.

7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Statutes, s.48.651(1d)(b)2

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Wis. Admin. Code 250 and 251 do not address ongoing training on emergency

preparedness. A Statement of Scope was submitted for approval to the Lead Agency's Secretary in the summer of 2018 with the goal of updating licensing rules via the state's legislative process by the summer of 2020.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Pursuant to Wis. Statutes, s.120.13(14), public school programs are exempt from licensure but are required to meet applicable licensing standards, including training requirements. Wis. Statutes, s.48.651(1d)(b)2 requires license-exempt family child care providers to receive continuing education in this topic on an annual basis.

8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Statutes, s.48.651(1d)(b)2

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Wis. Admin. Code 250 and 251 do not address ongoing training on hazardous materials. A Statement of Scope was submitted for approval to the Lead Agency's Secretary in the summer of 2018 with the goal of updating licensing rules via the state's legislative process by the summer of 2020.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Pursuant to Wis. Statutes, s.120.13(14), public school programs are exempt from licensure but are required to meet applicable licensing standards, including training requirements. Wis. Statutes, s.48.651(1d)(b)2 requires license-exempt family child care providers to receive continuing education in this topic on an annual basis.

9. Appropriate precautions in transporting children (if applicable)

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Statutes, s.48.651(1d)(b)2

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Wis. Admin. Code 250 and 251 do not address ongoing training on transporting children. A Statement of Scope was submitted for approval to the Lead Agency's Secretary in the summer of 2018 with the goal of updating licensing rules via the state's legislative process by the summer of 2020.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Pursuant to Wis. Statutes, s.120.13(14), public school programs are exempt from licensure but are required to meet applicable licensing standards, including training requirements. Wis. Statutes, s.48.651(1d)(b)2 requires license-exempt family child care providers to receive continuing education in this topic on an annual basis.

10. Pediatric first aid and CPR certification

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.05 (1)(b)5., DCF 251.05(1)(c); Wis. Statutes, s.48.651(1d)(b)

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Often enough to maintain a current CPR certificate. If the certificate of completion does not have a date specifying the length of time for which it is valid, the CPR training must be renewed every year.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Often enough to maintain a current CPR certificate. If the certificate of completion does not have a date specifying the length of time for which it is valid, the CPR training must be renewed every year.

11. Recognition and reporting of child abuse and neglect

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.04(8)(b), DCF 251.04(8)(b); Wis. Statutes, s.48.651(1d)(b)2; Wis. Statutes, s.120.13(14)

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Every employee and volunteer who comes in contact with children in group child care centers must have training in this topic every two years, and every licensee in family child care centers must have the training every two years.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Public school programs are exempt from licensure but are required to meet applicable licensing standards, including training qualifications and continuing education requirements. License-exempt family child care programs are required to receive continuing education on an annual basis.

12. Child development (98.44(b)(1)(iii))

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Wis. Admin. Code DCF 250.04(8)(b), DCF 251.04(8)(b); Wis. Statutes, s.48.651(1d)(b)2; Wis. Statutes, s.120.13(14)

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

Continuing education is required annually, however the number of hours required depends on the type of regulation and number of hours a person works in the child

care program. Family child care providers shall receive 15 hours of continuing education annually in child growth and development, early childhood education, caring for children with disabilities, or first aid. Group child care employees who work more than 20 hours a week shall receive at least 25 hours in continuing education, while employees who work 20 or fewer hours shall receive at least 15 hours of continuing education, which may include training in child development.

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

Public school programs are exempt from licensure but are required to meet applicable licensing standards, including training qualifications and continuing education requirements. License-exempt family child care programs are required to receive continuing education on an annual basis.

13. Describe other requirements such as nutrition, physical activities, caring for children with special needs, etc..

N/A

Provide the citation for other training requirements, including citations for both licensed and license-exempt providers

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

Annually

Other

Describe:

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

Annually

Other

Describe:

5.3 Monitoring and Enforcement Policies and Practices for CCDF Providers

5.3.1 Enforcement of licensing and health and safety requirements

Lead agencies must certify that procedures are in effect to ensure that child care providers caring for children receiving CCDF services comply with all applicable State and local health and safety requirements, including those described in 98.41 (98.42(a)). This may include, but is not limited to, any systems used to ensure that providers complete health and safety trainings, any documentation required to be maintained by child care providers or any other monitoring procedures to ensure compliance. Note: Inspection requirements are described starting in 5.3.2.

To certify, describe the procedures to ensure that CCDF providers comply with all applicable State and local health and safety requirements

The Lead Agency's licensing specialists complete annual unannounced compliance inspections, and compliance with all administrative rules is documented in the Wisconsin Child Care Regulatory System and published on the State public website. Licensees are required to develop and implement a plan of correction to address unmet rules.

5.3.2 Inspections for licensed CCDF providers.

Lead agencies must require licensing inspectors to perform inspections-with no fewer than one pre-licensure inspection for compliance with health, safety, and fire standards-of each child care provider and facility in the state/territory. Licensing inspectors are required to perform no fewer than one annual, unannounced inspection of each licensed CCDF provider for compliance with all child care licensing standards; it shall include an inspection for compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards; inspectors may inspect for compliance with all three standards - health, safety, and fire - at the

same time (658E(c)(2)(K)(i)(II); 98.16 (n); 98.42(b)(2)(i)). Certify by responding to the questions below to describe your state/territory's monitoring and enforcement procedures to ensure that licensed child care providers comply with licensing standards, including compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards.

a) Licensed CCDF center-based child care

1. Describe your state/territory's requirements for *pre-licensure inspections* of licensed child care center providers for compliance with health, safety, and fire standards

The Lead Agency contracts with SFTA to provide pre-licensing technical consultation to individuals and agencies interested in starting a child care program. As part of the pre-licensing technical consultation, a visit is conducted at the proposed location of the child care program to do a walk-through of the building to identify items that will need to be in compliance before an application for a license is submitted. The technical consultant reviews licensing rules which include the ten health and safety areas identified in the CCDBG federal legislation and also include additional rules identified in Wisconsin as critical to health and safety protections. The review of licensing rules also includes fire protection and evacuation procedures, including fire extinguishers, exits and passageways, fire alarms and smoke detectors, and exit lighting. At the end of the technical consultation, the individual or agency receives the application for a license.

Pursuant to Wis. Admin. Code, a license must be issued within 60 working days of receipt and approval of all application materials, including documentation that all applicable rules are met, the satisfactory completion of any needed investigation, compliance with all initial licensing requirements, and the determination by licensing staff that the applicant is fit and qualified to operate a group child care center. A license is not issued until the background checks have been completed and a licensing specialist has made at least one onsite visit to the center and has verified compliance with all applicable items on the Initial Licensing Checklist. In many cases, the licensing specialist completes at least two onsite visits during the application process to provide pre-licensing technical assistance and to verify compliance with those applicable rules that can be reviewed and documented as met prior to issuance of a probationary license. When a second licensing study visit is necessary to confirm that all of the applicable rules are met, the applicant notifies the licensing specialist

that s/he is ready for the second onsite visit. The licensing specialist conducts this second onsite licensing study visit relying on the same checklist information gathered at the initial licensing study visit. If more than 60 days has elapsed since the initial visit, all rules on the checklist must be re-verified.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF child care center providers

Licensing specialists complete annual unannounced compliance reviews of child care administrative rules and the results of these reviews are reported to the licensed centers as well as posted on the Lead Agency's website. Licensing specialists also must complete compliance reviews on a subset of identified child care administrative rules. This subset of rules covers the ten health and safety areas identified in the CCDBG legislation, and also includes additional rules identified in Wisconsin as critical to health and safety protections (e.g., staff to child ratio and supervision). The annual review is completed for all licensees once each calendar year.

3. Identify the frequency of unannounced inspections:

- Once a year
- More than once a year

Describe:

Group centers receive two or more monitoring visits per year, depending on size and type of facility and compliance history.

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that child care center providers comply with the applicable licensing standards, including health, safety, and fire standards.

Monitoring activity standards establish the minimum number of unannounced onsite visits to licensed child care facilities that the licensing specialists are expected to make during specific time frames in order to monitor for compliance with licensing statute and rules. The frequency of visits depends on the size, type and compliance history of the provider and is described in 5.3.2. above. Visits to a center often begin with an initial observational walk-through of the center by the licensing specialist. The walk-through provides the licensing specialist with an overall impression of the center and may point to specific areas of the administrative rule which require more thorough

monitoring. On each monitoring visit, the licensing specialist observes and documents each program's compliance with licensing rules using the appropriate program-specific licensing checklist. Each checklist includes all administrative rules relevant to that particular type of regulated facility. Over a two year period, all administrative rules must be reviewed for each licensee. In addition, the licensing specialist must ensure that a subset of administrative rules is reviewed for compliance annually. This subset is comprised of administrative rules in ten health and safety areas identified in the Child Care Development Block Grant federal legislation and also includes additional rules identified in Wisconsin as critical to health and safety protections. This subset of the rules is identified as the Annual Health and Safety Rule Tag in the iPad-based Licensor Checklist Mobile Application (mobile app.). The rules addressing the ten health and safety areas are reviewed by licensing staff annually. The review of licensing rules also includes fire protection and evacuation procedures, including fire extinguishers, exits and passageways, fire alarms and smoke detectors, and exit lighting. The mobile app. is the tool used by the licensing specialist to record the results of each monitoring visit. The licensing specialist identifies the rules that are met or unmet (or not applicable for the particular center under review) in the mobile app. and this information is automatically synchronized into the database that stores child care compliance information, the Wisconsin Child Care Regulatory System (WISCCRS). Unmet violations are documented and addressed through noncompliance statements requiring violation correction, and, if necessary, enforcement actions. The results of the annual compliance reviews on child care administrative rules is reported to the licensed centers, as well as posted on the Lead Agency's public website. Regional managers generate reports from the child care database that identify rules that must be monitored, by facility and by licensing specialist, and these reports are reviewed regularly with licensing staff to ensure all rules are reviewed as required.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers

Wis. Statutes, s.48.73 gives the Lead Agency authority to conduct inspections of child care facilities and gives licensing staff unrestricted access to the premises to conduct any inspections.

b) Licensed CCDF family child care home

1. Describe your state/territory's requirements for *pre-licensure inspections* of licensed family child care providers for compliance with health, safety, and fire standards

The Lead Agency contracts with SFTA to provide pre-licensing technical consultation to individuals and agencies interested in starting a child care program. As part of the pre-licensing technical consultation, a visit is conducted at the proposed location of the child care program to do a walk-through of the building to identify items that will need to be in compliance before an application for a license is submitted. The technical consultant reviews licensing rules which include the ten health and safety areas identified in the CCDBG federal legislation and also include additional rules identified in Wisconsin as critical to health and safety protections. The review of licensing rules also includes fire protection and evacuation procedures, including fire extinguishers, exits and passageways, fire alarms and smoke detectors, and exit lighting. At the end of the technical consultation, the individual or agency receives the application for a license.

Pursuant to Wis. Admin. Code, a license must be issued within 60 working days of BECR's receipt and approval of all application materials, including documentation that all applicable rules are met, the satisfactory completion of any needed investigation, compliance with all initial licensing requirements and the determination by licensing staff that the applicant is fit and qualified to operate a family child care center. A license is not issued until the background checks have been completed and a licensing specialist has made at least one onsite visit to the center and has verified compliance with all applicable items on the Initial Licensing Checklist. In many cases, the licensing specialist completes at least two onsite visits during the application process to provide pre-licensing technical assistance and to verify compliance with those applicable rules that can be reviewed and documented as met prior to issuance of a probationary license. When a second licensing study visit is necessary to confirm that all of the applicable rules are met, the applicant notifies the licensing specialist that s/he is ready for the second onsite visit. The licensing specialist conducts this second onsite licensing study visit relying on the same checklist information gathered at the initial licensing study visit. If more than 60 days has elapsed since the initial visit, all rules on the checklist must be re-verified.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF family child care providers

Licensing specialists complete annual unannounced compliance reviews on a subset of identified child care administrative rules and report the results of these reviews to the family child care provider as well as posting the review results on the Lead Agency's website. This subset of rules covers the ten health and safety areas identified in the CCDBG legislation, and also includes additional rules identified in Wisconsin as critical to health and safety protections (e.g., staff to child ratio and supervision). The annual review will be completed for all licensees once each calendar year.

3. Identify the frequency of unannounced inspections:

- Once a year
 More than once a year

Describe:

Family child care centers receive a minimum of one unannounced onsite monitoring visit per year, but may receive more than the minimum depending on compliance history.

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that CCDF family child care providers comply with the applicable licensing standards, including health, safety, and fire standards.

Monitoring activity standards establish the minimum number of unannounced onsite visits to licensed family child care homes that the licensing specialists are expected to make during specific time frames in order to monitor for compliance with licensing statute and rules. The frequency of visits depends on the size, type and compliance history of the provider and is described in 5.3.2. above. Visits to a family child care home often begin with an initial observational walk-through of the home by the licensing specialist. The walk-through provides the licensing specialist with an overall impression of the program and may point to specific areas of the administrative rule which require more thorough monitoring. On each monitoring visit, the licensing specialist observes and documents each program's compliance with licensing rules using the family child care licensing checklist. Each checklist includes all administrative rules relevant to licensed family child care. Over a two year period, all

administrative rules must be reviewed for each licensee. In addition, the licensing specialist must ensure that a subset of administrative rules is reviewed for compliance annually. This subset is comprised of administrative rules in ten health and safety areas identified in the Child Care Development Block Grant federal legislation and also includes additional rules identified in Wisconsin as critical to health and safety protections. The review of licensing rules also includes fire protection and evacuation procedures, including fire extinguishers, exits and passageways, fire alarms and smoke detectors, and exit lighting. This subset of the rules is identified as the Annual Health and Safety Rule Tag in the iPad-based Licensor Checklist Mobile Application (mobile app.). The rules addressing the ten health and safety areas are reviewed by licensing staff annually. The mobile app. is the tool used by the licensing specialist to record the results of each monitoring visit. The licensing specialist identifies the rules that are met or unmet (or not applicable for the particular center under review) in the mobile app. and this information is automatically synchronized into the database that stores child care compliance information, the Wisconsin Child Care Regulatory System (WISCCRS). Unmet violations are documented and addressed through noncompliance statements requiring violation correction, and, if necessary, enforcement actions. The results of the annual compliance reviews on child care administrative rules is reported to the licensed centers, as well as posted on the Lead Agency's public website. BECR regional managers generate reports from the child care database that identify rules that must be monitored, by facility and by licensing specialist, and these reports are reviewed regularly with licensing staff to ensure all rules are reviewed as required.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF family child care providers

Wis. Statutes, s.48.73 gives the Lead Agency authority to conduct inspections of child care facilities and gives licensing staff unrestricted access to the premises to conduct any inspections.

c) Licensed in-home CCDF child care

N/A. In-home CCDF child care (care in the child's own home) is not licensed in the State/Territory. Skip to 5.3.2 (d).

1. Describe your state/territory's requirements for *pre-licensure inspections* of licensed in-home child care providers for compliance with health, safety, and fire standards

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF in-home child providers

3. Identify the frequency of unannounced inspections:

Once a year

More than once a year

Describe:

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that in-home CCDF child care providers comply with the applicable licensing standards, including health, safety, and fire standards.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed in-home CCDF providers

d) List the entity(ies) in your state/territory that are responsible for conducting pre-licensure inspections and unannounced inspections of licensed CCDF providers

Supporting Families Together Association is responsible for conducting pre-licensing inspections, and the Lead Agency is responsible for conducting unannounced inspections of licensed providers.

5.3.3 Inspections for license-exempt CCDF providers

Lead Agencies must have policies and practices that require licensing inspectors (or qualified monitors designated by the Lead Agency) to perform an annual monitoring visit of each license-exempt CCDF provider for compliance with health, safety (including, but not limited to, those requirements described in 98.41), and fire standards (658E(c)(2)(K)(i)(IV); 98.42(b)(2)(ii)). Lead Agencies have the option to exempt relative providers (as described in section (658P(6)(B)) from this requirement. To certify, respond to the questions below to describe the policies and practices for the annual monitoring of:

a) License-exempt center-based CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used

Monitoring for the purpose of determining the license-exempt program's compliance with health and safety administrative rules may be achieved through unannounced or announced onsite visits. Licensing specialists must conduct a minimum of one monitoring visit per year to each license-exempt child care program receiving or eligible to receive Wisconsin Shares reimbursement. All license-exempt programs participating in YoungStar must receive the annual inspection required in the CCDBG legislation, regardless of whether children receiving Wisconsin Shares are currently enrolled in the program. At each annual monitoring visit to a license-exempt program, a licensing specialist reviews the program's compliance with a subset of group child care administrative rules, identified as the Annual Health and Safety Rule Tag and included in the iPad mobile application. This subset of rules covers administrative rules in ten health and safety areas identified in the CCDBG legislation as well as additional rules identified in Wisconsin as critical to health and safety protections. The review of licensing rules also includes fire protection and evacuation procedures, including fire extinguishers, exits and passageways, fire alarms and smoke detectors, and exit lighting. Monitoring results for license-exempt programs must be documented in writing and published on the Child Care Finder website. The results of each annual visit are recorded and shared with the program on the Compliance Statement-Public School Operated Child Care Program form (used to document that no violations were observed at the visit) or Noncompliance Statement and Correction Plan - Public School Operated Child Care Program form (used to document all violations of administrative rules identified at the license-exempt program at the time of the onsite monitoring visit). The license-exempt program may choose to submit a correction plan to address how the program will correct the cited violations. Licensing specialists verify correction of the cited violations at the next routine annual visit. Monitoring results are displayed on the Child Care Finder website one day after the information is finalized in WISCCRS. Violations and compliance information remain on the public website for three years.

Provide the citation(s) for this policy or procedure

Pursuant to Wis. Statutes, s.120.13(14), a child care program established and provided by a school board is not licensed but must comply with the applicable standards

governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code DCF 251. These monitoring procedures are described in the Licensing Procedure Manual in the chapter titled Monitoring Public School Programs.

b) License-exempt family child care CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used

License-exempt family child care operators must be monitored at least once annually, unannounced, for compliance with health and safety standards.

Provide the citation(s) for this policy or procedure

Operations Memo 16-34 (<https://www.dhs.wisconsin.gov/dhcaa/memos/16-34.pdf>) outlines requirements for monitoring. Scope of Service, Performance Standards, and monitoring plans in the Lead Agency's county/tribal contracts with certification agencies require annual monitoring of license-exempt family child care programs.

c) License-exempt in-home CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, if relative care is exempt from monitoring, and if differential monitoring is used

In-home providers receive annual monitoring but the visit may be announced. Relative care is not exempt from the requirement for annual monitoring of health and safety standards indicated above.

Provide the citation(s) for this policy or procedure

Operations Memo 16-34 (<https://www.dhs.wisconsin.gov/dhcaa/memos/16-34.pdf>) outlines requirements for monitoring. Scope of Service, Performance Standards, and monitoring plans in the Lead Agency's county/tribal contracts with certification agencies require annual monitoring of license-exempt family child care programs.

d) Lead Agencies have the option to develop alternate monitoring requirements for care provided in the child's home (98.42(b)(2)(iv)(B)). Does your state use alternate monitoring procedures for monitoring in-home care?

No

Yes. If yes,

describe:

The Lead Agency utilizes differential monitoring requirements for care provided in a child's home. In-home care is monitored annually but the visit may be announced. Visits are typically conducted with the parent present. In-home operators are exempt from specific license-exempt rules under Wis. Admin. Code DCF 202 because the care is provided in the child's home. DCF 202.08 (3) states: When a license-exempt family child care operator cares for children in the children's own home, the operator shall comply with requirements in sub. (2) (c), (e), (L) and (n), but the operator is not required to comply with requirements in sub. (2) (a), (am), (b), (d), (f), (g), (i), (j), (k), (m), (o), and (p).

e) List the entity(ies) in your state/territory that are responsible for conducting inspections of license-exempt CCDF providers

The Lead Agency contracts with local counties and tribes to administer child care certification under Wis. Statutes, s.48.651. Counties and tribes may choose to subcontract with a CCR&R or similar agency to administer the program locally. All subcontracts must be approved by the Lead Agency. The Lead Agency monitors the performance of certification agencies using contract performance standards and it conducts a 3-year Certification Review. A list of certification agencies is found here: <https://dcf.wisconsin.gov/files/ccregulation/cccertification/certifiers.pdf> . License-exempt public school programs are monitored by Lead Agency licensing specialists.

5.3.4 Licensing inspectors.

Lead Agencies will have policies and practices that ensure that individuals who are hired as licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care providers and facilities and have received health and safety training appropriate to the provider setting and age of the children served. Training shall include, but is not limited to, those requirements described in 98.41(a)(1) and all aspects of the State's licensure requirements (658E(c)(2)(K)(i)(I); 98.42(b)(1-2)).

a) To certify, describe how the Lead Agency ensures that licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care

facilities and providers and that those inspectors have received training on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting (98.42(b)(1-2)).

The State of Wisconsin classification specification for licensing inspectors states that the qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Licensing inspectors have:

- .Experience investigating complaints and/or concerns
- .Experience interpreting and applying state statutes and/or administrative codes
- .Experience working in early education, child welfare, family services, or other human services field
- .Experience working with state computer and information systems
- .Experience writing complex and detailed reports
- .Experience preparing for and testifying in court or administrative hearings
- .Experience conducting home visits or business site visits in a regulatory capacity
- .Experience working independently with the ability to establish priorities

In addition, all licensing inspectors attend New Licensing Staff training which addresses the health and safety requirements for family child care homes and group child care centers. Computer-based training and training with supervisors and other experienced licensing inspectors compliments the new licensing staff training to build understanding of the licensing rules.

b) Provide the citation(s) for this policy or procedure

Wisconsin Department of Employment Relations, Form DER-PERS-10, Position Description: Licensing/Certification Specialist

5.3.5 The states and territories shall have policies and practices that require the ratio of licensing inspectors to child care providers and facilities in the state/territory to be maintained at a level sufficient to enable the state/territory to conduct effective inspections of child care providers and facilities on a timely basis in accordance with federal, state, and local laws (658E(c)(2)(K)(i)(III); 98.42(b)(3)).

a) To certify, describe the state/territory policies and practices regarding the ratio of licensing inspectors to child care providers (i.e. number of inspectors per number of child care providers) and facilities in the state/territory and include how the ratio is sufficient to conduct effective inspections on a timely basis.

