

## GUIDELINES FOR CHILD CARE WAIVERS

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Reference Child Care Manual 13.2, 13.1, 5.1.1.1 and Ops Memo 12-60

Parents who are Self Employed as a Regulated Child Care provider, either Licensed or Certified and requires child care for their child(ren), Must apply for and receive a Waiver to send their child(ren) to another child care provider.

*Note: Self Employment as an Unregulated Childcare