The Lead Agency maintains a policy for monitoring activity standards that describes the expectations for monitoring visits, complaint investigations, and other duties of licensing specialist staff. The Lead Agency determines the number of licensing staff necessary to meet the expectations contained in the licensing activity standards and monitors to ensure that all programs receive the required number of monitoring visits, that all complaints are investigated in a timely manner, and that other licensing specialist responsibilities are met.

b) Provide the policy citation and state/territory ratio of licensing inspectors

Wis. Statutes, s.48.66; the ratio is one licensing specialist to 86.2 programs.

5.3.6 States and territories have the option to exempt relatives (defined in CCDF regulations as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles (98.42(c)) from inspection requirements. Note: This exception only applies if the individual cares only for relative children. Does the state/territory exempt relatives from the inspection requirements listed in 5.3.3?

Yes, relatives are exempt from all inspection requirements.

If the state/territory exempts relatives from all inspection requirements, describe how the state ensures the health and safety of children in relative care.

Yes, relatives are exempt from some inspection requirements.

If the state/territory exempts relatives from the inspection requirements, describe which inspection requirements do not apply to relative providers (including which relatives may be exempt) and how the State ensures the health and safety of children in relative care.

No, relatives are not exempt from inspection requirements.

5.4 Criminal Background Checks

The CCDBG Act requires states and territories to have in effect requirements, policies and procedures to conduct criminal background checks for all child care staff members (including prospective staff members) of all child care programs that are 1) licensed, regulated, or registered under state/territory law; or, 2) all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers) (98.43(a)(1)(i)). Background check requirements apply to any staff member who is employed by a child care provider for compensation, including contract employees and self-employed individuals; whose activities involve the care or supervision of children; or who has unsupervised access to children (98.43(2)). For FCC homes, this requirement includes the caregiver and any other adults residing in the family child care home who are age 18 or older (98.43(2)(ii)(C)). This requirement does not apply to individuals who are related to all children for whom child care services are provided (98.43(2)(B)(ii)).

A criminal background check must include 8 specific components (98.43(2)(b)), which encompass 3 in-state checks, 2 national checks, and 3 inter-state checks

| Components | In-State | National | Inter-State |
|---|----------|----------|-------------|
| 1. Criminal registry or repository using fingerprints in the current state of residency | x | | |
| 2. Sex offender registry or repository check in the current state of residency | x | | |
| 3. Child abuse and neglect registry and database check in the current state of residency | x | | |
| 4. FBI fingerprint check | | x | |
| 5. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) | | x | |
| 6. Criminal registry or repository in any other state where the individual has resided in the past 5 years, with the use of fingerprints being optional | | | x |
| 7. Sex offender registry or repository in any other state where the | | | x |

| | | | |
|--|--|--|---|
| individual has resided in the past 5 years | | | |
| 8. Child abuse and neglect registry and database in any other state where the individual has resided in the past 5 years | | | X |

In recognition of the significant challenges to implementing the Child Care and Development Fund (CCDF) background check requirements, all States applied for and received extensions through September 30, 2018. The Office of Child Care (OCC)/Administration for Children and Families (ACF)/U. S. Department of Health and Human Services (HHS) is committed to granting additional waivers of up to 2 years, in one year increments (i.e., potentially through September 30, 2020) if significant milestones for background check requirements are met.

In order to receive these time-limited waivers, states and territories will demonstrate that the milestones are met by responding to questions 5.4.1 through 5.4.4 and then apply for the time-limited waiver by completing the questions in Appendix A: Background Check Waiver Request Form. By September 30, 2018, states and territories must have requirements, policies and procedures for four specific background check components, and must be conducting those checks for all new (prospective) child care staff, in accordance with 98.43 and 98.16(o):

| | |
|--|--|
| --The national FBI fingerprint check; and, | |
| --The three in-state background check provisions for the current state of residency: | |
| | --state criminal registry or repository using fingerprints; |
| | --state sex offender registry or repository check; |
| | --state-based child abuse and neglect registry and database. |

All four components are required in order for the milestone to be considered met.

| Components | New (Prospective) Staff | Existing Staff |
|--|--|---|
| 1. Criminal registry or repository using fingerprints in the current state of residency | Milestone/Prerequisite for Waiver | Possible Time Limited Waiver for current (existing) staff |
| 2. Sex offender registry or repository check in the current state of residency | Milestone/Prerequisite for Waiver | Possible Time Limited Waiver for current (existing) staff |
| 3. Child abuse and neglect registry and database check in the current state of residency | Milestone/Prerequisite for Waiver | Possible Time Limited Waiver for current (existing) staff |
| 4. FBI fingerprint check | Milestone/Prerequisite for Waiver | Possible Time Limited Waiver for current (existing) staff |
| 5. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) | Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff | |
| 6. Criminal registry or repository in any | Possible Time Limited Waiver for: | |

| | |
|--|--|
| other state where the individual has resided in the past 5 years, with the use of fingerprints being optional | --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff |
| 7. Sex offender registry or repository in any other state where the individual has resided in the past 5 years | Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff |
| 8. Child abuse and neglect registry and database in any other state where the individual has resided in the past 5 years | Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff |

Use the questions below to describe the status of the requirements, policies and procedures for background check requirements. These descriptions must provide sufficient information to demonstrate how the milestone prerequisites are being met and the status of the other components that are not part of the milestone. Lead Agencies have the opportunity to submit a waiver request in Appendix A: Background Check Waiver Request Form, for components not included in the milestones. Approval of these waiver requests will be subject to verification that the milestone components have been met as part of the CCDF Plan review and approval process.

In-state Background Check Requirements

5.4.1 In-State Criminal Registry or Repository Checks with Fingerprints Requirements (98.43(b)(3)(i)).

Note: A search of a general public facing judicial website does not satisfy this requirement. This check is required in addition to the national FBI criminal history check (5.4.4 below) to mitigate any gaps that may exist between the two sources.

a) Milestone #1 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state criminal registry or repository, with the use of fingerprints required in the state where the staff member resides.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(1) and 48.686(2)(am)(9)(a) require a fingerprint-based

criminal history search of records maintained by the Wisconsin Department of Justice (DOJ) for child care operators (licensed), non-client residents age 18 or older, and employees of child care centers. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

The Lead Agency searches the Wisconsin DOJ's Criminal Information Bureau (CIB), a central statewide criminal repository. The online database houses detailed information regarding arrests, arrest charges, prosecutions, court findings, sentences, and state correctional system admissions and releases. The CIB accumulates information submitted by the FBI fingerprint database, Wisconsin law enforcement agencies, prosecutors, circuit courts and the Wisconsin Department of Corrections (DOC). This information is communicated directly from DOJ through a private interface to the Lead Agency.

These requirements apply to all licensed child care providers.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(1) and 48.686(2)(am)(9)(a), effective 09/30/2018, require a fingerprint-based criminal history search of records maintained by the Wisconsin DOJ for child care operators (license-exempt family child care and Lead Agency registered license-exempt public school), non-client residents age 18 or older, and employees of child care centers. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

The Lead Agency searches the Wisconsin DOJ's Criminal Information Bureau (CIB), a central statewide criminal repository. The online database houses detailed information regarding arrests, arrest charges, prosecutions, court findings, sentences, and state correctional system admissions and releases. The CIB accumulates information submitted by the FBI fingerprint database, Wisconsin law enforcement agencies, prosecutors, circuit courts and the Wisconsin DOC. This information is communicated directly from DOJ through a private interface to the Lead Agency.

These requirements apply to all license-exempt family child care programs and also all

license-exempt school-operated programs that receive, or wish to serve families receiving, CCDF funds.

b) Has the search of the in-state criminal registry or repository, with the use of fingerprints, been conducted for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state criminal registry or repository, using fingerprints for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

Efforts to date to conduct in-state criminal record checks on existing child care individuals include: 1) Enacted Wis. Statutes, s.48.686 to incorporate this requirement into state law. 2) Increased staff in the Lead Agency's Caregiver Background Unit. 3) Educated child care providers on the new requirements. 4) Made required programming updates to the state's online child care regulatory system. 5) Developed a communication plan to notify all stakeholders of the new requirements. 6) Updated existing policies and procedures. 7) Developed training for child care providers, certifying agencies, and Lead Agency employees.

An ongoing challenge is in processing the work volume associated with the estimated 50,000 existing child care individuals within the 45-day deadline. To address this concern, the Lead Agency increased the staff size of its Caregiver Background Unit. The Agency also continues to program computer system changes to further streamline manual work processes.

5.4.2 In-State Sex Offender Registry Requirements (98.43(b)(3)(B)(ii)).

Note: This check must be completed in addition to the national NCIC sex offender registry check (5.4.5 below) to mitigate any gaps that may exist between the two sources. Use of fingerprints is optional to conduct this check.

a) Milestone #2 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state sex offender registry.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(9)(b) requires a search of the state sex offender registry or repository for child care operators (licensed), non-client residents age 18 or older, and employees of child care centers. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

The state registry search is conducted through the National Sex Offender Public Website (NSOPW). The NSOPW uses web services to search the individual databases of each jurisdiction in real time when the search is conducted. The jurisdictions include all 50 states, the District of Columbia, five U.S. territories and participating tribes. The NSOPW links to the Wisconsin DOC Sex Offender Registry.

These requirements apply to all licensed child care providers.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(9)(b) requires a search of the state sex offender registry or repository for child care operators (license-exempt family child care and Lead Agency registered license-exempt public school), non-client residents age 18 or older, and employees of child care centers. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

The state registry search is conducted through the National Sex Offender Public Website (NSOPW). The NSOPW uses web services to search the individual databases of each jurisdiction in real time when the search is conducted. The jurisdictions include all 50 states, the District of Columbia, five U.S. territories and participating tribes. The NSOPW

links to the Wisconsin DOC Sex Offender Registry.

These requirements apply to all license-exempt family child care programs and also all license-exempt school-operated programs that receive, or wish to serve families receiving, CCDF funds.

b) Has the search of the in-state sex offender registry been conducted for all current (existing) child care staff?



Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.



No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state criminal registry or repository, using fingerprints for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

Efforts to date to conduct in-state sex offender registry checks on existing child care individuals include: 1) Enacted Wis. Statutes, s.48.686 to incorporate this requirement into state law. 2) Increased staff in the Lead Agency's Caregiver Background Unit. 3) Educated child care providers on the new requirements. 4) Made required programming updates to the state's online child care regulatory system. 5) Developed a communication plan to notify all stakeholders of the new requirements. 6) Updated existing policies and procedures. 7) Developed training for child care providers, certifying agencies and Lead Agency employees.

An ongoing challenge is in processing the work volume associated with the estimated 50,000 existing child care individuals within the 45-day deadline. To address this concern, the Lead Agency increased the staff size of its Caregiver Background Unit. The Agency also continues to program computer system changes to further streamline

manual work processes.

5.4.3 In-State Child Abuse and Neglect Registry Requirements (98.43(b)(3)(B)(iii)).

Note: This is a name-based search.

a) Milestone #3 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state child abuse and neglect registry.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(9)(c) requires a search of the state-based child abuse and neglect database for child care operators (licensed), non-client residents age 10 or older, and employees of child care centers. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

Wisconsin does not have a child abuse and neglect registry, so the Lead Agency searches the Wisconsin State Automated Child Welfare Information System (eWISACWIS). The database houses information on Child Protective Services (CPS) investigations and findings. The Lead Agency searches for child abuse and neglect investigations and determinations in which the child care center and/or individual has been named as a maltreater.

These requirements apply to all licensed child care providers.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(9)(c) requires a search of the state-based child abuse and neglect database for child care operators (license-exempt family child care and Lead Agency registered license-exempt public school), non-client residents age 10 or older,

and employees of child care centers. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

Wisconsin does not have a child abuse and neglect registry, so the Lead Agency searches the Wisconsin State Automated Child Welfare Information System (eWISACWIS). The database houses information on Child Protective Services (CPS) investigations and findings. The Lead Agency searches for child abuse and neglect investigations and determinations in which the child care center and/or individual has been named as a maltreater.

These requirements apply to all license-exempt family child care programs and also all license-exempt school-operated programs that receive, or wish to serve families receiving, CCDF funds.

b) Has the search of the in-state child abuse and neglect registry been conducted for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state child abuse and neglect registry for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

Efforts to date to conduct in-state child abuse and neglect record checks on existing child care individuals include: 1) Enacted Wis. Statutes, s.48.686, effective 09/30/2018, to incorporate this requirement into state law. 2) Increased staff in the Lead Agency's

Caregiver Background Unit. 3) Educated child care providers on the new requirements. 4) Made required programming updates to the state's online child care regulatory system. 5) Developed a communication plan to notify all stakeholders of the new requirements. 6) Updated existing policies and procedures. 7) Developed training for child care providers, certifying agencies and Lead Agency employees.

An ongoing challenge is in processing the work volume associated with the estimated 50,000 existing child care individuals within the 45-day deadline. To address this concern, the Lead Agency increased the staff size of its Caregiver Background Unit. The Agency also continues to program computer system changes to further streamline manual work processes.

National Background Check Requirements

5.4.4 National FBI Criminal Fingerprint Search Requirements (98.43(b)(1)).

Note: The in-state (5.4.1 above) and the inter-state (5.4.6 below) criminal history check must be completed in addition to the FBI fingerprint check because there could be state crimes that do not appear in the national repository. Also note, that an FBI fingerprint check satisfies the requirement to perform an interstate check of another State's criminal history records repository if the responding state (where the child care staff member has resided within the past five years) participates in the National Fingerprint File program (CCDF-ACF-PIQ-2017-01).

a) Milestone #4 Prerequisite for New (Prospective) Child Care Staff. Describe the requirements, policies and procedures for the search of the National FBI fingerprint check.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(7) requires a fingerprint-based criminal history search using FBI Next Generation Identification for child care operators (licensed), non-client residents age 18 or older, and employees of child care centers. The search is conducted by submitting the individual's fingerprints to the FBI for processing. Wis. Admin. Code

DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

To comply with fingerprint requirements, child care individuals are sent a letter that instructs them to schedule a fingerprinting appointment. To make fingerprinting services accessible and convenient to child care individuals, the Lead Agency utilizes Fieldprint to provide digital fingerprint capture services (Livescan). Livescan is an inkless, electronic means of capturing prints in digitized format for fingerprint submission. Digital prints are preferable to capture the best image quality possible and track when individuals have completed their fingerprint requirement. Rolled ink prints are used in areas with limited access to a Livescan location. Captured fingerprints are currently used once and not maintained in any State database. Fieldprint sends fingerprints electronically to the Wisconsin DOJ, which in turn submits them for processing to the FBI. DOJ receives results from the FBI and sends them through a private interface to the Lead Agency. Once results are received through the private interface, the Lead Agency reviews the information and incorporates that analysis into the background check final decision.

These requirements apply to all licensed child care providers.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(7) requires a fingerprint-based criminal history search using FBI Next Generation Identification for child care operators (license-exempt family child care and Lead Agency registered license-exempt public school), non-client residents age 18 or older, and employees of child care centers. The search is conducted by submitting the individual's fingerprints to the FBI for processing. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

To comply with fingerprint requirements, child care individuals are sent a letter that instructs them to schedule a fingerprinting appointment. To make fingerprinting services accessible and convenient to child care individuals, the Lead Agency utilizes Fieldprint to provide digital fingerprint capture services (Livescan). Livescan is an inkless, electronic means of capturing prints in digitized format for fingerprint submission. Digital prints are

preferable to capture the best image quality possible and track when individuals have completed their fingerprint requirement. Rolled ink prints are used in areas with limited access to a Livescan location. Captured fingerprints are currently used once and not maintained in any State database. Fieldprint sends fingerprints electronically to DOJ, which in turn submits them for processing to the FBI. DOJ receives results from the FBI and sends them through a private interface to the Lead Agency. Once results are received through the private interface, the Lead Agency reviews the information and incorporates that analysis into the background check final decision.

These requirements apply to all license-exempt family child care programs and also all license-exempt school-operated programs that receive, or wish to serve families receiving, CCDF funds.

b) For all current (existing) child care staff, has the FBI criminal fingerprint check been conducted?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the FBI fingerprint check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

Efforts to date to conduct FBI criminal fingerprint checks on existing child care individuals include: 1) Enacted Wis. Statutes, s.48.686 to incorporate this requirement into state law. 2) Increased staff in the Lead Agency's Caregiver Background Unit. 3) Educated child care providers on the new requirements. 4) Made required programming updates to the state's online child care regulatory system. 5) Developed a communication plan to notify

all stakeholders of the new requirements. 6) Updated existing policies and procedures. 7) Developed training for child care providers, certifying agencies and Lead Agency employees.

An ongoing challenge is in processing the work volume associated with the estimated 50,000 existing child care individuals within the 45-day deadline. To address this concern, the Lead Agency increased the staff size of its Caregiver Background Unit. The Agency also continues to program computer system changes to further streamline manual work processes.

National Background Check Requirements

5.4.5 National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) Search Requirements (98.43(b)(2)).

Note: This is a name-based search. Searching general public facing sex offender registries does not satisfy this requirement. This national check must be required in addition to the in-state (5.4.2 above) or inter-state (5.4.7 below) sex offender registry check requirements. This check must be performed by law enforcement.

a) Has the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check been put in place for all new (prospective) child care staff

Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) for new (prospective) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)
- Key challenges to fully implementing this requirements
- Strategies used to address these challenges

Describe:

The Lead Agency researched steps to obtain access to the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR). Because only law enforcement agencies are authorized for direct access to the NCIC NSOR, the Lead Agency is collaborating with the Wisconsin DOJ to obtain NSOR records for child care individuals through the existing private interface. The Lead Agency will be required to pay the development costs for this implementation. The expected completion date for this requirement is 06/30/2019.

b) Has the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check been put in place for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check for current (existing) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)
- Key challenges to fully implementing this requirements
- Strategies used to address these challenges

Describe:

The Lead Agency researched steps to obtain access to the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR). Because only law enforcement agencies are authorized for direct access to the NCIC NSOR, the Lead Agency is collaborating with the Wisconsin DOJ to obtain NSOR records for child care individuals through the existing private interface. The Lead Agency will be required to pay the development costs for this implementation. The expected completion date for this requirement is 06/30/2019.

Inter-state Background Check Requirements

Checking a potential employee's history in any state other than that in which the provider's services are provided qualifies as an inter-state check, per the definition of required criminal background checks in 98.43(b)(3). For example, an inter-state check would include situations when child care staff members work in one state and live in another state. The statute and regulations require background checks in the state where the staff member resides and each state where the staff member resided during the previous 5 years. Background checks in the state where the staff member is employed may be advisable, but are not strictly required.

5.4.6 Interstate Criminal Registry or Repository Check Requirement (including in any other state where the individual has resided in the past 5 years). (98.43 (b)(3)(i)).

Note: It is optional to use a fingerprint to conduct this check. Searching a general public facing judicial website does not satisfy this requirement. This check must be completed in addition to the national FBI history check (5.4.4 above) to mitigate any gaps that may exist between the two sources (unless the responding state participates in the National Fingerprint File program).

a) Has the interstate criminal registry or repository check been put in place for all new (prospective) child care staff?

Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(9)(a) requires an interstate criminal search of records for child care operators (licensed), non-client residents age 18 or older, and employees of child care centers who have resided in another state within the past five years. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

The Lead Agency conducts criminal record searches for any state where the individual lived outside of Wisconsin within the last five years. The Lead Agency contacts the appropriate out-of-state agencies to request criminal records checks and documents all reasonable efforts to obtain the checks.

These requirements apply to all licensed child care providers.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(9)(a) requires an interstate criminal search of records for child care operators (license-exempt family child care and Lead Agency registered license-exempt public school), non-client residents age 18 or older, and employees of child care centers who have resided in another state within the past five years. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

The Lead Agency conducts criminal record searches for any state where the individual lived outside of Wisconsin within the last five years. The Lead Agency contacts the appropriate out-of-state agencies to request criminal records checks and documents all reasonable efforts to obtain the checks.

These requirements apply to all license-exempt family child care programs and also all license-exempt school-operated programs that receive, or wish to serve families receiving, CCDF funds.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the the interstate criminal registry or repository check for new

(prospective) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)
- Key challenges to fully implementing this requirements
- Strategies used to address these challenges

Describe:

b) Has the interstate criminal registry or repository check been put in place for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate criminal registry or repository check for current (existing) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)
- Key challenges to fully implementing this requirements
- Strategies used to address these challenges

Describe:

Efforts to date to conduct interstate criminal record checks on existing child care individuals include: 1) Enacted Wis. Statutes, s.48.686 to incorporate this requirement into state law. 2) Increased staff in the Lead Agency's Caregiver Background Check Unit. 3) Educated child care providers on the new requirements. 4) Made required programming updates to the state's online child care regulatory system. 5) Developed a communication plan to notify all stakeholders of the new requirements. 6) Updated existing policies and procedures. 7) Developed training for child care providers, certifying agencies and Lead Agency employees.

Although the Lead Agency will begin interstate criminal checks on new individuals starting 10/01/2018, an ongoing challenge is not only in processing the work volume associated with the estimated 50,000 existing child care individuals but also receiving timely search results from other states to effectively meet the 45-day background check requirement. To address these concerns, the Lead Agency increased the staff size of its Caregiver Background Check Unit. The Agency also continues programming computer system changes to further streamline manual work processes.

5.4.7 Interstate Sex Offender Registry or Repository Check Requirements (including in any state where the individual has resided in the past 5 years). (98.43 (b)(3)(ii)).

Note: It is optional to use a fingerprint to conduct this check. This check must be completed in addition to the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) (5.4.5 above) to mitigate any gaps that may exist between the two sources.

a) Has the interstate sex offender registry or repository check been put in place for all new (prospective) child care staff?

Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(9)(b) requires an interstate sex offender registry search of records for child care operators (licensed), non-client residents age 18 or older, and employees of child care centers who have resided within another state in the past five years. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

The Lead Agency conducts a sex offender registry check for any state where the individual lived outside of Wisconsin within the last five years. The Lead Agency contacts the appropriate out-of-state agencies to request sex offender registry records and documents all reasonable efforts to obtain that information.

These requirements apply to all licensed child care providers.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(9)(b) requires an interstate sex offender registry search of records for child care operators (license-exempt family child care and Lead Agency registered license-exempt public school), non-client residents age 18 or older, and employees of child care centers who have resided in another state within the past five years. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

The Lead Agency conducts a sex offender registry search for any state where the individual lived outside of Wisconsin within the last five years. The Lead Agency contacts the appropriate out-of-state agencies to request sex offender registry records and documents all reasonable efforts to obtain that information.

These requirements apply to all license-exempt family child care programs and also all license-exempt school-operated programs that receive, or wish to serve families receiving, CCDF funds.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate sex offender registry or repository check for new (prospective) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)
- Key challenges to fully implementing this requirements
- Strategies used to address these challenges

Describe:

b) Has the interstate sex offender registry or repository check been put in place for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate sex offender registry or repository check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

Efforts to date to conduct interstate sex offender registry checks on existing child care individuals include: 1) Enacted Wis. Statutes, s.48.686 to incorporate this requirement into state law. 2) Increased staff in the Lead Agency's Caregiver Background Check Unit. 3) Educated child care providers on the new requirements. 4) Made required programming updates to the state's online child care regulatory system. 5) Developed a communication plan to notify all stakeholders of the new requirements. 6) Updated existing policies and procedures. 7) Developed training for child care providers, certifying agencies and Lead Agency employees.

Although the Lead Agency will begin interstate criminal checks on new individuals starting 10/01/2018, an ongoing challenge is not only in processing the work volume associated with the estimated 50,000 existing child care individuals but also receiving timely search results from other states to effectively meet the 45-day background check requirement. To address these concerns, the Lead Agency increased the staff size of its Caregiver Background Check Unit. The agency also continues programming computer system changes to further streamline manual work processes.

5.4.8 Interstate Child Abuse and Neglect Check Registry Requirements (98.43 (b)(3)(iii)).

Note: This is a name-based search.

a) Has the interstate child abuse and neglect check been put in place for all new (prospective) child care staff?

Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(9)(c) requires an interstate child abuse and neglect search of records for child care operators (licensed), non-client residents age 18 or older, and employees of child care centers who have resided in another state within the past five years. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

The Lead Agency conducts a child abuse and neglect search for any state where the individual lived outside of Wisconsin within the last five years. The Lead Agency contacts the appropriate out-of-state agencies to request child abuse and neglect registry records and documents all reasonable efforts to obtain that information.

These requirements apply to all licensed child care providers

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

Wis. Statutes, s.48.686(2)(am)(9)(c) requires an interstate child abuse and neglect search of records for child care operators (license-exempt family child care and Lead Agency registered license-exempt public school), non-client residents age 18 or older, and employees of child care centers who have resided in another state within the past five years. Wis. Admin. Code DCF 12 provides further guidance on how background

check requirements are implemented by the Lead Agency.

The Lead Agency conducts a child abuse and neglect search for any state where the individual lived outside of Wisconsin within the last five years. The Lead Agency contacts the appropriate out-of-state agencies to request child abuse and neglect registry records and documents all reasonable efforts to obtain that information.

These requirements apply to all license-exempt family child care programs and also all license-exempt school-operated programs that receive, or wish to serve families receiving, CCDF funds.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate child abuse and neglect check for new (prospective) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)
- Key challenges to fully implementing this requirements
- Strategies used to address these challenges

Describe:

b) Has the interstate child abuse and neglect check been put in place for all current (existing) child care staff?

Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate child abuse and neglect check for current (existing) child care staff including:

- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs
- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible

providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

Efforts to date to conduct interstate child abuse and neglect checks on existing child care individuals include: 1) Enacted Wis. Statutes, s.48.686 to incorporate this requirement into state law. 2) Increased staff in the Lead Agency's Caregiver Background Check Unit. 3) Educated child care providers on the new requirements. 4) Made required programming updates to the state's online child care regulatory system. 5) Developed a communication plan to notify all stakeholders of the new requirements. 6) Updated existing policies and procedures. 7) Developed training for child care providers, certifying agencies and Lead Agency employees.

Although the Lead Agency will begin interstate criminal checks on new individuals starting 10/01/2018, an ongoing challenge is not only in processing the work volume associated with the estimated 50,000 existing child care individuals but also receiving timely search results from other states to effectively meet the 45-day background check requirement. To address these concerns, the Lead Agency increased the staff size of its Caregiver Background Check Unit. The agency also continues programming computer system changes to further streamline manual work processes.

Provisional Employment

The CCDF final rule states a child care provider must submit a request to the appropriate state/territory agency for a criminal background check for each child care staff member, including prospective staff members, prior to the date an individual becomes a child care staff member and at least once every 5 years thereafter (98.43(d)(1) and (2)). A prospective child care staff member may not begin work until one of the following results have been returned as satisfactory: either the FBI fingerprint check or the search of the state/territory criminal registry or repository using fingerprints in the state/territory where the staff member resides. The child care staff member must be supervised at all times pending completion of all the background check components (98.43(d)(4)).

Note: In recognition of the concerns and feedback OCC received related to the provisional hire provision of the CCDF final rule, OCC will allow states and territories to request time-limited waiver extensions for the provisional hire provision. State/territories may submit a waiver request to allow additional time to meet the requirements related to provisional hires

(see Appendix A). A state/territory may receive a waiver from this requirement only when:

1. the state requires the provider to submit the background check requests before the staff person begins working; and
2. the staff member, pending the results of the elements of the background check, is supervised at all times by an individual who has completed the background check.

5.4.9 Describe the state/territory requirements related to prospective child care staff members using the checkboxes below. (Waiver request allowed. See Appendix A). Check all that apply.

- The state/territory allows prospective staff members to begin work on a provisional basis (if supervised at all times) after completing and receiving satisfactory results on either the FBI fingerprint check or a fingerprint check of the state/territory criminal registry or repository in the state where the child care staff member resides.

Describe and include a citation:

Wis. Statutes, s.48.686(4m)(c) permits prospective staff members (licensed, license-exempt family child care, and Lead Agency registered license-exempt public school) to work on a provisional basis under supervision. Wis. Statutes, s.48.686(4p)(c) directs the Lead Agency to provide preliminary results of the background check to the caregiver to identify when a staff member can begin working under supervision. Wis. Admin. Code DCF 12 provides further guidance on how background check requirements are implemented by the Lead Agency.

The Lead Agency analyzes a prospective child care individual's FBI and in-state fingerprint results and utilizes that information to make a preliminary background check determination. The Agency makes all reasonable efforts to complete the preliminary determination in a timely manner. If the child care individual passes the preliminary background check determination, then the Lead Agency sends separate result letters to the provider and the caregiver to inform both parties of the decision. The child care individual can begin work on a provisional basis under the supervision of someone with an approved child care background check. An approved preliminary determination is the result of a completed fingerprint clearance.

These requirements apply to all licensed providers and license-exempt family child care providers. They also pertain to all license-exempt school-operated programs that receive, or wish to serve families receiving, CCDF funds.

- The state/territory allows prospective staff members to begin work on a provisional basis (if supervised at all times) after the request has been submitted, but before receiving satisfactory results on either the FBI fingerprint check or a fingerprint check of the state/territory criminal registry or repository in the state where the child care staff member resides. Note: A waiver request is allowed for this provision (see Appendix A).

Describe and include a citation:

- Other.

Describe:

5.4.10 The state/territory must conduct the background checks as quickly as possible and shall not exceed 45 days after the child care provider submitted the request. The state/territory shall provide the results of the background check in a statement that indicates whether the staff member is eligible or ineligible, without revealing specific disqualifying information. If the staff member is ineligible, the state/territory will provide information about each disqualifying crime to the staff member.

Describe the requirements, policies, and procedures in place to respond as expeditiously as possible to other states', territories', and tribes' requests for background check results to accommodate the 45-day timeframe, including any agencies/entities responsible for responding to requests from other states (98.43(a)(1)(iii)).

For criminal record requests, other states, territories, and tribes can request and receive the results of a Wisconsin criminal history record check by either checking online or by completing and mailing a request form to the Wisconsin DOJ. Detailed instructions and the required form are provided on the DOJ website. For child abuse and neglect requests, other states, territories, and tribes can contact the Lead Agency for further instructions. For sex offender registry requests, they can access the Wisconsin DOC Sex Offender Registry website. The Lead Agency will make all reasonable efforts to route out-of-state requests as expeditiously as possible and accommodate the 45 day timeframe.

5.4.11 Child care staff members cannot be employed by a child care provider receiving CCDF subsidy funds if they refuse a background check, make materially false statements in connection with the background check, or are registered or required to be registered on the state or National Sex Offender Registry. Potential staff members also cannot be employed by a provider receiving CCDF funds if they have been convicted of: a felony consisting of murder, child abuse or neglect, crimes against children, spousal abuse, crimes involving rape or sexual assault, kidnapping, arson, physical assault or battery, or - subject to an individual review (at the state/territory's option)- a drug-related offense committed during the preceding 5 years; a violent misdemeanor committed as an adult against a child, including the following crimes - child abuse, child endangerment, or sexual assault; or a misdemeanor involving child pornography (98.43(c)(1)).

Note: The Lead Agency may not publicly release the results of individual background checks. It may release aggregated data by crime as long as the data do not include personally identifiable information (98.43(e)(2)(iii)).

Does the state/territory disqualify child care staff members based on their conviction for other crimes not specifically listed in 98.43(c)(i)?

No

Yes.

Describe other disqualifying crimes and provide citation:

Wis. Statutes, s.48.686(1)(c)(1-12) identify disqualifying offenses that exist on the Wisconsin Barred Crimes List and that supplement the crimes listed in Federal 98.43(c)(i). These offenses are: 125.075(1); 125.085(3)(a)2; 125.105(2)(b); 125.66(3); 125.68(12); 346.63(1), (2), (5), or (6); 940.01; 940.02; 940.05; 940.06; 940.09; 940.12; 940.21; 940.22(2) or (3); 940.23; 940.25; 940.285(2); 940.29; 940.295; 940.302(2)(a)1.b.; 940.305; 941.20(2) or (3); 941.21; 941.30; 942.08; 942.09(2); 943.10(2); 943.201; 943.203; 943.23(1g); 943.32(2); 943.34(1); 943.38(1) or (2); 943.395(1); 943.41(3)(e), (4)(a), (5), (6), or (6m); 943.45(1); 943.455(2); 943.46(2); 943.47(2); 943.50(1m); 943.70(2)(a) or (am) or (3)(a); all sections and subsections from 940.80 through 943.92; 947.01(1); 947.013; 948.21(1)(a); 948.22(2); 948.51(2);

and 948.53(2)(b)1.

5.4.12 The state/territory has a process for a child care staff member to appeal the the results of his or her background check to challenge the accuracy or completeness of the criminal background report, as detailed in 98.43(e)(3).

Describe how the Lead Agency ensures the privacy of background checks and provides opportunities for applicants to appeal the results of background checks. In addition, describe whether the state/territory has a review process for individuals disqualified due to a felony drug offense to determine if that individual is still eligible for employment (98.43(e)(2-4)).

Wis. Statutes, s.48.686(4p)(a) and (b) detail the State's privacy requirements for child care background check results. Results sent to providers only indicate whether the individual is eligible for employment or residence at a child care program. Detailed results are provided only to the subject of the background check report. Wisconsin does not presently have a review process in place for individuals disqualified due to a felony drug offense. Additionally, Wisconsin does not allow for a rehabilitation review request for any Federally barred crimes listed in CFR 98.43(c)(1)(iv).

5.4.13 The state/territory may not charge fees that exceed the actual costs of processing applications and administering a criminal background check (98.43(f)).

Describe how the state/territory ensures that fees charged for completing the background checks do not exceed the actual cost of processing and administration, regardless of whether they are conducted by the state/territory or a third-party vendor or contractor. Lead Agencies can report that no fees are charged if applicable (98.43(f)).

Wis. Statutes, s.48.686(2)(ag)(3) prohibits the Lead Agency from collecting fees that exceed the actual cost of conducting the criminal background check.

5.4.14 Federal requirements do not address background check requirements for relative providers who receive CCDF; therefore, states have the flexibility to decide which background check requirements relative providers must meet, as defined by CCDF in 98.2 under eligible child care provider.

Note: This exception only applies if the individual cares only for relative children. Does the state/territory exempt relatives from background checks?

- No, relatives are not exempt from background check requirements.
- Yes, relatives are exempt from all background check requirements.
- Yes, relatives are exempt from some background check requirements. If the state/territory exempts relatives from some background check requirements, describe which background check requirements do not apply to relative providers.

6 Recruit and Retain a Qualified and Effective Child Care Workforce

This section covers the state or territory framework for training, professional development, and post-secondary education (98.44(a)); provides a description of strategies used to strengthen the business practices of child care providers (98.16(z)); and addresses early learning and developmental guidelines.

States and territories are required to describe their framework for training, professional development, and post-secondary education for caregivers, teachers, and directors, including those working in school-age care (98.44(a)). This framework is part of a broader systematic approach building on health and safety training (as described in section 5) within a state/territory. States and territories must incorporate their knowledge and application of health and safety standards, early learning guidelines, responses to challenging behavior, and the engagement of families. States and territories are required to establish a progression of professional development opportunities to improve the knowledge and skills of CCDF providers (658E(c)(2)(G)). To the extent practicable, professional development should be appropriate to work with a population of children of different ages, English-language learners, children with disabilities, and Native Americans (98.44(b)(2)(iv)). Training and professional development is one of the options that states and territories have for investing their CCDF quality funds (658G(b)(1)).

6.1 Professional Development Framework

6.1.1 Each state or territory must describe their professional development framework for training, professional development, and post-secondary education for caregivers, teachers and directors, which is developed in consultation with the State Advisory Council on Early Childhood Education and Care or similar coordinating body. The framework should include these components: (1) professional standards and competencies, (2) career pathways, (3) advisory structures, (4) articulation, (5) workforce information, and (6) financing (98.44(a)(3)). Flexibility is provided on the strategies, breadth, and depth with which states and territories will develop and implement their framework.

a) Describe how the state/territory's framework for training and professional development addresses the following required elements:

-- State/territory professional standards and competencies. Describe:

The Lead Agency actively participates in the Wisconsin Professional Development Initiative (PDI) team that created the Wisconsin Core Competencies for Professionals Working with Young Children & Their Families. These competencies are expectations for what the workforce should know (content) and be able to do (skills) in a respectful and competent manner (attitudes) in their roles working with and/or on behalf of children and their families.

-- Career pathways. Describe:

The Lead Agency contracts with The Registry to administer a comprehensive career lattice, supporting early care and education and school-age workforce career development through verification of completed trainings, college credits, credentials and degrees. This review process determines an individual's placement on The Registry Career Levels and the positions for which s/he is qualified, based on education and training completed. <https://www.the-registry.org/Portals/0/Career%20Levels%209-2014.pdf>

The Lead Agency contracts with WECA to offer free, ongoing Professional Development Counseling for child care providers and administrators in the early care and education

field. WECA counselors are also available to support the workforce understanding of credits offered at each institution of higher education (IHE) and access to T.E.A.C.H. Early Childhood® Wisconsin scholarship funding. Professional development (PD) counselors support individuals as they follow educational pathways that result in stacking of credits into credentials and credentials into degrees.

-- Advisory structure. Describe:

The Lead Agency participates in the PDI to ensure that early care, school-age, and family providers have access to PD that strengthens understanding of best practices in early education. The Lead Agency, DHS, DPI, and other system partners support ongoing improvement of cross-sector alignment on core content and evidence-based practices to ensure consistency and reduce duplication among educational providers. The overall goal of PDI is to increase the capacity of Training and Technical Assistance Professionals to support mentoring, coaching, consultation, peer-to-peer technical assistance, and reflective practices for the workforce.

-- Articulation. Describe:

The Lead Agency contracts with WECA to oversee and lead the work of the Wisconsin Early Childhood Higher Education Committee, which brings faculty from two- and four-year IHEs together to discuss revision of existing articulation agreements, new agreements, credit for prior learning, and outreach and support to nontraditional student populations.

-- Workforce information. Describe:

Through the Lead Agency's contract with WECA and subcontracts with the Center on Wisconsin Strategy and the University of Wisconsin Survey Center, a study was completed in early 2016 focusing on the landscape of the early childhood workforce. This was the first child care workforce study released since the implementation of YoungStar, Wisconsin's QRIS, in 2010. The study provides statewide information regarding child care quality, wages, education levels, and turnover. The response rate for both centers and family child care providers was over 60 percent. This information will inform policy development and budget requests. Full Report:

<http://wisconsinearlychildhood.org/assets/assets/Research/2016-Workforce-study.pdf>

Executive Summary: <http://wisconsinearlychildhood.org/2016-report/executive-summary>

-- Financing. Describe:

The Lead Agency uses CCDF funding to support a myriad of professional development initiatives for providers working with children aged birth through twelve, including: enhancing the existing QRIS program; providing and supporting ongoing training and technical assistance for child care providers and staff (including tribal and rural populations); expanding resource and referral services statewide; and supporting compliance with licensing, monitoring, training, and health and safety requirements.

b) The following are optional elements, or elements that should be implemented to the extent practicable, in the training and professional development framework.

- Continuing education unit trainings and credit-bearing professional development to the extent practicable

Describe:

Through multiple contracts for services with WECA and CCR&R agencies, the Lead Agency provides funding for free or reduced-cost non-credit based trainings and technical assistance throughout the state during the entire fiscal year. Additionally, through the T.E.A.C.H. Scholarship Program, the Lead Agency provides funding for credit-based professional development.

- Engagement of training and professional development providers, including higher education, in aligning training and educational opportunities with the state/territory's framework

Describe:

In addition to providing currently developed trainings, collaborative workgroups including the PDI, the Registry Credential Committee and the Professional Development Approval System (PDAS) Committee meet quarterly to discuss revision of existing curricula, development of new trainings/curricula and any new processes or information sharing strategy. Members include training and technical assistance consultants, WTCS system administration as well as higher education faculty.

- Other

Describe:

6.1.2 Describe how the state/territory developed its professional development framework in consultation with the State Advisory Council on Early Childhood Education and Care (if applicable) or similar coordinating body if there is no SAC that addresses the professional development, training, and education of child care providers and staff.

The PDI initiative described above was originally formed as a committee of the ECAC. It continues to have members from the ECAC within the group. PDI leaders often report findings and recommendations from the group to the ECAC. Information and feedback is shared on a regular basis between PDI and ECAC.

6.1.3 Describe how the framework improves the quality, diversity, stability, and retention of caregivers, teachers, and directors (98.44(a)(7)).

The Lead Agency provides funding for the T.E.A.C.H. Scholarship Program, which pays for 75% of the cost of attending credit-based education in a Wisconsin 2-year or 4-year IHE. T.E.A.C.H. scholarship contracts provide financial assistance to complete stand-alone credits in early childhood education, credential programs (Infant/Toddler Care, Administration, Preschool, Inclusion, Family Child Care, Afterschool and Youth Development, Leadership, and Program Development), as well as associate and bachelor degree paths.

Upon successful completion of a T.E.A.C.H. scholarship contract, providers obtain a monetary raise or bonus from both the scholarship program and their employer (if applicable). In addition, the Lead Agency provides funding for the REWARD stipend program, which offers providers stipends if they have attained a certain educational level and remain in the child care field.

The Lead Agency provides funding for the REWARD stipend program which offers providers stipends if they have attained a certain educational level and remain in the child care field.

The YoungStar QRIS includes an indicator that allows programs to earn a point for demonstrating good business practices. Options to earn this point include: demonstrating that the center provides paid leave for employees or that the family child care provider gives

herself or himself paid leave; demonstrating that the center provides health care benefits for employees or that the family child care provider has health insurance for herself or himself and any dependent children; demonstrating that the center contributes to a retirement plan for employees or that the family child care provider has contributed to a retirement plan in the last year.

6.2 Training and Professional Development Requirements

The Lead Agency must describe how its established health and safety requirements for pre-service or orientation training and ongoing professional development requirements--as described in Section 5 for caregivers, teachers, and directors in CCDF programs--align, to the extent practicable, with the state/territory professional development framework. These requirements must be designed to enable child care providers to promote the social, emotional, physical, and cognitive development of children and to improve the knowledge and skills of the child care workforce. Such requirements shall be applicable to child care providers caring for children receiving CCDF funds across the entire age span, from birth through age 12 (658E(c)(2)(G)). Ongoing training and professional development should be accessible and appropriate to the setting and age of the children served (98.44(b)(2)).

6.2.1 Describe how the state/territory incorporates the knowledge and application of its early learning and developmental guidelines (where applicable); its health and safety standards (as described in section 5); and social-emotional/behavioral and early childhood mental health intervention models, which can include positive behavior intervention and support models (as described in section 2) in the training and professional development framework (98.44(b)).

The Lead Agency works directly with contracted agencies to deliver and support professional development offerings to providers. Wisconsin ensures the Wisconsin Model Early Learning Standards and Licensing Rules are integrated into trainings created within the professional development framework through direct and frequent meetings with individual agencies. Representatives from the Bureaus of Early Learning Policy and Early Care Regulation work with contracted agencies, including The Registry, Supporting Families Together Association, Child Care Resource and Referrals, Wisconsin Early Childhood Association, and Institutes of Higher Education to put new department approved trainings through a rigorous and

collaborative review to ensure the fidelity and quality of new trainings. Wis. Admin. Code DCF 250.07(2) Programming: Child Guidance
<https://dcf.wisconsin.gov/files/publications/pdf/4069.pdf>

Current administrative rules provide guidance around the use of time-out periods to deal with unacceptable behavior and the development of a written child guidance policy. Administrative rules also prohibit actions that may be psychologically, emotionally, or physically painful, discomfoting, dangerous, or potentially injurious such as spanking, shaking, corporal punishment, physical restraints, and confinement.

As proactive measures to preventing suspension and expulsion in early childhood settings, providers are encouraged to obtain additional training on social-emotional behavioral health and child guidance through the Wisconsin Model Early Learning Standards training <http://www.collaboratingpartners.com/wmels>, as well as the Wisconsin Pyramid Model Training for Social and Emotional Development: <http://www.collaboratingpartners.com/wi-pyramid-model>. The Lead Agency is currently participating on two separate grant proposals that are focused around providing mental health consultation to programs and providers that are in need of support. Working together with SFTA and WI-AIMH, these grant opportunities would provide targeted support to those children that are at risk of being suspended from child care programs due to behavior concerns.

In January 2016, the Lead Agency began to identify training and professional development opportunities related to Historic Trauma. The Lead Agency also began to identify strategies that would support training opportunities provided by tribes on Historic Trauma.

6.2.2 Describe how the state/territory's training and professional development are accessible to providers supported through Indian tribes or tribal organizations receiving CCDF funds (as applicable) (98.44(b)(2)(vi)).

The Lead Agency has established a contract with SFTA to facilitate professional development and collaborative planning with the Wisconsin Inter-Tribal Child Care Association (WITCCA). Development of a large Approved Trainer and Consultant capacity in Wisconsin First Nations is an ongoing priority. Establishment of Be Strong Families Parent

Café Facilitator Training is a current effort along with delivery of Developmentally Appropriate Environments and Wisconsin Model Early Learning Standards trainings to support YoungStar quality criteria implementation for Wisconsin Tribes. The Lead Agency supports an annual conference that brings together personnel from each Wisconsin Tribe. Planning for this conference reflects the specific topics identified by the tribes, including training on historical trauma, family engagement practices, drug abuse prevention, stress and burnout.

6.2.3 States/territories are required to facilitate participation of child care providers with limited English proficiency and disabilities in the subsidy system (98.16 (dd)). Describe how the state/territory will recruit and facilitate the participation of providers:

a) with limited English proficiency

Wisconsin has a comprehensive system of professional development that supports learners of all abilities and backgrounds. Through onsite support and mentoring services provided by CCR&R Agencies, child care providers are recruited to participate in professional development opportunities in multiple languages (including English, Spanish, and Hmong), through a variety of local contracted agencies (independent training facilities, Technical and Private Colleges, many University of Wisconsin system), and in a variety of training formats (online, in community settings, one-on-one). CCR&R agencies provide training and technical assistance to child care providers and potential child care providers through community-based delivery. CCR&Rs ensure staff are available to deliver training and technical assistance in Spanish and Hmong to support recruitment and retention of child care providers and to provide individualized referrals to families seeking child care providers that speak their home language or that serve children with special needs. The Lead Agency contracts with WECA for administration of the T.E.A.C.H. Scholarship Program that funds credit-based education in Wisconsin 2-year or 4-year IHEs. The Lead Agency has partnered with contracted agencies and Wisconsin IHEs to ensure that credit and non-credit based professional development opportunities are available in multiple languages, through multiple media (online, in-person), and in more local community sites.

Milwaukee Early Care Administration (MECA) has several future initiatives planned to collaborate with community partners to expand the Lead Agency's presence throughout the

provider community. MECA provides informational workshops and educational opportunities for Spanish and Hmong providers using language translation/interpretation services.

b) who have disabilities

Learners are encouraged to work with local child care resource and referral agencies to develop trainings that fits their needs, language, life, and abilities. Local colleges and Universities have systems in place to ensure that learners can access training in primary languages and that students with special needs are able to attend local or online training events and coursework. Most online trainings include a real-time transcript of the information for persons with hearing loss.

6.2.4 Describe how the state/territory's training and professional development requirements are appropriate, to the extent practicable, for child care providers who care for children receiving child care subsidies, including children of different age groups (such as specialized credentials for providers who care for infants and/or school-age children); English-language learners; children with developmental delays and disabilities; and Native Americans, including Indians and Native Hawaiians (98.44(b)(2)(iii--iv)).

The Lead Agency works with training agencies to ensure that professional development offerings are appropriate for providers who work with diverse communities of children. YoungStar participation is mandatory for programs that accept payments from families participating in Wisconsin Shares. All YoungStar supported professional development opportunities are appropriate for providers that work with children from families receiving subsidies. Early Childhood Credentials were created to give providers access to specific credit-based coursework that reflects the needs of their community and the children they work with. To target providers that work with specific age groups, Wisconsin offers the specialized Infant/Toddler, Afterschool and Youth Development, Administrator, Family Child Care, Leadership, Preschool, Program Development, and Inclusion credentials.

The Lead Agency provides funding for the T.E.A.C.H. Scholarship Program which pays for 75% of the cost of attending credit-based education in a Wisconsin 2-year or 4-year IHE. Child care providers can complete credit-based Registry approved credentials (12 – 18 credits each) focusing on specific age groups including Infant and Toddler Care, Afterschool and Youth Development as well as Preschool. In addition, providers can obtain credit-based credentials in specialized topics such as Inclusion. The Registry Board and Credential Committee review and approve curricula for the credential coursework and, in addition to this, the organization is responsible for storing, updating and distributing resources for

credential instructors statewide. <http://the-registry.org/ResourceCenter/Credentials.aspx>

The Lead Agency partners with contracted agencies and Wisconsin IHEs to ensure that credit and non-credit based professional development opportunities are available in multiple languages, through multiple mediums (online, in-person), and in more local community sites. The Infant Toddler, Preschool and Administrator credential coursework is offered in Spanish at the University of Wisconsin Platteville online and Milwaukee Area Technical College offers the Infant Toddler credential in Spanish Bilingual formats as well as in Hmong.

Planned for 2019, the University of Wisconsin Whitewater will deliver the Supporting Dual Language Learners credential, which will be offered online and available to teach at other IHEs in Wisconsin.

The Lead Agency works closely with Tribal nations to develop trainings that are culturally appropriate. The Lead Agency worked collaboratively with tribal nations and providers to develop trainings on the Wisconsin Model Early Learning Standards and Wisconsin Pyramid Model that are culturally appropriate and fit the needs of tribal providers. The Registry, Wisconsin's child care trainer and training approval system, integrates culturally appropriate practice in all train-the-trainer events and empowers trainers to support the needs of tribal communities when leading trainings.

The Lead Agency continues to provide support to families and providers through the Early Childhood Inclusion webpage <https://dcf.wisconsin.gov/youngstar/eci>. This page contains information on topics such as ADA, best practices, adapting activities, providing supports, policy statements, making referrals, etc. It is continually being updated and added to as new resources become available. It is meant to provide parents and providers with information that can be used to support the inclusion of children with disabilities.

The Lead Agency recently completed the development of a five-part module series, entitled Wisconsin UNITES – Understanding the Need for Inclusive Training and Educational Support: <https://dcf.wisconsin.gov/youngstar/eci/trainings>. This training series is self-guided and intended to provide child care providers, directors, and owners with foundational information and best practices around inclusion. The goal of Wisconsin UNITES is to provide ongoing assistance to child care programs to become more inclusive in their policies and general management, their practices, supports, environments and activities that they provide to the children in their care. The Lead Agency is in the process of creating computer-based training videos on “Developmental Screening and Parent Engagement” and “Autism Spectrum Disorder.” These trainings will be published on the YoungStar Early Childhood Inclusion webpage where providers will be able to view them on an as-needed basis. The videos will provide information and strategies for supporting children with disabilities and their families. The Lead Agency is exploring options for the continuation of the Inclusion Conference to provide enhanced opportunity for technical consultants, trainers, Birth-to-Three providers, and school-based personnel to come together to receive training from national experts on best practice for supporting inclusion in child care programming.

6.2.5 The Lead Agency must provide training and technical assistance to providers and appropriate Lead Agency (or designated entity) staff on identifying and serving children and families experiencing homelessness (658E(c)(3)(B)(i)).

a) Describe the state/territory's training and TA efforts for providers in identifying and serving homeless children and their families (relates to question 3.2.2).

The Lead Agency in collaboration with the State Cross Sector Homelessness Task Force has developed a Homelessness Tool Kit to help serve families and children experiencing homelessness: <http://www.collaboratingpartners.com/wp-content/uploads/2017/CPlinkedDocs/Final-Proof.pdf> . This kit contains resources and information for assisting families with children in child care programs. A set of modules is being created to compliment the information found in the tool kit. The Lead Agency will work to disseminate the tool kit and modules to CCR&R and other agencies that are in direct contact with families that may be experiencing homelessness and to inform them of how to access Wisconsin Shares child care funding. The Lead Agency has developed a webpage dedicated to supporting families experiencing homelessness. It includes information specific to Milwaukee County residents, links to other agencies and resources that technical assistance providers can use to support the child care providers that care for children of families experiencing homelessness.

<https://dcf.wisconsin.gov/youngstar/providers/homelessness>

b) Describe the state/territory's training and TA efforts for Lead Agency (or designated entity) staff in identifying and serving children and their families experiencing homelessness (connects to question 3.2.2).

Lead Agency staff have received training on homelessness and poverty in early care and education. Lead Agency staff work in collaboration with the DPI McKinney-Vento Homeless Program Team to share and disseminate information. Through the State Cross Sector Homelessness Task Force, the Lead Agency has worked on strengthening its collaboration and coordination with Head Start Directors, WCCAA, ECAC, statewide CCR&R agencies and, through DPI, with Wisconsin Homeless Education Coordinators, to help ensure that young children experiencing homelessness are accessing quality early childhood programs. The Lead Agency continues to encourage collaboration and individual partnerships at the local level to expand capacity to meet the needs of families and children experiencing

homelessness. This includes, but is not limited to, local educational agencies/school districts/local homeless liaisons, local early intervention or early learning councils, Head Start and Early Head Start programs, local child care providers, HUD Continuums of Care, domestic violence shelters, homeless coalitions, CCR&R agencies and the Salvation Army.

6.2.6 States and territories are required to describe effective internal controls that are in place to ensure program integrity and accountability (98.68(a)). Describe how the state/territory ensures that all providers for children receiving CCDF funds are informed and trained regarding CCDF requirements and integrity (98.68(a)(3)). Check all that apply

- Issue policy change notices
- Issue new policy manual
- Staff training
- Orientations
- Onsite training
- Online training
- Regular check-ins to monitor the implementation of CCDF policies

Describe the type of check-ins, including the frequency.

Other

Describe:

6.2.7 Lead Agencies must develop and implement strategies to strengthen the business practices of child care providers to expand the supply and to improve the quality of child care services (98.16 (z)). Describe the state/territory's strategies to strengthen provider's business practices, which can include training and/or TA efforts.

a) Describe the strategies that the state/territory is developing and implementing for training and TA.

Training opportunities are offered to all early childhood programs in Wisconsin.

Professional development opportunities support individual programs' quality improvement

goals. Training and technical assistance and consultation is available to child care programs onsite and can include Business Tool Kits containing a wealth of information related to owning and operating a child care business. Additional resources are available through the YoungStar website on the Business and Professional Practices webpage: <https://dcf.wisconsin.gov/youngstar/providers/resources>

In order to strengthen family child care providers' business practices, the Lead Agency contracted with a national expert in child care business practices to develop a train-the-trainer curriculum to deliver trainings targeted to family child care providers. This contract increased the ability of consultants to teach and support family child care providers in the area of good business practices. The Lead Agency is exploring a future training opportunity to bring national family child care business expertise to Wisconsin.

There is a quality indicator in the QRIS that requires programs to have a yearly budget and file taxes to earn 3 Stars. Additionally, there are other optional quality indicators that require providers to keep accurate and updated financial information, to have and follow personnel policies that meet the needs of the program, and to follow other business practices that are generally accepted in the field as best practice. At the 5 Star level, programs are required to infuse strategic planning for improved workplace standards to ensure that the professionals employed by the program have adequate input into the work environment. The Lead Agency continues to provide a myriad of trainings, resources and technical assistance focusing on best business practices through contracts with WECA, SFTA and CCR&Rs.

b) Check the topics addressed in the state/territory's strategies. Check all that apply.

- Fiscal management
- Budgeting
- Recordkeeping
- Hiring, developing, and retaining qualified staff
- Risk management
- Community relationships
- Marketing and public relations
- Parent-provider communications, including who delivers the training, education, and/or technical assistance

Other

Describe:

6.3 Early Learning and Developmental Guidelines

6.3.1 States and territories are required to develop, maintain, or implement early learning and developmental guidelines that are appropriate for children in a forward progression from birth to kindergarten entry (i.e., birth-to-three, three-to-five, birth-to-five), describing what children should know and be able to do and covering the essential domains of early childhood development. These early learning and developmental guidelines are to be used statewide and territory-wide by child care providers and in the development and implementation of training and professional development (658E(c)(2)(T)). The required essential domains for these guidelines are cognition, including language arts and mathematics; social, emotional, and physical development; and approaches toward learning (98.15(a)(9)). At the option of the state/territory, early learning and developmental guidelines for out-of-school time may be developed. Note: States and territories may use the quality set-aside, discussed in section 7, to improve on the development or implementation of early learning and developmental guidelines.

a) Describe how the state/territory's early learning and developmental guidelines are research-based, developmentally appropriate, culturally and linguistically appropriate, and aligned with kindergarten entry

The Wisconsin Model Early Learning Standards (WMELS) have positively impacted the quality of child care programs, Head Start programs, early childhood special education program and kindergarten programs in Wisconsin. From the beginning, the Lead Agency and the Department of Public Instruction have championed a unique collaboration across state agencies and related associations, as well as with early childhood educators and child care providers, to promote a shared commitment to excellence to caring for and educating Wisconsin's young children and their families. The development of the WMELS was guided by research and supported by content experts from institutions of higher education in the state. The WMELS encompass the developmental expectations, guiding principles and performance and program standards for the delivery of high-quality education and care to young children. The standards include a broad description of children's growth, to ensure a holistic approach to creating positive early childhood environments. The WMELS resulted from a comprehensive review of the current literature and research on child development and learning, including information from the National Association for the Education of Young Children (NAEYC), Head Start Child Outcomes, the National Association for Family Child Care (NAFCC) as well as standards developed by Wisconsin communities. A review of Standards from other states was also

completed.

The Wisconsin Model Early Learning Standards acknowledge that children's development and learning opportunities reflect the cultural and linguistic diversity of children, families, and environments. Persons working with children who speak other languages or with children from other cultures, are guided to pay special attention to how they design culturally relevant environments and curriculum activities that align with the standards. Linguistically and culturally appropriate programming will ensure that each child's individual needs are addressed. Wisconsin's Early Learning Guidelines are available in Spanish and Hmong and can be accessed through the Wisconsin Early Childhood Collaborating Partners website.

The Wisconsin Model Early Learning Standards recognize that children are individuals who develop at individual rates. While children generally develop in similar stages and sequences, diverse patterns of behavior and learning emerge as a result of the interaction of several factors, including genetic predisposition and physical characteristics, socio-economic status, and the values, beliefs, and cultural and political practices of their families and communities. As such, the Wisconsin Model Early Learning Standards describe best practices for adapting and individualizing learning experiences to accommodate optimal development for all children.

While the vast majority of students with disabilities have the ability to work toward and achieve the standards, it is explained that accommodations and modifications to help these students reach their achievement goals will need to be individually identified and implemented. For children with disabilities, these decisions should be made as part of Individualized Education Program (IEP) plans developed by the school district's IEP team.

Wisconsin's adoption of the Wisconsin Academic Standards, along with the existing WMELS, provides an excellent opportunity for Wisconsin school districts and communities to define expectations from birth through preparation for college and work. WMELS provide developmental expectations for young children from birth through entrance to first grade that are foundational to the Wisconsin Academic Standards for kindergarten through grade 12. Together they form a continuous set of common expectations for Wisconsin's children from birth to grade 12.

Additional child development literature and research can be obtained through the Wisconsin Child Care Information Center: <https://dcf.wisconsin.gov/ccic>.

b) Describe how the state/territory's early learning and developmental guidelines are appropriate for all children from birth to kindergarten entry.

The knowledge and skills described in the WMELS are designed to provide support and information to families, caregivers, and educators concerning children's development within certain age spans, rather than dictate exactly when or how each child should progress. Also of importance is that the standards acknowledge and are responsive to variations in a child's culture, language, and ability. By including the full scope of children's early development, addressing diversity, and aligning content across all early childhood settings, the WMELS are intended to effect greater collaboration and

consistency across early childhood systems in Wisconsin. The WMELS are guidelines that reflect widely held expectations about what children should know and be able to do from birth to the beginning of first grade. The performance standards further outline how children may demonstrate that they meet expectations. The WMELS provide developmental expectations that are foundational to the Wisconsin Academic Standards for kindergarten through grade 12. Together they form a continuous set of common expectations for Wisconsin's children from birth to grade 12.

c) Verify by checking the domains included in the state/territory's early learning and developmental guidelines. Responses for "other" is optional

Cognition, including language arts and mathematics

Social development

Emotional development

Physical development

Approaches toward learning

Other

Describe:

d) Describe how the state/territory's early learning and developmental guidelines are implemented in consultation with the educational agency and the State Advisory Council or similar coordinating body.

The WMELS represent a partnership of early childhood stakeholders on the state, regional, and local levels. This partnership mirrors the vision of quality programming and the teamwork necessary to provide a comprehensive array of services to Wisconsin's young children and families. The Governor's Early Childhood Advisory Council is co-chaired by the Secretary of the Lead Agency and the State Superintendent of Public Instruction. It is convened to represent a partnership of the early childhood stakeholders on the state level. There is overlap between members of the current WMELS Steering Committee, the group of stakeholders who created the WMELS, and the ECAC. This means that issues relevant to the WMELS are well represented and often considered as the ECAC conducts its regular needs assessments and drafts its Governor-level early childhood recommendations. The WMELS provide a resource to creating a common language across all settings and programs for young children and their families and provide validation of the critical nature of early development and the role that adults play

to help children progress toward optimal development based upon their individual capacities and needs. The WMELS are used as a guide in creating a unifying vision for young children in Wisconsin, based upon the guiding principles.

<http://www.collaboratingpartners.com/wmels>

e) Describe how the state/territory's early learning and developmental guidelines are updated and include the date first issued and/or the frequency of updates

The WMELS were first issued in 2003, with updates in 2008, 2011, 2013, and 2017. The 2003 edition included standards for 3- to 5-year-olds. The 2008 edition added standards for the birth-to-3 age range and developmental continuums, sample behaviors of children, and sample strategies for adults. The 2011 edition added alignment of WMELS with Wisconsin Common Core State Standards and an updated resources section. The 2014 edition added the previously developed 2011 Literacy Update (printed separately), Revised WMELS Alignment with 2013 Common Core State Standards and Common Core Essential Elements, and an updated resource section. The 2017 edition updated resources and terminology, clarified the developmental continuum purpose, and the Wisconsin Common Core State Standards were renamed and updated with the Wisconsin Academic Standards. The original Standards were translated into Spanish and Hmong. A Spanish version of the Standards (2015) is available on the Wisconsin Early Childhood Collaborating Partners Web site:

<http://www.collaboratingpartners.com/wmels/order-wi-model-early-learning-standards>

f) If applicable, discuss the state process for the adoption, implementation and continued improvement of state out-of-school time standards

The Lead Agency incorporated school-age care programs into YoungStar in 2012, followed by day camp programs in 2014. The Lead Agency brought together stakeholders in school-age and day camp programming to determine common language, evaluate best practices in school-age and day camp care, and inform how these programs would be rated in YoungStar. The stakeholders represented the following groups: Wisconsin Afterschool Network (WAN), Wisconsin Afterschool Association, WECCA, WCCAA, DPI, Boys and Girls Clubs, YMCAs, YWCAs, Wisconsin Extension Services, University of Wisconsin (UW) - Stevens Point, UW - Milwaukee, WECA, SFTA, Wisconsin Youth Company, City of Madison, Milwaukee Public Schools, and American Camp Association.

The Lead Agency is an active participant in WAN where it supports professional development curriculum creation and review. WAN has created an Afterschool & Youth Development Credential (12 credits) as well as training around the School-Age Curricular Framework, Guiding Children's Behaviors in School-Age Programs, Trauma-Informed Care, and Designing Outcomes for School-Age Programs. Many of these professional development opportunities have been incorporated into YoungStar.

The Lead Agency participates in the National Center for After-School Enrichment Peer Learning Communities and provides additional technical assistance to other states that are working on incorporating out-of-school time programs into their quality rating and improvement systems.

g) Provide the Web link to the state/territory's early learning and developmental guidelines.

<http://www.collaboratingpartners.com/wmels>

6.3.2 CCDF funds cannot be used to develop or implement an assessment for children that:

- Will be the primary or sole basis to determine a child care provider ineligible to participate in the CCDF,
- Will be used as the primary or sole basis to provide a reward or sanction for an individual provider,
- Will be used as the primary or sole method for assessing program effectiveness,
- Will be used to deny children eligibility to participate in the CCDF (658E(c)(2)(T)(ii)(I); 98.15(a)(2)).

Describe how the state/territory's early learning and developmental guidelines are used.

The WMELS are intended to be used as a resource for improving the quality of all early learning environments, to guide professional development activities and investment, and inform educators and caregivers in their decisions regarding approaches to curriculum development across all early learning environments. The WMELS were aligned to the Head

Start Early Learning Outcomes Framework (Ages Birth to Five) in 2017 by a cross-sector workgroup consisting of Head Start staff, early care educators, and representatives from the Lead Agency, DPI and stakeholders from SFTA and WECA. A statewide system of over 90 trainers is available to provide WMELS training in every region of the state. The training designs are available for University and Technical College credit in both online and face to face delivery, and are available in a non-credit 15-18 hour delivery format. The 15-18 hour training is intended to provide opportunities for participants to learn how to use the standards as a guide to determine developmentally appropriate curriculum, daily activities, assessment, and to design care and learning environments to support adult/child relationships that enhance optimal learning experiences for young children.

7 Support Continuous Quality Improvement

Lead Agencies are required to reserve and use a portion of their Child Care and Development Fund program expenditures for activities designed to improve the quality of child care services and to increase parental options for and access to high-quality child care (98.53). The quality activities should be aligned with a statewide or territory-wide assessment of the state's or territory's need to carry out such services and care. States and territories are required to report on these quality improvement investments through CCDF in three ways:

1. In the Plan, states and territories will describe the types of activities supported by quality investments over the 3-year period (658G(b); 98.16(j)).
2. ACF will collect annual data on how much CCDF funding is spent on quality activities using the expenditure report (ACF-696). This report will be used to determine compliance with the required quality and infant and toddler spending requirements (658G(d)(1); 98.53(f)).
3. For each year of the Plan period, states and territories will submit a separate annual Quality Progress Report that will include a description of activities to be funded by quality expenditures and the measures used by the state/territory to evaluate its progress in improving the quality of child care programs and services within the state/territory (658G(d); 98.53(f)).

States and territories must fund efforts in at least one of the following 10 activities:

- Supporting the training and professional development of the child care workforce
- Improving on the development or implementation of early learning and developmental guidelines
- Developing, implementing, or enhancing a tiered quality rating and improvement system for child care providers and services
- Improving the supply and quality of child care programs and services for infants and toddlers
- Establishing or expanding a statewide system of child care resource and referral services
- Supporting compliance with state/territory requirements for licensing, inspection, monitoring, training, and health and safety (as described in section 5)
- Evaluating the quality of child care programs in the state/territory, including evaluating how programs positively impact children
- Supporting providers in the voluntary pursuit of accreditation
- Supporting the development or adoption of high-quality program standards related to health, mental health, nutrition, physical activity, and physical development
- Performing other activities to improve the quality of child care services, as long as outcome measures relating to improved provider preparedness, child safety, child well-being, or kindergarten entry are possible.

Throughout this Plan, states and territories will describe the types of quality improvement activities where CCDF investments are being made, including but not limited to, quality set-aside funds and will describe the measurable indicators of progress used to evaluate state/territory progress in improving the quality of child care services for each expenditure (98.53(f)) These activities can benefit infants and toddlers through school age populations.

This section covers the quality activities needs assessment and quality improvement activities and indicators of progress for each of the activities undertaken in the state or territory.

7.1 Quality Activities Needs Assessment for Child Care Services

7.1.1 Lead Agencies must invest in quality activities based on an assessment of the state/territory's needs to carry out those activities. Lead Agencies have the flexibility to design an assessment of their quality activities that best meet their needs, including how often they do the assessment. Describe your state/territory assessment process, including the frequency of assessment (658G(a)(1); 98.53(a)).

The Lead Agency contracts with SFTA for the delivery of CCR&R services and administration of YoungStar, Wisconsin's QRIS. Contract scope of service includes the establishment of quarterly in-person meetings with CCR&R directors to review current service delivery processes and identify any needed changes to activities necessary to reach planned goals. Monitoring plans are reviewed quarterly to ensure annual goals are reached. Individual CCR&Rs complete annual stakeholder surveys to identify training, technical assistance, or resources needed at the local level. This information informs the development of future contract components. Child care programs are invited to submit anonymous evaluation of technical consultation, formal rating and/or training received. Evaluations inform the need for adjustments to current administrative delivery practices. The Lead Agency participates in YoungStar Stakeholder Meetings twice a year to provide communication and feedback opportunities for stakeholders regarding YoungStar service delivery. Stakeholders are invited to ask questions, share recommendations, and identify strategies to support increased engagement in child care quality improvement.

7.1.2 Describe the findings of the assessment and if any overarching goals for quality improvement were identified.

The Lead Agency partnered with the University of Wisconsin School of Social Work and Institute for Research on Poverty to complete the Wisconsin Early Child Care Study (WECCS) to examine the validity of YoungStar's rating scale. The study was designed to examine whether the rating scale is able to differentiate programs according to their levels of independently observed quality, and whether children who attend more highly rated programs gain more in terms of school readiness over the course of a school year than

children attending programs rated at lower levels. The executive summary and full report information is available at <https://dcf.wisconsin.gov/youngstar/program/media>. Findings from the validation study were released in 2015 and 2016. Results showed that YoungStar program rating levels did predict observed classroom quality. In particular, 2 Star programs were rated lower than 3 to 5 Star programs. On average, the children in the validation study are meeting expected benchmarks for learning. The data did not find that children in 3 Star or higher YoungStar programs were demonstrating greater gains than children who were attending 2 Star programs. Children in programs of all levels of rating were demonstrating similar levels of school readiness across multiple early academic and behavioral outcomes.

The Lead Agency established the YoungStar Refinement Advisory Committee in 2016. This committee was made up of membership from Licensed Group Center, Family Child Care, and Accredited Child Care programming. Additional membership includes representation from Wisconsin Child Care Administrator's Association, Wisconsin Family Child Care Association, Wisconsin Afterschool Network, United Migrant Opportunity Services, Milwaukee Succeeds, Wisconsin Technical College System, Wisconsin Early Childhood Association, Black Child Development Institute, Supporting Families Together Association, Kids Forward, United Neighborhood Centers of Milwaukee, and participation from Representative Lisa Subeck and Representative Scott Allen. The charge to this advisory committee was to provide feedback around recommendations to enhance and/or modify the YoungStar Evaluation Criteria, taking into consideration the findings of the WECCS, the intent of YoungStar to impact child care quality improvement, financial and practical implications, findings from other state validation studies, and to determine if greater emphasis must be placed on child outcomes.

The YoungStar Refinement Advisory Committee reviewed the key outcomes from the validation study and supported the following recommendations that will be implemented in January 2019:

- 1) YoungStar will refine its 3 Star educational threshold for Lead Teachers and Family Child Care providers. This change will reduce cost and other structural barriers to higher education completion and support family child care programs to reach increased levels of quality.
- 2) YoungStar will now require child care programs/family child care providers to demonstrate developmentally appropriate materials, interactions, and learning centers for 3, 4 and 5 Star programs.
- 3) YoungStar will simplify the rating criteria language for Family Engagement and better align

quality indicators with child outcomes.

7.2 Use of Quality Funds

7.2.1 Check the quality improvement activities in which the state/territory is investing

- Supporting the training and professional development of the child care workforce. If checked, respond to section 7.3 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

- Developing, maintaining, or implementing early learning and developmental guidelines. If checked, respond to section 6.3 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

- Developing, implementing, or enhancing a tiered quality rating and improvement system. If checked, respond to 7.4 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

- Improving the supply and quality of child care services for infants and toddlers. If checked, respond to 7.5 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Establishing or expanding a statewide system of CCR&R services, as discussed in 1.7. If checked, respond to 7.6 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Facilitating compliance with state/territory requirements for inspection, monitoring, training, and health and safety standards (as described in section 5). If checked, respond to 7.7 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Evaluating and assessing the quality and effectiveness of child care services within the state/territory. If checked, respond to 7.8 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Supporting accreditation. If checked, respond to 7.9 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Supporting state/territory or local efforts to develop high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development. If checked, respond to 7.10 and indicate which funds will be used for this activity. Check all that apply.

CCDF funds

Other funds

Describe:

Other activities determined by the state/territory to improve the quality of child care services and which measurement of outcomes related to improved provider preparedness, child safety, child well-being, or kindergarten entry is possible. If checked, respond to 7.11 and indicate which funds will be used for this activity. Check all that apply

CCDF funds

Other funds

Describe:

7.3 Supporting Training and Professional Development of the Child Care Workforce With CCDF Quality Funds

Lead Agencies can invest in the training, professional development, and post-secondary education of the child care workforce as part of a progression of professional development activities, such as those included at 98.44 in addition to the following (98.53(a)(1)).

7.3.1 Describe how the state/territory funds the training and professional development of the child care workforce

a) Check and describe which content is included in training and professional development activities and describe who or how an entity is funded to address this topic. Check all that apply.

Promoting the social, emotional, physical, and cognitive development of children, including those efforts related to nutrition and physical activity, using scientifically based, developmentally appropriate, and age-appropriate strategies

Describe:

A new 15-18 hour Pyramid Model for Social Emotional Learning training focusing on infants and toddlers was developed in 2017, and beginning in 2018 the Lead Agency has created the opportunity for up to 1000 participants to access online Pyramid

Model training at a significantly reduced cost. In addition, YoungStar includes a quality indicator that awards programs a point for being trained in the Pyramid Model, Positive Behavioral Interventions and Supports, and Guiding Children's Behavior in School-Age Care. These trainings are research-based, approved by the Registry, and are further supported by coaching and mentoring through either YoungStar technical assistance or through specific assistance provided by a Pyramid Model External Coach. In addition, SFTA is contracted to offer the following trainings statewide and report quarterly attendance and evaluation information to the Lead Agency: Developmentally Appropriate Practices, Pyramid Model for Social Emotional Development, School-Age Curricular Framework, Wisconsin Early Care & Education Physical Activity, and Germs, Worms, Mud and Crud.

- Implementing behavior management strategies, including positive behavior interventions and support models that promote positive social-emotional development and early childhood mental health and that reduce challenging behaviors, including a reduction in expulsions of preschool-age children from birth to age five for such behaviors. (See also section 2.5.)

Describe:

The WI-AIMH is represented on the ECAC and was consulted on this Plan as it relates to their work on providing training, support and resources for early childhood social and emotional wellness through the Pyramid Model and other resources. Regional networks consisting of state, local and community partners work through PDI to support providers in their respective regions to provide inclusive care for all children. The Lead Agency has developed a contractual relationship with DPI through braided funding to ensure that opportunities for Wisconsin Pyramid Model Training exist throughout Wisconsin. External coaching capacity conversations continue with DPI and WI-AIMH to identify funding mechanisms to provide additional access to this needed onsite mentoring resource.

- Engaging parents and families in culturally and linguistically appropriate ways to expand their knowledge, skills, and capacity to become meaningful partners in supporting their children's positive development

Describe:

The Lead Agency contracts with SFTA to provide a series of Parent Cafés throughout various YoungStar regions, which encourages families to explore the Strengthening Families Protective Factors in small group settings through a peer-to-peer learning

process and individual self-reflection. So far 11 counties in the state have offered this series to families. A variety of resource materials has been developed to support child care programs/providers in engaging families. For instance, Family Engagement Guiding Principles have been established to provide evidence-based practices supported by research, and tip sheets have been created to support families in understanding how the Early Learning Standards can help them to think about what their children should know and what their children should be able to do.

- Implementing developmentally appropriate, culturally and linguistically responsive instruction, and evidence-based curricula and designing learning environments that are aligned with state/territory early learning and developmental standards.**

Describe:

The Lead Agency funded the development of a First Nations/tribal focused enhancement to the 15-18 hour Wisconsin Model Early Learning Standards training as well as the three-hour Developmentally Appropriate Practices training which now includes culturally relevant content and is available to utilize statewide by a cadre of trainers. The Lead Agency purchased 2,250 Early Learning Environment Kits for 2 and 3 Star rated YoungStar participating programs. These kits include books, art and dramatic play materials, and materials to support math and fine motor development. The kits promote learning through play, and providers will be better able to plan children's individual learning goals through play experiences. YoungStar Technical Consultants coach child care staff in using these materials to support and extend children's learning opportunities.

- Providing onsite or accessible comprehensive services for children and developing community partnerships that promote families' access to services that support their children's learning and development**

Describe:

Local CCR&Rs connect families to resources and other services in their communities around child development, developmental screening, human and social services agency programming, Wisconsin Shares Child Care Subsidy Program requirements, WIC, FoodShare, W-2, Child Find, Energy Assistance, and services to support families experiencing homelessness. Services are available via phone, walk-in, or online. CCR&R agencies also connect families to parenting programs and Family

Resource Center activities.

- Using data to guide program evaluation to ensure continuous improvement

Describe:

SFTA gathers and reviews all professional development training evaluations and reports statistics (number of trainings as well as average scores of evaluations) as well as anecdotal information quarterly to the Lead Agency. In addition, SFTA has started to implement and will continue to provide a once every other month training call for consultants around the state to share ideas and information related to trainings (examples include reviewing evaluations to make future training adjustments, marketing and developing new trainings, and tips and tricks for ice breakers and activities used with the statewide trainings).

- Caring for children of families in geographic areas with significant concentrations of poverty and unemployment

Describe:

The Lead Agency mandates participation in the State's QRIS for all providers accepting subsidy funding. As of December 2017, 3,500 programs were actively participating (70% of all regulated programs). Year after year, Wisconsin's providers have increased the quality of care they provide. Currently, 76% of all children from families in the Wisconsin Shares subsidy program attend high-quality programs (3-5 Star rated).

Specific onsite and off-site technical assistance and mentoring occurs in areas with high concentrations of poverty, including rural, urban, and Tribal communities. Targeted outreach and messaging in urban areas has resulted in child care providers increasing quality and accepting Wisconsin Shares authorizations. In April 2018, 84% of children in the Southeast Region (Kenosha and Racine) were served in 3, 4 and 5 Star rated programs. In Milwaukee, 72% of children with authorizations were served in 3, 4 and 5 Star rated programs.

The Pathways to Quality Conference is held annually in the greater Milwaukee area to support early care and education professionals by providing professional development related to best practices and evidence-based approaches for quality early learning.

This conference provides opportunities for child care directors, teachers and family child care providers to network with others from the greater Milwaukee area community. The focus for the fall 2018 conference is on leadership.

Caring for and supporting the development of children with disabilities and developmental delays

Describe:

The Lead Agency developed a five-module training series entitled Wisconsin UNITES - Understanding the Need for Inclusive Training and Educational Support. This training series is currently self-guided and intended to provide child care providers, directors, and owners with foundational information and best practices around inclusion. The goal of Wisconsin UNITES is to provide ongoing assistance to child care providers who want to become more inclusive, both in their policies and general management, as well as in the practices, supports, environments and activities that they provide to the children in their care. <https://dcf.wisconsin.gov/youngstar/eci/trainings>

The Lead Agency is in the process of creating two computer-based training videos on "Developmental Screening and Parent Engagement" and "Autism Spectrum Disorder." The trainings will provide information and strategies for supporting children with disabilities and working with their families and will be published on the YoungStar Early Childhood Inclusion webpage where providers will be able to view them on an as-needed basis.

The Lead Agency webpage contains resources and links to additional information on topics such as ADA, best practices, adapting activities, providing supports, policy statements, making referrals, etc. It is continually being updated and added to as new resources become available. It is meant to provide parents and providers with information that can be used to support the inclusion of children with disabilities.

Finally, the Lead Agency continues to look into ways that its QRIS can better support child care programs around the topic of inclusion. The Lead Agency will be working to develop an inclusion badge that programs could earn in order to show that they have worked in an ongoing manner to include children with special needs. The criteria for earning this badge would contain both a training and a best practice component. The training would focus on best practices around inclusion, whereas the practice

component would require the use of the Inclusive Classroom Profile to complete a self-assessment and a quality improvement plan for their program. Coaching and technical assistance would be offered to support a program as it implements the improvement plan.

Supporting the positive development of school-age children

Describe:

The Lead Agency is an active partner in the Wisconsin Afterschool Network. This collaborative group is comprised of various agencies focused on the professional development of school-age care providers. Future goals include infusing various modalities for trainings (online, webinars, training institutes, etc.). In 2017, a five-part webinar series was created related to a Trauma Informed Approach to Afterschool Programs. It will be archived for future use.

Other

Describe:

b) Check how the state/territory connects child care providers with available federal and state/territory financial aid or other resources to pursue post-secondary education relevant for the early childhood and school-age workforce. Check all that apply

Coaches, mentors, consultants, or other specialists available to support access to post-secondary training, including financial aid and academic counseling

Statewide or territory-wide, coordinated, and easily accessible clearinghouse (i.e., an online calendar, a listing of opportunities) of relevant post-secondary education opportunities

Financial awards, such as scholarships, grants, loans, or reimbursement for expenses, from the state/territory to complete post-secondary education

Other

Describe:

7.3.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the

state or territory has met these measures

The Lead Agency tracks several measures to evaluate the improvement in quality child care programs and services related to professional development:

- Workforce information about retention and continuity
- Providers with specific trainings that are of interest to the Lead Agency
- Trainings provided and taken by providers across the state
- Evaluations of trainings
- Scholarships awarded
- Retention stipends awarded
- Registry career level movement and educational attainment
- Technical assistance provided to families through the CCR&R agencies
- Referral services provided to families through the CCR&R agencies

7.4 Quality Rating and Improvement System (QRIS)

Lead Agencies may respond in this section based on other systems of quality improvement, even if not called a QRIS, as long as the other quality improvement system contains the elements of a QRIS. QRIS refers to a systematic framework for evaluating, improving and communicating the level of quality in early childhood programs and contains five key elements:

1. Program standards
2. Supports to programs to improve quality
3. Financial incentives and supports
4. Quality assurance and monitoring
5. Outreach and consumer education

7.4.1 Does your state/territory have a quality rating and improvement system or other system of quality improvement?

- No, but the state/territory is in the QRIS development phase. If no, skip to 7.5.1.
- No, the state/territory has no plans for QRIS development. If no, skip to 7.5.1.

- Yes, the state/territory has a QRIS operating statewide or territory-wide

Describe how the QRIS is administered (e.g., statewide or locally or through CCR&R entities) and any partners and provide a link, if available.

YoungStar is the quality rating and improvement system (QRIS) for the state of Wisconsin. The Lead Agency has established a contract with the Supporting Families Together Association (SFTA) to administer YoungStar, providing for onsite technical consultation, formal rating observations, micro-grants and training. The Lead Agency is responsible for oversight of YoungStar service delivery, including policy development, performance monitoring, and automated system implementation. YoungStar participation is required for all providers accepting Wisconsin Shares Child Care Subsidy Program payments. As of December 2017, YoungStar had 3,500 participating programs (about 70% of all regulated programs). Wisconsin's providers have increased the quality of care they provide since the implementation of YoungStar. Currently, 76% of all children in the Wisconsin Shares program are attending high quality programs (3-5 Star rated). The Lead Agency also contracts with SFTA for CCR&R services. Wisconsin has ten CCR&R agencies that provide services throughout the state. Annual grants are based on the number of counties and county population served. Funding for the CCR&R agencies allows some flexibility to meet the identified needs of special populations including tribal, migrant, rural, urban, and infant care. <https://dcf.wisconsin.gov/youngstar>

- Yes, the state/territory has a QRIS initiative operating as a pilot-test in a few localities or only a few levels but does not have a fully operating initiative on a statewide or territory-wide basis.

Provide a link, if available.

- Yes, the state/territory has another system of quality improvement

If the response is yes to any of the above, describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

7.4.2 QRIS participation

a) Are providers required to participate in the QRIS?

- Participation is voluntary
- Participation is mandatory for providers serving children receiving a subsidy. If checked, describe the relationship between QRIS participation and subsidy (e.g., minimum rating required, reimbursed at higher rates for achieving higher ratings, participation at any level).

The Lead Agency's quality rating and improvement system is called YoungStar. YoungStar participation is required for all providers accepting Wisconsin Shares authorizations. For all other providers, participation in YoungStar is voluntary and any Wisconsin child care provider who serves children from birth to school-age can apply to participate, as long as they are in good standing with state regulations. Programs that have their licenses or certifications revoked, denied, or suspended will receive a 1 Star rating in YoungStar. Families are not eligible for Wisconsin Shares subsidy benefit load if they attend a 1 Star rated program.

Wisconsin Shares subsidy amounts are impacted by the child care provider's YoungStar rating in the following manner: 1) Programs with a 3, 4, or 5 Star rating will receive Wisconsin Shares payments directly from families utilizing the new MyWICChildCare EBT card. Each family's subsidy amount will be calculated by first taking the county maximum or the provider's price (whichever is lower), and then the family's copayment will be subtracted from the total. Finally, that amount will be loaded onto the card. 2) Programs with a 2 Star rating will receive Wisconsin Shares payments directly from families utilizing the new MyWICChildCare EBT card. The authorized Wisconsin Shares Subsidy amount will be reduced by 5% before being placed on the new MyWICChildCare EBT card. 3) Families are not eligible for Wisconsin Shares Subsidy benefit load if they attend a 1 Star rated program. These providers' child care licenses or certifications have been revoked, denied or suspended, or their eligibility for Wisconsin shares payments has been ended due to fraud or suspected fraud.

In addition to eligibility to receive Wisconsin Shares authorizations, YoungStar 4 and 5

Star programs receive a quality adjustment for children receiving Wisconsin Shares. 5 Star programs receive an additional 25% of Wisconsin Shares authorization amounts. 4 Star programs receive an additional 10% of the Wisconsin Shares authorization amounts. These YoungStar Adjustments are made directly to the child care program to support quality services.

Participation is required for all providers.

b) Which types of settings or distinctive approaches to early childhood education and care participate in the state/territory's QRIS? Check all that apply

- Licensed child care centers
- Licensed family child care homes
- License-exempt providers
- Early Head Start programs
- Head Start programs
- State prekindergarten or preschool programs
- Local district-supported prekindergarten programs
- Programs serving infants and toddlers
- Programs serving school-age children
- Faith-based settings
- Tribally operated programs
- Other

Describe:

7.4.3 Support and assess the quality of child care providers.

The Lead Agency may invest in the development, implementation, or enhancement of a tiered quality rating and improvement system for child care providers and services. Note: If a Lead Agency decides to invest CCDF quality dollars in a QRIS, that agency can use the funding to assist in meeting consumer education requirements (98.33). If the Lead Agency has a QRIS, respond to questions 7.4.3 through 7.4.6.

Do the state/territory's quality improvement standards align with or have reciprocity with any of the following standards?

No

Yes. If yes, check the type of alignment, if any, between the state/territory's quality standards and other standards. Check all that apply.

Programs that meet state/territory preK standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between preK programs and the quality improvement system) .

Programs that meet federal Head Start Program Performance Standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between Head Start programs and the quality improvement system).

Programs that meet national accreditation standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, an alternative pathway exists to meeting the standards).

Programs that meet all or part of state/territory school-age quality standards.

Other.

Describe:

7.4.4 Do the state/territory's quality standards build on its licensing requirements and other regulatory requirements?

No

Yes. If yes, check any links between the state/territory's quality standards and licensing requirements

Requires that a provider meet basic licensing requirements to qualify for the base level of the QRIS.

Embeds licensing into the QRIS

State/territory license is a "rated" license

Other.

Describe:

7.4.5 Does the state/territory provide financial incentives and other supports designed to expand the full diversity of child care options and help child care providers improve the quality of services that are provided through the QRIS

- No
- Yes. If yes, check all that apply
 - One time grants, awards, or bonuses.
 - Ongoing or periodic quality stipends
 - Higher subsidy payments
 - Training or technical assistance related to QRIS.
 - Coaching/mentoring.
 - Scholarships, bonuses, or increased compensation for degrees/certificates
 - Materials and supplies
 - Priority access for other grants or programs
 - Tax credits (providers or parents)
 - Payment of fees (e.g., licensing, accreditation)
 - Other

Describe:

7.4.6 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency tracks several measures to evaluate the improvement in quality child care programs and services: provider number at star level; providers fully engaged in quality improvement (participating actively); services taken by providers (technical assistance, ratings, micro-grants, professional development); children in the subsidy program by star level; providers with specific trainings that are of interest to the Lead Agency; trainings provided and taken by providers across the state; evaluations of trainings; evaluation of consultation services provided through YoungStar; technical assistance provided to families through CCR&R agencies or FRCs; referral services provided to families through CCR&R

agencies; monitoring issues of high-quality programs (serious violations); anecdotal information about the supply and demand of child care in the region.

7.5 Improving the Supply and Quality of Child Care Programs and Services for Infants and Toddlers

Lead Agencies are encouraged to use the needs assessment to systematically review and improve the overall quality of care that infants and toddlers receive, the systems in place or needed to support and enhance the quality of infant and toddler providers, the capacity of the infant and toddler workforce to meet the unique needs of very young children, and the methods in place to increase the proportion of infants and toddlers in higher quality care, including any partnerships or coordination with Early Head Start and IDEA Part C programs. Lead Agencies are required to spend 3 percent of their total CCDF expenditures on activities to improve the supply and quality of their infant and toddler care. This is in addition to the general quality set-aside requirement.

7.5.1 What activities are being implemented by the state/territory to improve the supply (see also section 4) and quality of child care programs and services for infants and toddlers? Check all that apply and describe

- Establishing or expanding high-quality community- or neighborhood-based family and child development centers. These centers can serve as resources to child care providers to improve the quality of early childhood services for infants and toddlers from low-income families and to improve eligible child care providers' capacity to offer high-quality, age-appropriate care to infants and toddlers from low-income families

Describe:

- Establishing or expanding the operation of community- or neighborhood-based family child care networks.

Describe:

- Providing training and professional development to enhance child care providers' ability to provide developmentally appropriate services for infants and toddlers

Describe:

The Lead Agency contracts with WECA to administer the T.E.A.C.H. Scholarship Program. Scholarship support is available to child care teachers, administrators and family child care providers who work in regulated child care programs. During the current contract period, over 250 active T.E.A.C.H. scholarship recipients are completing credit-based credential coursework, including the Infant Toddler Credential. Scholarships support access to credit, credential and degree pathways that prepare teachers and care providers to deliver high quality practices for infant toddler classrooms. T.E.A.C.H. contract recipients are invited to complete evaluation summaries of their scholarship experience. The evaluation requests information on the benefits and difficulty of the scholarship experience and suggestions for program improvement. This information is reviewed quarterly to determine if changes are needed to the administration of the program.

Through YoungStar, family and center-based providers receive an average of ten hours of free, onsite technical assistance to be used to support activities that improve the quality of their program. Many providers specifically request technical assistance around caring for infants and toddlers. YoungStar staff may provide assistance with room arrangement, curriculum, daily activity planning, ideas for staff professional development, developmentally appropriate practices for young children, as well as many other assistance options. The Lead Agency has funded development of a train-the-trainer program to develop a Pyramid Model training focusing on working with and caring for infants and toddlers. The Lead Agency has purchased 1000 training slots for Wisconsin child care providers to access this training. A newly developed cohort model focusing on infant and toddler care was implemented at five CCR&R agencies. These cohorts of providers met for two hours monthly over eight months. The Lead Agency funded and shipped 2,250 environment kits to support and assist YoungStar 2 and 3 Star rated programs in providing developmentally appropriate materials and activities to meet the needs of infants and toddlers (birth through 36 months). These kits create technical assistance and professional development opportunities based on the newly revised developmentally appropriate practice (DAP) YoungStar evaluation criteria point that will be required for all 3 Star providers in the YoungStar 2019-2020 evaluation criteria.

- Providing coaching, mentoring, and/or technical assistance on this age group's unique needs from statewide or territory-wide networks of qualified infant-toddler

specialists

Describe:

The Lead Agency actively participates in the Region V infant toddler community of practice with technical assistance provided by the Child Care State Capacity Building Center. This opportunity provides a wealth of resource information and lessons learned from other states' implementation strategies. This opportunity has created collaborative relationships across the states within the region. The Lead Agency works with the Wisconsin Alliance for Infant Mental Health (WI-AIMH) to support implementation of the Wisconsin Pyramid Model training content, and is a member of the state leadership team. The Lead Agency plans to infuse Practice Based Coaching (PBC) into the ten hours of onsite YoungStar consultation. Lead Agency, SFTA and CCR&R staff attended five days of PBC training from the National Head Start office. Staff will create new self-assessments for providers to utilize and train consultants statewide.

- Coordinating with early intervention specialists who provide services for infants and toddlers with disabilities under Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.).

Describe:

The Lead Agency partnered with early intervention specialists and special education service providers to develop the YoungStar Early Childhood Inclusion (ECI) webpage. The information contained within the ECI webpage continues to be updated in order to provide parents and providers with the most current information and best practices for identifying, screening, referring, and supporting infants and toddlers with special needs. The collaboration between the Lead Agency, early intervention specialists and special education providers has also led to the provision of joint trainings, conference presentations, and the development of information materials.

- Developing infant and toddler components within the state/territory's QRIS, including classroom inventories and assessments

Describe:

The Lead Agency continues to strengthen its YoungStar QRIS criteria by requiring a DAP indicator that requires providers to serve infants and toddlers in an age-appropriate manner. In addition, the Lead Agency requires 4 and 5 Star programs to be observed by an ERS (Environment Rating Scale) Observer using the Infant/Toddler Environment Rating Scale - Revised (ITERS-R). Additional focus is being placed on the early learning

environment, with a targeted focus of onsite technical assistance on early learning experiences. The early learning environment kits for infant and toddler classrooms provide hands-on materials to support increased understanding of classroom/program alignment with the WMELS.

- Developing infant and toddler components within the state/territory's child care licensing regulations

Describe:

- Developing infant and toddler components within the early learning and developmental guidelines

Describe:

The Wisconsin Model Early Learning Standards (WMELS) include the birth- to three-year-old age range, as well as developmental continuums, sample behaviors of children, and sample strategies for adults working with this age group.

- Improving the ability of parents to access transparent and easy-to-understand consumer information about high-quality infant and toddler care that includes information on infant and toddler language, social-emotional, and both early literacy and numeracy cognitive development

Describe:

The Lead Agency has revised and updated the YoungStar website to improve the parent and provider resource sections of the site. The improvements provide a more in-depth array of resources available to parents and providers. The website includes resources specifically for working with infants and toddlers.

- Carrying out other activities determined by the state/territory to improve the quality of infant and toddler care provided within the state/territory and for which there is evidence that the activities will lead to improved infant and toddler health and safety, cognitive and physical development, and/or well-being

Describe:

- Coordinating with child care health consultants.

Describe:

Coordinating with mental health consultants.

Describe:

Other

Describe:

7.5.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services for infants and toddlers within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency will measure the percentage of infants and toddlers receiving Wisconsin Shares funding who are in high-quality care. This indicator, which is measured monthly, is one of the Governor's metrics for the Lead Agency. The Lead Agency also measures the number of providers who attend training and those who complete the infant toddler credential.

7.6 Child Care Resource and Referral

A Lead Agency may expend funds to establish or expand a statewide system of child care resource and referral services (98.53(a)(5)). It can be coordinated, to the extent determined appropriate by the Lead Agency, by a statewide public or private non-profit, community-based, or regionally based lead child care resource and referral organization (658E(c)(3)(B)(iii)). This effort may include activities done by local or regional child care and resource referral agencies, as discussed in section 1.7.

7.6.1 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency will evaluate the quality and effectiveness of these services in a variety of ways. Information will be collected and analyzed related to each of the four main resource and referral services: high-quality child care referral services for families across the state; referrals to other support services specific to the needs of each family being supported; resources and information to individual families around topics like child development, developmentally appropriate child behavior, expectations, guidance, and developmental screening; and training and customized support to early education providers around high-quality care practices.

The Lead Agency will also evaluate consumer satisfaction with CCR&R services, as well as each agency's progress in forming and maintaining strong local partnerships and community visibility.

Finally, the Lead Agency will monitor progress in: recruitment of qualified, regulated early education providers, especially in areas of the state where the child care capacity does not meet the child care need; movement of child care programs into the QRIS; each agency's ability to gather valid market rate survey information; progress towards increasing the number of early education programs that are trained in inclusive practices, are expanding capacity for infant care, or are providing care during non-traditional hours (weekend, overnight).

7.7 Facilitating Compliance With State Standards

7.7.1 What strategies does your state/territory fund with CCDF quality funds to facilitate child care providers' compliance with state/territory requirements for inspection, monitoring, training, and health and safety and with state/territory licensing standards?

Describe:

Quality funds are used for pre-licensing training through the CCR&R network to assist new providers in meeting regulation requirements.

7.7.2 Does the state/territory provide financial assistance to support child care providers in complying with minimum health and safety requirements?

No

Yes. If yes, which types of providers can access this financial assistance?

Licensed CCDF providers

Licensed non-CCDF providers

License-exempt CCDF providers

Other

Describe:

7.7.3 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency monitors the initial YoungStar rating of providers that are newly regulated and the percentage of individuals who request pre-licensing technical assistance.

7.8 Evaluating and Assessing the Quality and Effectiveness of Child Care Programs and Services

7.8.1 Describe how the state/territory measures the quality and effectiveness of child care programs and services in both child care centers and family child care homes currently being offered, including any tools used to measure child, family, teacher, classroom, or provider improvements, and how the state/territory evaluates how those tools positively impact children

The Lead Agency uses several measures within its QRIS to evaluate the quality of, and level

of improvement in, child care programs and services. YoungStar evaluates programs in four areas: education of key staff, quality business practices, quality learning environment components, and strategies that improve children's health and wellness. Education is verified through a career level system, The Registry. YoungStar uses valid and reliable raters who use the Environment Rating Scale Tools (FCCERS-R, ECERS-R, ITERS-R, SACERS-U) to evaluate the learning environment of programs in the top two tiers of the QRIS. Additional pieces of program quality are evaluated by local QRIS consultants. Finally, programs themselves complete self-assessments of the quality of their own program. The Lead Agency regularly analyzes program ratings at the indicator and overall level. Rating change over time is measured and analyzed as well. Through RTTT, the Lead Agency completed a validation study which looked at YoungStar's rating validity and associations with child outcomes. The QRIS was found to be reliable, and certain indicators were associated with better child outcomes. The Lead Agency is enhancing its QRIS to intentionally highlight those items that were associated with improved child outcomes.

7.8.2 Describe the measureable indicators of progress relevant to this use of funds that the State/Territory will use to evaluate its progress in improving the quality of child care programs and services in child care centers and family child care homes within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency regularly analyzes program ratings at the indicator and overall level. Using this data, rating and indicator attainment change over time is measured and analyzed as well. The percent of children in high-quality care (3 Star or higher) and the number of programs rated as high quality (3 Star or higher) are captured monthly and reported on the Governor's data dashboard. The Lead Agency measures the percent of children from high-needs populations (children from families experiencing homelessness, children in foster care, children of teen parents, and children with special needs) who attend high-quality child care programs. The number of programs that receive onsite technical assistance, training, and/or micro-grants to improve quality is measured by the Lead Agency on a regular basis.

The Lead Agency reviews the analytics reports from the ERS scoring tools. The reports provide comparisons and changes in classroom ERS scores over time, both at the individual

item score level and at the average program score level. The reports can also show assessor reliability and reliability percentage for visits and number of visits conducted.

The Lead Agency increased its goal around the percent of programs rated as high quality from 49% to 52% in January, 2018. The Lead Agency has met or exceeded the 52% goal since September, 2016. At the end of the first quarter of 2018, Wisconsin met this indicator with 55.2% of programs rated 3 Star or higher. The Lead Agency also increased its goal around the percent of children attending high-quality programs from 69% to 73% in January, 2018. The Lead Agency has met or exceeded the 73% goal since March, 2016. At the end of the first quarter of 2018, Wisconsin met this indicator with 75.6% of children authorized to programs rated 3 Star or higher.

7.9 Accreditation Support

7.9.1 Does the state/territory support child care providers in the voluntary pursuit of accreditation by a national accrediting body with demonstrated, valid, and reliable program standards of high quality?

- Yes, the state/territory has supports operating statewide or territory-wide for both child care centers and family child care homes

Describe the support efforts for all types of accreditation that the state/territory provides to child care centers and family child care homes to achieve accreditation

The following accreditations are equivalent to a YoungStar 5 Star rating: National Association for the Education of Young Children, National Accreditation Commission for Early Care and Education Programs, City of Madison Group and School-Age Accreditation. The following accreditations are equivalent to a YoungStar 4 Star or 5 Star rating: National Early Childhood Program Accreditation, AdvancED, American Montessori Society, Council on Accreditation, National Association for Family Child Care, Satellite Family Child Care Accreditation (in the greater Madison area), and American Camp Association. If a program is accredited by one of those agencies and the program meets the educational requirements of a 4 Star program in their respective YoungStar rating

track, that program would be eligible for 4 Stars. If a program meets the educational level of a 5 Star program in their respective YoungStar rating track, they would be eligible for 5 Stars.

The Lead Agency contracts with SFTA to offer technical assistance and micro-grant services to programs pursuing accreditation. Technical Consultants provide support, advice and resources to assist providers in reaching their quality improvement goals to meet accreditation standards. Micro-grant funds further support programs by providing direct quality improvement support and funds to purchase accreditation materials or pay fees.

The Lead Agency subcontracts with WFCCA to provide additional training and technical assistance to family child care programs pursuing accreditation through the National Association for Family Child Care (NAFCC), a YoungStar approved accrediting body. WFCCA regional representatives are available throughout the state to provide guidance and support. Trainings on how to achieve NAFCC accreditation are held throughout the year and are presented at the WFCCA state conference. Scholarship funds are available to supplement NAFCC accreditation fees.

- Yes, the state/territory has supports operating statewide or territory-wide for child care centers only. Describe the support efforts for all types of accreditation that the state/territory provides to child care centers.

Describe:

- Yes, the state/territory has supports operating statewide or territory-wide for family child care homes only. Describe the support efforts for all types of accreditation that the state/territory provides to family child care

Describe:

- Yes, the state/territory has supports operating as a pilot-test or in a few localities but not statewide or territory-wide

- Focused on child care centers

Describe:

Focused on family child care homes

Describe:

No, but the state/territory is in the accreditation development phase

Focused on child care centers

Describe:

Focused on family child care homes

Describe:

No, the state/territory has no plans for accreditation development

7.9.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency measures progress around programs' accreditation attainment monthly. Both the overall number of accredited programs and the number of accredited programs by accrediting body are used to evaluate progress in this area. The Lead Agency also analyzes quarterly micro-grant expenditures for accreditation fees or materials. Over the past two years, the number of accredited programs has risen from 400 to 494, with increases in all of the major accrediting bodies (NAFCC, NAC, NAEYC, ACA).

7.10 Program Standards

7.10.1 Describe how the state/territory supports state/territory or local efforts to develop or adopt high-quality program standards, including standards for infants and toddlers, preschoolers, and/or school-age children

The Lead Agency is part of the Wisconsin Early Childhood Collaborating Partners (WECCP) group in which a coordinated regional approach is used to disseminate materials and provide

or facilitate professional development opportunities in concert with YoungStar regional training, technical assistance, and quality improvement efforts. The Lead Agency's efforts in WECCP focus on WMELS, Wisconsin Pyramid Model, community approaches to 4-year-old kindergarten, inclusion of children with disabilities, support for children from families experiencing homelessness, culturally responsive practices (including tribal populations in particular), and other topics as identified by regional needs.

The Lead Agency has an Interagency Agreement with DPI to provide services for the development, dissemination, translation, and support of the Wisconsin Model Early Learning Standards (WMELS), the Wisconsin Pyramid Model, and other high-quality practices and materials. These services support high quality early learning experiences for all children through a network of Communities of Practice.

The Lead Agency, in conjunction with DPI, DHS, and the Wisconsin Early Childhood Collaborating Partners Healthy Children Committee, created the Comprehensive and Aligned System for Early Childhood Screening and Assessment: Wisconsin's Blueprint, Third Edition 2016. The Lead Agency will continue to collaborate with the Committee to build a comprehensive screening and assessment system in Wisconsin by working across sectors (school districts, Birth to Three, child care programs) to share information, develop data sharing with a focus on the Ages and Stages Questionnaires (ASQ), and promote aligned screening and assessment practices via cross-sector professional development.

The Lead Agency continues to support and recognize the Wisconsin Alliance for Infant Mental Health (WI-AIMH) and its focus on promoting the healthy social and emotional development of all Wisconsin children from birth through age five. The Wisconsin Infant and Early Childhood Mental Health Plan is a blueprint for a comprehensive system of care that includes prevention, early intervention, and treatment. The Wisconsin Pyramid Model is a multi-level system of support that offers evidence-based strategies for parents and professionals to support children's optimal development and prevent challenging behaviors. It is consistent with the public health/mental health model of promotion, prevention, and intervention. A 24-hour training model is available for child care providers and other professionals working with young children. Program-wide implementation supports, with additional coaching beyond the training, are available to selected sites. Additional professional development opportunities are available to practicing professionals through the Infant, Early Childhood, and Family Mental Health Capstone Certificate Program and the WI-

AIMH Endorsement.

The Lead Agency, in conjunction with DPI and DHS, continues to make updates to Healthy Bites: A Wisconsin Guide for Improving Childhood Nutrition to infuse changes made to the CACFP and YoungStar Evaluation Criteria based on best-practice recommendations. Wisconsin was given permission to include NAP SACC (Nutrition and Physical Activity Self-Assessment for Child Care) materials in the latest revision as well as Out of School Nutrition and Physical Activity Initiative (OSNAP) self-assessment materials from Harvard University for use with out-of-school time programs. In addition, the 10 Steps to Breastfeeding-Friendly Child Care Centers training is available online and in person in Spanish or English.

The Lead Agency, in conjunction with DPI and DHS, continues work to update Active Early: A Wisconsin Guide for Improving Childhood Physical Activity. The changes incorporate the YoungStar Evaluation Criteria and best-practice recommendations and are available in English or Spanish. In addition, the Lead Agency collaborated as a stakeholder with other state agencies to update the Wisconsin Nutrition, Physical Activity and Obesity State Plan: Child Care Settings and will further develop training and curriculum to support the child care workforce, align content with the Wisconsin Model Early Learning Standards, and evaluate data collaboratively.

The Lead Agency is currently investigating the feasibility and impact of YoungStar changing from the revised editions of Environment Rating Scale observation tools to the third editions. This investigation will included intensive training as well as a pilot study to analyze the quality of the new tools.

7.10.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Lead Agency has specific quality indicators related to high-quality program standards – including those for infants and toddlers, preschoolers, and school-age children – in YoungStar. The requirements for meeting these quality indicators are reviewed each year.

The Lead Agency monitors the percentage of programs meeting these quality indicators over time. The Lead Agency also partners with the University System to present health and nutrition data on providers by county to visually demonstrate the progress in meeting these indicators.

7.11 Early Learning and Development Guidelines and Other Quality Improvement Activities

7.11.1 If quality funds are used to develop, maintain, or implement early learning and development guidelines, describe the measureable indicators that will be used to evaluate the state/territory's progress in improving the quality of child care programs and services and the data on the extent to which the state/territory has met these measures (98.53(f)(3)).

The Lead Agency contracts with SFTA to ensure full 15-hour WMELS training opportunities are available in each region annually. The Lead Agency, through YoungStar data collection, monitors the number of programs receiving training around WMELS, the number of programs successfully aligning their curriculums with the WMELS, and the overall quality ratings of these programs. During calendar year 2017, 29 WMELS trainings were delivered by approved WMELS trainers to 550 participants throughout Wisconsin. The Lead Agency partnered with the UW-Madison Institute for Research on Poverty to compare the quality practice of programs using WMELS guidelines with child outcome data and found that programs that had successfully implemented the WMELS as a guide were associated with larger child outcome gains. YoungStar Technical Consultants are available to provide coaching support to child care programs/providers to implement the WMELS guidelines in their programming. Resource materials have also been created to support child care programs with curriculum alignment with WMELS.

7.11.2 List and describe any other activities that the state/territory provides to improve the quality of child care services for infants and toddlers, preschool-aged, and school-aged children, which may include consumer and provider education activities, and also describe the measureable indicators of progress for each activity relevant to this use of funds that the state/territory will use to evaluate its progress in improving provider preparedness, child safety, child well-being, or kindergarten entry and the data on the extent to which the state or territory has met these measures. Describe:

The Lead Agency supports additional training and technical assistance to rural and tribal communities. Contracted YoungStar staff will receive reliability training on the new Environment Rating Scales-3 tool which the Lead Agency plans to implement as the YoungStar rating tool in 2021.

8 Ensure Grantee Program Integrity and Accountability

Program integrity and accountability activities are integral to the effective administration of the CCDF program. Lead Agencies are required to describe in their Plan effective internal controls that ensure integrity and accountability while maintaining the continuity of services (98.16(cc)). These accountability measures should address reducing fraud, waste, and abuse, including program violations and administrative errors.

This section includes topics on internal controls to ensure integrity and accountability and processes in place to investigate and recover fraudulent payments and to impose sanctions on clients or providers in response to fraud. Respondents should consider how fiscal controls, program integrity and accountability apply to:

- Memorandums of understanding within the Lead Agency's various divisions that administer or carry out the various aspects of CCDF
- MOU's, grants, or contracts to other state agencies that administer or carry out various aspects of CCDF
- Grants or contracts to other organizations that administer or carry out various aspects of CCDF such as professional development and family engagement activities

-- Internal processes for conducting child care provider subsidy

8.1 Internal Controls and Accountability Measures To Help Ensure Program Integrity

8.1.1 Check and describe how the Lead Agency ensures that all its staff members and any staff members in other agencies who administer the CCDF program through MOUs, grants and contracts are informed and trained regarding program requirements and integrity. Check all that apply:

Train on policy manual

Describe:

The Lead Agency provides Child Care New Worker training to all staff. The training includes information from Chapters 3 and 4 of the Wisconsin Shares Child Care Subsidy Program Policy Manual. Chapter 3 contains policies and procedures related to payments through the MyWICChildCare Electronic Benefit Transfer (EBT) card. Chapter 4 contains policies and procedures related to client and provider program integrity. New Worker training emphasizes the importance of enforcing compliance and integrity of the Wisconsin Shares and YoungStar programs by monitoring, investigating, and recovering misapplied funds. In addition, specialized Program Integrity training is offered to both Lead Agency staff and local agency staff. This training covers the five guiding principles of program integrity: prevention, detection, investigation, sanction, and collection.

Train on policy change notices

Describe:

The Lead Agency provides training to local agency child care staff throughout the state regarding current policies related to program integrity as well as updates to policies and procedures. Staff are required to complete Child Care New Worker training within six months of beginning employment. New Worker training emphasizes the importance of enforcing compliance and integrity of the Wisconsin Shares and YoungStar programs by monitoring, investigating, and recovering misapplied funds. In addition, specialized Program Integrity training is offered to both Lead Agency staff and local agency staff. This training covers the five guiding principles of program integrity: prevention, detection,

investigation, sanction, and collection. Operations Memos are released and distributed to Lead Agency staff and local agency staff when new program integrity related policies and procedures are issued. Operations Memos are also reviewed during quarterly Child Care Program Committee and Child Care Advisory Committee meetings attended by Lead Agency and local agency staff. Technical Assistance user guides are updated on a regular basis to provide instruction to local agencies on policies, procedures and system enhancements. The Lead Agency provides a Program Integrity Technical Assistance mailbox that is utilized by local agency workers for questions related to program integrity policies and procedures. A total of 2,962 technical assistance requests were received in 2017. A Child Care Fraud mailbox is also available to local agency workers and to the general public for reporting suspected child care fraud.

Ongoing monitoring and assessment of policy implementation

Describe:

The Lead Agency hosts regular meetings with representatives from local agencies and external stakeholders to provide information on updated policies and procedures related to program integrity and to receive feedback on the implementation of new policies and procedures at the local level. Additional workgroups have been organized with representatives from counties and tribes related to the MyWICChildCare initiative and CCDF requirements. The Lead Agency holds regular meetings with the Child Care Program Committee and Child Care Advisory Committee in which local agencies and external stakeholders have an opportunity to provide input on the impact of child care program integrity policies and procedures. Quarterly meetings are held internally within the Lead Agency in order to provide staff with current information that is to be passed on to local agencies related to program integrity policies, procedures, and system enhancements. The Lead Agency conducts quarterly Targeted Case Reviews by selecting random samples of case files from each local agency to assure policies are implemented correctly.

Other

Describe:

8.1.2 Lead Agencies must ensure the integrity of the use of funds through sound fiscal management and must ensure that financial practices are in place (98.68 (a)(1)). Describe the processes in place for the Lead Agency to ensure sound fiscal management practices for all expenditures of CCDF funds. Check all that apply:

Verifying and processing billing records to ensure timely payments to providers

Describe:

Parents participating in the Wisconsin Shares Child Care Subsidy Program have the ability to make subsidy payments to their provider over the phone, online or, if the provider chooses to have an EBT swipe card reader, parents can make payments to the provider using their EBT card at the provider's facility. If the subsidy amount in the parent's account does not cover the total amount of the provider's price, parents are responsible for paying providers the difference between the subsidy amount and the provider price as well as any additional fees charged by the provider. Automated systems maintained by the Lead Agency track and store information related to subsidy funds loaded to a parent's EBT card as well as payments made by parents to the provider. The system also retains information on funds that expire off the EBT card after 90 days of inactivity, as well as funds that are retracted by the Lead Agency in circumstances where clients were not eligible for the level of subsidy received.

Fiscal oversight of grants and contracts

Describe:

The Lead Agency requires contracted local agencies to submit a Fraud Plan annually that outlines the agency's procedures for fraud detection and prevention. Local agencies report statistics on their program integrity related activities through their Fraud Plan. The Lead Agency contracts with United Migrant Opportunity Services (UMOS) to provide care for children of migrant farmworkers. UMOS contract expenditures are monitored by the Lead Agency on a monthly basis.

Tracking systems to ensure reasonable and allowable costs

Describe:

Both the Lead Agency and local agency contractors are subject to annual single audit guidelines to ensure proper fiscal controls. The Lead Agency implements a series of

performance measures annually with local agencies to measure contract compliance and specific contracted tasks. The Lead Agency performs annual quality assurance reviews in which targeted policies are reviewed and a sampling of cases processed by the local agency is audited to confirm compliance with policy. A review of Federal Improper Payments is completed by the Lead Agency every three years to ensure that funds are properly applied to eligible families.

Other

Describe:

The Lead Agency has procedures in place to remove or retract funds that have been loaded to a parent's EBT card if it is discovered that the parent was ineligible for the level of subsidy received. This retraction process is done in an effort to avoid potential overpayments made by clients when completing payments to providers using subsidy funds for which the client was not eligible. A total of 3,703 retractions were completed in 2017 which resulted in \$1,585,909 being returned to the state. The Lead Agency offers providers the option to voluntarily repay any funds that have been incorrectly paid to the provider using a Voluntary Repayment Agreement form. A total of 1,041 voluntary repayments were completed in 2017 for a total amount of \$357,659 returned to the state.

8.1.3 Check and describe the processes that the Lead Agency will use to identify risk in their CCDF program. Check all that apply:

Conduct a risk assessment of policies and procedures

Describe:

Prior to the implementation of new program integrity policies and procedures, the Lead Agency as well as local agencies and other stakeholders conduct reviews to identify potential risk. An analysis is conducted of the potential impact new policies and procedures may have on families and local agency workers. After review and analysis is completed, the Lead Agency publishes and distributes to local agencies Operations Memos containing information on new program integrity policies and procedures. Before the MyWICChildCare EBT card initiative was implemented statewide, a pilot program was conducted in the Western region of the state in order to gauge the impact of the new EBT

card program. Data collected and analyzed during the pilot period was used to formulate best practices that were adhered to as the initiative was implemented in the balance of the state. An example of a policy that was tested by the Lead Agency prior to statewide release is the policy on hardship authorizations. Hardship authorizations may be granted to families experiencing unforeseen circumstances that inhibit them from utilizing the originally authorized child care provider during the current month. This policy was piloted by the Lead Agency in order to determine the specific circumstances that would qualify a family for a hardship authorization and the most efficient procedure for implementation of the policy.

Establish checks and balances to ensure program integrity

Describe:

The Lead Agency requires local agencies to utilize a process called Front End Verification as a method of fraud prevention. Front End Verification is a process of additional scrutiny for cases that exhibit characteristics of potential program violations or errors. When a case is referred for Front End Verification, the local agency performs a more in-depth verification than the routine verification for eligibility determination. The local agency verifies the accuracy of information provided by the client at application, review, or time of a change. Results are used in verifying eligibility for program services or for fraud investigation referrals when applicable. The Lead Agency hosts regular meetings with representatives from local agencies and external stakeholders to provide information on updated policies and procedures related to program integrity and to receive feedback on the impact of new policies and procedures at the local level. Additional workgroups have been organized with representatives from counties and tribes related to the MyWICChildCare initiative and CCDF requirements. The Lead Agency holds regular meetings with the Child Care Program Committee and Child Care Advisory Committee in which local agencies and external stakeholders have an opportunity to provide input on the impact of child care program integrity policies and procedures. Quarterly meetings are held internally within the Lead Agency in order to provide staff with current information that is to be passed on to local agencies related to program integrity policies, procedures, and system enhancements. The Lead Agency conducts quarterly Targeted Case Reviews by selecting random samples of case files from each local agency to identify administrative errors and program areas that the local agency may need assistance with. The Lead Agency provides in-person and online training and/or technical assistance to local agencies as needed. The Lead Agency also

conducts a review of Federal Improper Payments every three years. These reviews focus on eligibility determination, authorization, and correct issuance of subsidy funds. Using the data provided by the local agency fraud plan, the Lead Agency establishes a program integrity tier for each agency or consortium. The tier system identifies areas where additional training and technical assistance may be necessary.

Use supervisory reviews to ensure accuracy in eligibility determination

Describe:

The Lead Agency completes Quality Assurance, a multi-faceted tool used to ensure quality and accuracy in the application of Wisconsin Shares Policy. This equates to a higher level of service for the many families served by the Lead Agency and allows it to maintain the integrity of subsidy funds. The Quality Assurance process includes the weekly review of randomly selected cases using criteria closely aligned with the Targeted Case Reviews conducted by the Lead Agency, timely performance feedback, and the compilation of data used to promote proper payment practices for MyWICChildCare.

Other

Describe:

In order to protect subsidy funds from fraud and misuse, the Lead Agency updated Wis. Admin. Code Chapter DCF 201 to address issues related to the new system of issuing subsidy payments to parents using an EBT card. One of the components of the updated rule is the requirement for providers to have a written payment agreement with all families receiving Wisconsin Shares child care subsidy. The updated rule specifies that subsidy funds will not be distributed to parents who have not utilized subsidy funds within the previous 90 days. Child care providers are required to notify the local agency if the child of a parent who receives child care subsidy has not attended the provider within the previous 30 days. The updated rule specifies that a parent's attempt to sell access to the parent's subsidy account to an unauthorized person is considered an intentional program violation. The rule also specifies that providers are prohibited from possessing a parent's EBT card account number, PIN number, or any photo or other representation of the EBT card.

8.1.4 Lead Agencies conduct a wide variety of activities to fight fraud and ensure program integrity. Lead Agencies are required to have processes in place to identify fraud and other program violations to ensure program integrity. Program violations can include both intentional and unintentional client and/or provider violations, as defined by the Lead Agency. These violations and errors, identified through the error-rate review process may result in payment or nonpayment (administrative) errors and may or may not be the result of fraud, based on the Lead Agency definition. Check and describe any activities that the Lead Agency conducts to ensure program integrity.

a) Check and describe all activities that the Lead Agency conducts to identify and prevent fraud or intentional program violations. Include in the description how each activity assists in the identification and prevention of fraud and intentional program violations. Include a description of the results of such activity.

- Share/match data from other programs (e.g., TANF program, Child and Adult Care Food Program, Food and Nutrition Service (FNS), Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, Public Assistance Reporting Information System (PARIS)).

Describe

The Lead Agency participates in the production and investigation of Public Assistance Reporting Information Systems (PARIS) reports to detect clients who are receiving benefits in more than one state and to recover any subsidy funds paid to parents who were not eligible for the amount of subsidy received. From Quarter 2 2017 through Quarter 1 2018, 144 matches were received from the PARIS reports. Any instance discovered of a client receiving benefits from multiple states is entered as a fraud referral. When a match is received, a letter is sent to the corresponding state requesting information on benefit start and end date. Of the 144 letters sent, the Lead Agency received 91 responses from other states. This resulted in 10 referrals for fraud investigation.

- Run system reports that flag errors (include types).

Describe:

The Lead Agency develops red flag reports that collect and analyze data from clients and child care providers receiving CCDF funds. Each red flag is programmed with a

threshold to measure results that may indicate further investigation is needed for a particular client or provider. Examples of client red flag reports are: Unusual Parent Schedule (parent schedule does not align with child care need); Current Weekly Authorized Hours Greater Than 50; Current Schedules for Approved Parent Activity; EBT Cards Replaced within 12 Months; Funds About to Expire; Inactive EBT Cards for More Than 30 Days with a Balance; Expungement; and Multiple Providers Including Child Care Need Schedule. Examples of provider red flag reports are: Unusual Payment Timing; Payment Grouping; Provider Over Capacity; Child Mobility; and Reimbursement per Slot. In 2017, the Lead Agency and local agencies established a total of \$360,586 in provider overpayments for intentional violations, and \$245,792 in claims were established for client intentional program violation.

[Review enrollment documents and attendance or billing records](#)

[Describe:](#)

The Lead Agency requires providers to have a written payment agreement with each family that receives subsidy to attend their facility. Payment agreements are reviewed during the course of a provider investigation. If a provider is found to be out of compliance with the requirement to have a written payment agreement with each family receiving subsidy, the provider may receive technical assistance or sanction for multiple violations. Provider attendance records are also reviewed during the process of provider investigations. Any inaccuracies or discrepancies in provider records found during the course of an investigation may result in provider overpayments. Providers are also responsible to repay funds received when the provider was in violation of limits on regulated capacity related to the number of children in care. In 2017, the Lead Agency and local agencies established a total of \$360,586 in provider overpayments for intentional violations, and \$245,792 in claims were established for client intentional program violation.

[Conduct supervisory staff reviews or quality assurance reviews.](#)

[Describe:](#)

The Lead Agency conducts quarterly Targeted Case Reviews by pulling random samples of case files from each local agency to identify administrative errors and program areas that the local agency may need assistance with. Based on the results of the Targeted Case Reviews, the Lead Agency provides training and/or technical

assistance to local agencies as needed.

Audit provider records.

Describe:

The Lead Agency reviews provider attendance records during the process of provider investigations. Any inaccuracies or discrepancies in provider records found during the course of an investigation may result in provider overpayments. Providers are responsible to repay funds received when the provider was in violation of limits on regulated capacity related to the number of children in care. In 2017, the Lead Agency completed 757 provider investigations, including 575 preliminary investigations and 182 formal investigations. In 2017, the Lead Agency and local agencies established a total of \$360,586 in provider overpayments for intentional violations.

Train staff on policy and/or audits.

Describe:

Lead Agency staff who are responsible for completing audits utilize operations manuals as well as training from management on how to complete the audit process. Lead agency staff also receive policy updates through Operations Memos and unit meetings.

Other

Describe:

b) Check and describe all activities the Lead Agency conducts to identify unintentional program violations. Include in the description how each activity assists in the identification and prevention of unintentional program violations. Include a description of the results of such activity.

Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, PARIS).

Describe:

The Lead Agency participates in the production and investigation of Public Assistance Reporting Information Systems (PARIS) reports to detect clients who are receiving benefits in more than one state and to recover any subsidy funds paid to parents who

were not eligible for the amount of subsidy received. From Quarter 2 2017 through Quarter 1 2018, 144 matches were received from the PARIS reports. Any instance discovered of a client receiving benefits from multiple states is entered as a fraud referral. When a match is received, a letter is sent to the corresponding state requesting information on benefit start and end date. Of the 144 letters sent, the Lead Agency received 91 responses from other states. This resulted in 10 referrals for fraud investigation.

Run system reports that flag errors (include types).

Describe:

The Lead Agency develops red flag reports that collect and analyze data from clients and child care providers receiving CCDF funds. Each red flag is programmed with a threshold to measure results that may indicate further investigation is needed for a particular client or provider. Examples of client red flag reports are: Unusual Parent Schedule (parent schedule does not align with child care need); Current Weekly Authorized Hours Greater Than 50; Current Schedules for Approved Parent Activity; EBT Cards Replaced within 12 Months; Funds About to Expire; Inactive EBT Cards for More Than 30 Days with a Balance; Expungement; and Multiple Providers Including Child Care Need Schedule. Examples of provider red flag reports are: Unusual Payment Timing; Payment Grouping; Provider Over Capacity; Child Mobility; and Reimbursement per Slot. In 2017, the Lead Agency and local agencies established a total of \$253,443 in provider overpayments for unintentional provider error, and \$1,515,929 in claims were established for unintentional client error.

Review enrollment documents and attendance or billing records

Describe:

The Lead Agency requires providers to have a written payment agreement with each family that receives subsidy to attend their facility. Payment agreements are reviewed during the course of a provider investigation. If a provider is found to be out of compliance with the requirement to have a written payment agreement with each family receiving subsidy, the provider may receive technical assistance or sanction for multiple violations. Provider attendance records are also reviewed during the process of provider investigations. Any inaccuracies or discrepancies in provider records found during the course of an investigation may result in provider overpayments. Providers

are responsible to repay funds received when the provider was in violation of limits on regulated capacity related to the number of children in care. In 2017, the Lead Agency and local agencies established a total of \$253,443 in provider overpayments for unintentional provider error, and \$1,515,929 in claims were established for unintentional client error.

[Conduct supervisory staff reviews or quality assurance reviews.](#)

[Describe:](#)

The Lead Agency conducts quarterly Targeted Case Reviews by pulling random samples of case files from each local agency to identify administrative errors and program areas that the local agency may need assistance with. Based on the results of the Targeted Case Reviews, the Lead Agency provides training and/or technical assistance to local agencies as needed.

[Audit provider records.](#)

[Describe:](#)

The Lead Agency reviews provider attendance records during the process of provider investigations. Any inaccuracies or discrepancies in provider records found during the course of an investigation may result in provider overpayments. Providers are responsible to repay funds received when the provider was in violation of limits on regulated capacity related to the number of children in care. In 2017, the Lead Agency completed 757 provider investigations, including 575 preliminary investigations and 182 formal investigations. In 2017, the Lead Agency and local agencies established a total of \$253,443 in provider overpayments for unintentional provider error, and \$1,515,929 in claims were established for unintentional client error.

[Train staff on policy and/or audits.](#)

[Describe:](#)

Lead Agency staff who are responsible for completing audits utilize operations manuals as well as training from management on how to complete the audit process. Staff also receive policy updates through Operations Memos and unit meetings.

[Other](#)

Describe:

c) Check and describe all activities the Lead Agency conducts to identify and prevent agency errors. Include in the description how each activity assists in the identification and prevention of agency errors.

- Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, PARIS).

Describe:

The Lead Agency participates in the production and investigation of Public Assistance Reporting Information Systems (PARIS) reports to detect clients who are receiving benefits in more than one state and to recover any subsidy funds paid to parents who were not eligible for the amount of subsidy received. The Lead Agency also submits a Federal Improper Payment report every three years to identify administrative errors and conducts additional Targeted Case Reviews to ensure that subsidy funds are being used appropriately.

- Run system reports that flag errors (include types).

Describe:

The Lead Agency develops red flag reports that collect and analyze data from clients and child care providers receiving CCDF funds. Each red flag is programmed with a threshold to measure results that may indicate further investigation is needed for a particular client or provider. Examples of client red flag reports are: Unusual Parent Schedule (parent schedule does not align with child care need); Current Weekly Authorized Hours Greater Than 50; Current Schedules for Approved Parent Activity; EBT Cards Replaced within 12 Months; Funds About to Expire; Inactive EBT Cards for More Than 30 Days with a Balance; Expungement; and Multiple Providers Including Child Care Need Schedule. Examples of provider red flag reports are: Unusual Payment Timing; Payment Grouping; Provider Over Capacity; Child Mobility; and Reimbursement per Slot. In 2017, the Lead Agency and local agencies established a total of \$6,102 in provider overpayments for agency error, and \$51,163 in client overpayment claims were established for agency error.

- Review enrollment documents and attendance or billing records

Describe:

The Lead Agency requires providers to have a written payment agreement with each family that receives subsidy to attend their facility. Payment agreements are reviewed during the course of a provider investigation. If a provider is found to be out of compliance with the requirement to have a written payment agreement with each family receiving subsidy, the provider may receive technical assistance or sanction for multiple violations. Provider attendance records are also reviewed during the process of provider investigations. Any inaccuracies or discrepancies in provider records found during the course of an investigation may result in provider overpayments. Providers are responsible to repay funds received when the provider was in violation of limits on regulated capacity related to the number of children in care. In 2017, the Lead Agency and local agencies established a total of \$6,102 in provider overpayments for agency error, and \$51,163 in client overpayment claims were established for agency error.

Conduct supervisory staff reviews or quality assurance reviews.

Describe:

The Lead Agency conducts quarterly Targeted Case Reviews by pulling random samples of case files from each local agency to identify administrative errors and program areas that the local agency may need assistance with. Based on the results of the Targeted Case Reviews, the Lead Agency provides training and/or technical assistance to local agencies as needed.

Audit provider records.

Describe:

The Lead Agency reviews provider attendance records during the process of provider investigations. Any inaccuracies or discrepancies in provider records found during the course of an investigation may result in provider overpayments. Providers are responsible to repay funds received when the provider was in violation of limits on regulated capacity related to the number of children in care. In 2017, the Lead Agency completed 757 provider investigations, including 575 preliminary investigations and 182 formal investigations. In 2017, the Lead Agency and local agencies established a total of \$6,102 in provider overpayments for agency error, and \$51,163 in client overpayment claims were established for agency error.

Train staff on policy and/or audits.

Describe:

Lead Agency staff who are responsible for completing audits utilize operations manuals as well as training from management on how to complete the audit process. Staff also receive policy updates through Operations Memos and unit meetings.

Other

Describe:

8.1.5 The Lead Agency is required to identify and recover misspent funds as a result of fraud, and it has the option to recover any misspent funds as a result of errors.

a) Check and describe all activities that the Lead Agency uses to investigate and recover improper payments due to fraud. Include in the description how each activity assists in the investigation and recovery of improper payment due to fraud or intentional program violations. Include a description of the results of such activity. Activities can include, but are not limited to, the following:

Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

Any funds in excess of \$1 that are loaded to a parent's EBT card, for which the parent was ineligible and which the parent spent, are recovered. Additionally, funds paid to the provider during a period of ineligibility are recovered through a provider overpayment/collections process.

Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

Recover through repayment plans.

Describe:

The Lead Agency allows repayment agreements via monthly payments as follows: if the overpayment is under \$500, the debtor must pay monthly installments of at least

\$50 per month; if the overpayment is over \$500, the debtor must pay in equal monthly installments over 36 months. However, the minimum monthly payment is \$20 per month. Collection revenue in 2017 for repayment plans, tax intercept, lien and levy totaled \$2,345,050.

Reduce payments in subsequent months.

Describe:

Recover through state/territory tax intercepts.

Describe:

At Delinquency, the balance of any overpayment(s) is referred to the Wisconsin Department of Revenue for interception of any tax refund and credit, authorized under Wis. Statutes, s.49.85. Collection revenue in 2017 for repayment plans, tax intercept, lien and levy totaled \$2,345,050.

Recover through other means.

Describe:

At Delinquency, the balance is subject to both lien and levy collection actions. These actions are authorized under Wis. Statutes, s.49.195. A wage levy compels the debtor's employer to withhold up to 25% of the debtor's earnings and submit it to the State for payment. A warrant (lien) can be issued against the debtor as well. This creates a lien on all real and personal property and hinders the ability to purchase/sell property until the lien is satisfied. Collection revenue in 2017 for repayment plans, tax intercept, lien and levy totaled \$2,345,050.

Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

The Lead Agency established the Bureau of Program Integrity to investigate improper payments and collect Wisconsin Shares and YoungStar funds that were improperly authorized. The Bureau is housed in the Lead Agency's Division of Early Care and Education. It has 22 state employees, including program and policy analysts and auditors, who manage program integrity activities from Madison and Milwaukee offices. The Lead Agency provides program integrity services for Milwaukee County

and provides guidance and technical assistance to local agencies responsible for establishing overpayments for clients in the balance of the state. The unit includes a staff of 10 auditors who screen all child care program integrity referrals received by the Lead Agency.

In 2017, the Lead Agency received 3,280 referrals from red flag reports and the Child Care Fraud mailbox. After initial screening, referrals that are determined to be unsubstantiated and not warranting further investigation are closed. If the referral identifies an error that is correctable with technical assistance, a technical assistance letter is sent to the child care provider. A preliminary investigation is opened if the referral identifies potential risks that warrant further review and investigation. A formal investigation is opened if a preliminary investigation uncovers additional violations by the provider, a history of noncompliance, and/or indications of fraud or overpayment. In 2017, the Lead Agency screened 2,681 provider referrals and completed 174 formal investigations (6.1% of referrals). In 2017, the Lead Agency in Milwaukee County received 14,554 client referrals. Of the provider formal investigations, 30 resulted in no overpayment, 103 resulted in overpayment only, 22 resulted in overpayment and stipulation that the provider would follow program rules, and 27 resulted in provider termination. In 2017, \$360,586 in provider overpayments were established due to provider intentional program violations. The Lead Agency also established 72 client intentional program violations totaling \$245,792.

Child Care Client debt collection services are provided by the Lead Agency's Bureau of Finance, Collection Section. Collection services include: the operation of a call center for debtor inquiries; maintenance of collection systems and interfaces; negotiation of repayment agreements; central payment posting; collection activities which include the processing of liens, levies, and tax intercepts; administrative hearing support for delinquent collection actions; and overall financial management of receivables. The Collection Section collected \$2,171,463 for Child Care Client receivables in CY 2017.

Other

Describe:

b) Check any activities that the Lead Agency will use to investigate and recover improper payments due to unintentional program violations. Include in the description how each activity assists in the investigation and recovery of improper payments due to unintentional program violations. Include a description of the results of such activity. Activities can include, but are not limited to, the following:

- Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

Any funds in excess of \$1 that are loaded to a parent's EBT card, for which the parent was ineligible and which the parent spent, are recovered. Additionally, funds paid to the provider during a period of ineligibility are recovered through a provider overpayment/collections process.

- Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

- Recover through repayment plans.

Describe:

The Lead Agency allows repayment agreements via monthly payments as follows: if the overpayment is under \$500, the debtor must pay monthly installments of at least \$50 per month; if the overpayment is over \$500, the debtor must pay in equal monthly installments over 36 months. However, the minimum monthly payment is \$20 per month. Collection revenue in 2017 for repayment plans, tax intercept, lien and levy totaled \$2,345,050.

- Reduce payments in subsequent months.

Describe:

- Recover through state/territory tax intercepts.

Describe:

At Delinquency, the balance of any overpayment(s) is referred to the Wisconsin Department of Revenue for interception of any tax refund and credit, authorized under Wis. Statutes, s.49.85. Collection revenue in 2017 for repayment plans, tax intercept, lien and levy totaled \$2,345,050.

Recover through other means.

Describe:

At Delinquency, the balance is subject to both lien and levy collection actions. These actions are authorized under Wis. Statutes, s.49.195. A wage levy compels the debtor's employer to withhold up to 25% of the debtor's earnings and submit it to the State for payment. A warrant (lien) can be issued against the debtor as well. This creates a lien on all real and personal property and hinders the ability to purchase/sell property until the lien is satisfied. Collection revenue in 2017 for repayment plans, tax intercept, lien and levy totaled \$2,345,050.

Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

The Lead Agency established the Bureau of Program Integrity to investigate improper payments and collect Wisconsin Shares and YoungStar funds that were improperly authorized. The Lead Agency provides program integrity services for Milwaukee County and provides guidance and technical assistance to local agencies responsible for establishing overpayments for clients in the balance of the state. The unit includes a staff of 10 auditors who screen all child care program integrity referrals received by the Lead Agency. In 2017, the Lead Agency received 3,280 referrals from red flag reports and the Child Care Fraud mailbox. After initial screening, referrals that are determined to be unsubstantiated and not warranting further investigation are closed. If the referral identifies an error that is correctable with technical assistance, a technical assistance letter is sent to the child care provider. A preliminary investigation is opened if the referral identifies potential risks that warrant further review and investigation. A formal investigation is opened if a preliminary investigation uncovers additional violations by the provider, a history of noncompliance, and/or indications of fraud or overpayment. In 2017, the Lead Agency screened 2,681 provider referrals and completed 174 formal investigations (6.1% of referrals). Of the provider formal investigations, 30 resulted in no overpayment, 103 resulted in overpayment only, 22 resulted in overpayment and stipulation that the provider would follow program rules, and 27 resulted in provider termination. In 2017, \$253,443 in provider overpayments were established due to unintentional provider error, and 1,515,929 in client overpayments were established due to unintentional client error.

Other

Describe:

The Lead Agency conducts quarterly Targeted Case Reviews by selecting random samples of case files from each local agency to identify administrative errors and program areas that the local agency may need assistance with. The Lead Agency provides in-person and online training and/or technical assistance to local agencies as needed. The Lead Agency also conducts a review of Federal Improper Payments every three years. These reviews focus on eligibility determination, authorization, and correct issuance of subsidy funds.

c) Check and describe all activities that the Lead Agency will use to investigate and recover improper payments due to agency errors. Include in the description how each activity assists in the investigation and recovery of improper payments due to administrative errors. Include a description of the results of such activity.

Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

Any funds in excess of \$1 that are loaded to a parent's EBT card, for which the parent was ineligible and which the parent spent, are recovered. Additionally, funds paid to the provider during a period of ineligibility are recovered through a provider overpayment/collections process.

Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

Recover through repayment plans.

Establish a unit to investigate and collect improper payments.

The Lead Agency allows repayment agreements via monthly payments as follows: if the overpayment is under \$500, the debtor must pay monthly installments of at least \$50 per month; if the overpayment is over \$500, the debtor must pay in equal monthly installments over 36 months. However, the minimum monthly payment is \$20 per month. Collection revenue in 2017 for repayment plans, tax intercept, lien and levy

totaled \$2,345,050.

Reduce payments in subsequent months.

Describe:

Recover through state/territory tax intercepts.

Describe:

At Delinquency, the balance of any overpayment(s) is referred to the Wisconsin Department of Revenue for interception of any tax refund and credit, authorized under Wis. Statutes, s.49.85. Collection revenue in 2017 for repayment plans, tax intercept, lien and levy totaled \$2,345,050.

Recover through other means.

Describe:

At Delinquency, the balance is subject to both lien and levy collection actions. These actions are authorized under Wis. Statutes, s.49.195. A wage levy compels the debtor's employer to withhold up to 25% of the debtor's earnings and submit it to the State for payment. A warrant (lien) can be issued against the debtor as well. This creates a lien on all real and personal property and hinders the ability to purchase/sell property until the lien is satisfied. Collection revenue in 2017 for repayment plans, tax intercept, lien and levy totaled \$2,345,050.

Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

The Lead Agency established the Bureau of Program Integrity to investigate improper payments and collect Wisconsin Shares and YoungStar funds that were improperly authorized. The Bureau is housed in the Lead Agency's Division of Early Care and Education. It has 22 state employees, including program and policy analysts and auditors, who manage program integrity activities from Madison and Milwaukee offices. The Lead Agency provides program integrity services for Milwaukee County and provides guidance and technical assistance to local agencies responsible for establishing overpayments for clients in the balance of the state. The unit includes a staff of 10 auditors who screen all child care program integrity referrals received by the

Lead Agency.

In 2017, the Lead Agency received 3,280 referrals from red flag reports and the Child Care Fraud mailbox. After initial screening, referrals that are determined to be unsubstantiated and not warranting further investigation are closed. If the referral identifies an error that is correctable with technical assistance, a technical assistance letter is sent to the child care provider. A preliminary investigation is opened if the referral identifies potential risks that warrant further review and investigation. A formal investigation is opened if a preliminary investigation uncovers additional violations by the provider, a history of noncompliance, and/or indications of fraud or overpayment. In 2017, the Lead Agency completed 757 provider investigations, including 575 preliminary investigations and 182 formal investigations. Of the provider formal investigations, 30 resulted in no overpayment, 103 resulted in overpayment only, 22 resulted in overpayment and stipulation that the provider will follow program rules, and 27 resulted in provider termination. In 2017, \$6,102 in provider overpayments were established due to agency error, and \$51,163 in client overpayments were established due to agency error.

Child Care Client debt collection services are provided by the Lead Agency's Bureau of Finance, Collection Section. Collection services include: the operation of a call center for debtor inquiries; maintenance of collection systems and interfaces; negotiation of repayment agreements; central payment posting; collection activities which include the processing of liens, levies, and tax intercepts; administrative hearing support for delinquent collection actions; and overall financial management of receivables. The Collection Section collected \$2,171,463 for Child Care Client receivables in CY 2017.

Other

Describe:

8.1.6 What type of sanction will the Lead Agency place on clients and providers to help reduce improper payments due to program violations? Check and describe all that apply:

- Disqualify the client. If checked, describe this process, including a description of the appeal process for clients who are disqualified.

Describe:

Clients who have committed an intentional program violation follow a three-strike rule. After the first violation, a client is suspended from receiving program funds for six months. After the second violation, the client is suspended for 12 months. A third violation results in a permanent suspension from the program. Clients are notified in writing of all decisions and violations and have 30 days to appeal the program violation. If there is an associated overpayment with the program violation, the client has 45 days to appeal the amount of overpayment. Requests for appeals are sent to the Wisconsin Department of Administration, Division of Hearings and Appeals (DHA). DHA will then assign an Administrative Law Judge (ALJ) to hold a hearing for the appeal.

- Disqualify the provider. If checked, describe this process, including a description of the appeal process for providers who are disqualified.

Describe:

Providers who are found by an investigation to have committed an intentional program violation are terminated from the program and are permanently suspended from receiving Wisconsin Shares authorizations. Providers are notified in writing of all decisions and violations and have 30 days to appeal the program violation. If there is an associated overpayment with the program violation, the provider has 30 days to appeal the amount of overpayment. Requests for appeals are sent to the DHA, which will then assign an ALJ to hold a hearing for the appeal.

- Prosecute criminally.

Describe:

The Lead Agency has the option to refer providers or clients to the local District Attorney for criminal prosecution based on the severity of the program violation and the established fraudulent dollar amount.

Other.

Describe:

Appendix A: Background Check Waiver Request Form

Lead Agencies may apply for a temporary waiver for certain background check requirements if milestone prerequisites have been fully implemented. These waivers will be considered "transitional and legislative waivers" to provide transitional relief from conflicting or duplicative requirements preventing implementation, or an extended period of time in order for the state/territory legislature to enact legislation to implement the provisions (98.19(b)(1)) These waivers are limited to a one-year period and may be extended for at most one additional year from the date of initial approval.

Approval of these waiver requests is subject to and contingent on OCC review and approval of responses in section 5 questions 5.4.1 -- 5.4.4 to confirm that the milestones are met. If milestone prerequisites are not met, the waiver request will not be approved. Approved waivers would begin October 1, 2018 through September 30, 2019. If approved, States and Territories will have the option to renew these waivers for one additional year as long as progress is demonstrated during the initial waiver period. Separate guidance will be issued later on the timeline and criteria for requesting the waiver renewal.

Overview of Background Check Implementation deadlines

Original deadline for implementation (658H(j)(1) of CCDBG Act): September 30, 2017

Initial one-year extension deadline (658H(j)(2) of CCDBG Act): September 30, 2018

One-year waiver deadline (45 CFR 98.19(b)(1)(i)): September 30, 2019

Waiver deadline one-year renewal (45 CFR 98.19(b)(1)(ii)): September 30, 2020

Waiver approval for new (prospective) staff, existing staff or staff hired provisionally until background checks are completed, are subject to and contingent upon the OCC review and approval of responses to 5.4.9 that demonstrate that the state/territory requires: (1) the provider to submit the background check request before the staff person begins working; and (2)

pending the results of the background check, the staff person must be supervised at all times by an individual who has completed the background check.

To submit a background check waiver request, complete the form below.

Check and describe each background check provision for which the Lead Agency is requesting a time-limited waiver extension.

Appendix A.1: In-state criminal registry or repository checks with fingerprints requirements for existing staff. (See related question at 5.4.1 (b))

Describe the provision from which the state/territory seeks relief.

While the Lead Agency is conducting in-state criminal history searches for new and prospective individuals, the Agency is requesting relief from conducting these searches on existing child care individuals as cited under 45 CFR 98.43(b)(3)(i)(A).

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

A waiver will afford the Lead Agency time to conduct background checks on 50,000 existing child care individuals. Having additional time to analyze in-state criminal history records increases the accuracy and quality of the review process and better positions the Lead Agency to complete checks in a timely manner. This ensures that individuals have Lead Agency approved background checks and are suitable to work and/or reside at a child care program. It also affords the Lead Agency time to make additional improvements to its online regulatory system and further automate the background check process.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver. Per Wis. Statutes, s.48.685(2)(b)(1m) and (2)(am)(1), prior to 10/01/2018, providers were required to conduct background checks on child care staff, and the Lead Agency conducted background checks on caregivers and household members (non-client residents). Because these individuals have had prior criminal history checks, the risk to the health, safety and well-being of children is limited and will not be unduly compromised by the waiver.

Appendix A.2: In-state sex offender registry requirements for existing staff. (See related question at 5.4.2 (b))

Describe the provision from which the state/territory seeks relief.

The Lead Agency is currently conducting in-state sex offender registry searches for new and prospective individuals. However, the Agency is requesting relief from conducting these searches on existing child care individuals as cited under 45 CFR 98.43(b)(3)(ii).

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

A waiver will afford the Lead Agency time to conduct background checks on 50,000 existing child care individuals. The additional time to analyze in-state sex offender registry records increases the accuracy and quality of the review process and better positions the Lead Agency to complete checks in a timely manner. This ensures that individuals have Lead Agency approved background checks and are suitable to work and/or reside at a child care program. It also allows the Lead Agency additional time to create a web portal where individuals can request background checks and view their results.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver. Per Wis. Statutes, s.48.685(2)(b)(2m) and (2)(am)(2), prior to 10/01/2018, providers were required to conduct background checks on child care staff, and the Lead Agency conducted background checks on caregivers and household members (non-client residents). Because these individuals have had prior sex offender registry checks, the risk to the health, safety and well-being of children is limited and will not be unduly compromised by the waiver.

Appendix A.3: In-state child abuse and neglect registry requirements for existing staff. (See related question at 5.4.3 (b))

Describe the provision from which the state/territory seeks relief.

Currently, the Lead Agency is conducting in-state child abuse and neglect database searches for new and prospective individuals. Nonetheless, the Agency is requesting relief from conducting these searches on existing child care individuals as cited under 45 CFR 98.43(b)(3)(iii).

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

A waiver will afford the Lead Agency time to conduct background checks on 50,000 existing child care individuals. Having additional time to analyze in-state child abuse and neglect records increases the accuracy and quality of the review process and better positions the Lead Agency to complete checks in a timely manner. This ensures that individuals have Lead Agency approved background checks and are suitable to work and/or reside at a child care program. It also gives the Lead Agency additional time to implement computer system changes and develop user documentation that explains to child care individuals how to navigate the system.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver. Per Wis. Statutes, s.48.685(2)(b)(4m) and (2)(am)(4), prior to 10/01/2018, providers were required to conduct background checks on child care staff, and the Lead Agency conducted background checks on caregivers and household members (non-client residents). Because these individuals have had prior child abuse and neglect checks, the risk to the health, safety and well-being of children is limited and will not be unduly compromised by the waiver.

Appendix A.4: National FBI fingerprint search requirements for existing staff. (See related question at 5.4.4 (b))

Describe the provision from which the state/territory seeks relief.

While the Lead Agency is conducting national FBI fingerprint criminal history searches for new and prospective individuals, the Agency is requesting relief from conducting these searches on existing child care individuals as cited under 45 CFR 98.43(b)(1).

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

A waiver will afford the Lead Agency time to conduct background checks on 50,000 existing child care individuals. Having additional time to analyze national FBI fingerprint records increases the accuracy and quality of the review process and better positions the Lead Agency to complete checks in a timely manner. This ensures that individuals have passed Lead Agency approved background checks and are suitable to work and/or

reside at a child care program. It also permits the Lead Agency further time to educate child care providers on the new five-year FBI fingerprint requirement.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver. Per Wis. Statutes, s.48.685(2)(br), prior to 10/01/2018, providers receiving CCDF funds were required to conduct background checks on child care staff, and the Lead Agency conducted background checks on caregivers and household members (non-client residents). Because these individuals have had a national FBI fingerprint search, the risk to the health, safety and well-being of children is limited and will not be unduly compromised by the waiver.

- Appendix A.5:** National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) search requirements for new or prospective staff. (See related question at 5.4.5 (a))

Describe the provision from which the state/territory seeks relief.

The Lead Agency is seeking relief from conducting National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) searches for new and prospective individuals as cited under 45 CFR 98.43(b)(2).

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

A waiver will afford the Lead Agency the time needed to collaborate with the Wisconsin Department of Justice and program NCIC NSOR results into the pre-existing private interface. The Lead Agency will be required to pay for the development costs for this implementation. The expected completion date for this requirement is 6/30/2019. Having integrated NCIC NSOR results will provide access to data not currently available to the Lead Agency and ensure the information can be considered when analyzing child care background checks.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver. While the Lead Agency does not yet have access to NCIC NSOR data, per Wis. Statutes, s.48.686(2)(am)(2) it is required to conduct a sex offender registry search. It complies with this requirement by searching the National Sex Offender Public Website

(NSOPW). Because new and prospective individuals will have a national sex offender registry search, the risk to the health, safety and well-being of children is limited and will not be compromised by the waiver.

- Appendix A.6:** National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) search requirements for existing staff. (See related question at 5.4.5 (b))

Describe the provision from which the state/territory seeks relief.

The Lead Agency is seeking relief from conducting National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) searches for existing child care individuals as cited under 45 CFR 98.43(b)(2).

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

A waiver will afford the Lead Agency the time needed to collaborate with the Wisconsin Department of Justice and allow for the programming of NCIC NSOR results into the pre-existing private interface. The Lead Agency will be required to pay for the development costs for this implementation. The expected completion date for this requirement is 6/30/2019. Having integrated NCIC NSOR results will provide access to data not currently available to the Lead Agency and ensure the information can be considered when analyzing child care background checks.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver. While the Lead Agency and child care providers did not have access to NCIC NSOR data prior to 10/01/2018, per Wis. Statutes, s48.685(2)(am)(2) and (2)(b)(2m) providers were required to check a sex offender registry and the Lead Agency searched the National Sex Offender Public Website (NSOPW). Because individuals have had prior sex offender registry searches, the risk to the health, safety and well-being of children is limited and will not be compromised by the waiver.

- Appendix A.8:** Interstate criminal registry or repository check for existing staff. (See related question at 5.4.6 (b))

Describe the provision from which the state/territory seeks relief.

While the Lead Agency is currently conducting interstate criminal history searches for

new and prospective individuals, the Agency is requesting relief from conducting these searches on existing child care individuals as cited under 45 CFR 98.43(b)(3)(i)(B).

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

A waiver will afford the Lead Agency time to conduct background checks on 50,000 existing child care individuals. Having additional time to analyze interstate criminal history records increases the accuracy and quality of the review process and better positions the Lead Agency to complete checks in a timely manner. This ensures that individuals have Lead Agency approved background checks and are suitable to work and/or reside at a child care program. This will also give the Agency additional time to develop enhanced procedures for an increase in requests for out-of-state records.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver. Per Wis. Statutes, s.48.685(2)(bm), prior to 10/01/2018, providers were required to conduct background checks on child care staff, and the Lead Agency conducted background checks on caregivers and household members (non-client residents). Because these individuals have had prior interstate criminal records checks, the risk to the health, safety and well-being of children is limited and will not be compromised by the waiver.

Appendix A.10: Interstate sex offender registry or repository check for existing staff. (See related question at 5.4.7 (b))

Describe the provision from which the state/territory seeks relief.

While the Lead Agency is conducting interstate sex offender registry searches for new and prospective individuals, the Agency is requesting relief from conducting these searches on existing child care individuals as cited under 45 CFR 98.43(b)(3)(ii).

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

A waiver will afford the Lead Agency time to conduct background checks on 50,000 existing child care individuals. Having additional time to analyze interstate sex offender records increases the accuracy and quality of the review process and better positions the Lead Agency to complete checks in a timely manner. This ensures that individuals have

Lead Agency approved background checks and are suitable to work and/or reside at a child care program. This will also give the Agency additional time to develop enhanced procedures for an increase in requests for out-of-state records.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver. Per Wis. Statutes, s.48.685(2)(bm), prior to 10/01/2018, providers were required to conduct background checks on child care staff, and the Lead Agency conducted background checks on caregivers and household members (non-client residents). Because these individuals have had prior interstate sex offender registry checks, the risk to the health, safety and well-being of children is limited and will not be compromised by the waiver.

Appendix A.12: Interstate child abuse and neglect registry check for existing staff. (See related question at 5.4.8 (b))

Describe the provision from which the state/territory seeks relief.

While the Lead Agency is conducting interstate child abuse and neglect registry searches for new and prospective individuals, the Agency is requesting relief from conducting these searches on existing child care individuals as cited under 45 CFR 98.43(b)(3)(iii).

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

A waiver will afford the Lead Agency time to conduct background checks on 50,000 existing child care individuals. Having additional time to analyze interstate child abuse and neglect records increases the accuracy and quality of the review process and better positions the Lead Agency to complete checks in a timely manner. This ensures that individuals have Lead Agency approved background checks and are suitable to work and/or reside at a child care program. This will also give the Agency additional time to develop enhanced procedures for an increase in requests for out-of-state records.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver. Per Wis. Statutes, s.48.685(2)(bm), prior to 10/01/2018, providers were required to conduct background checks on child care staff, and the Lead Agency conducted background checks on caregivers and household members (non-client residents).

Because these individuals have had prior interstate child abuse and neglect records checks, the risk to the health, safety and well-being of children is limited and will not be compromised by the waiver.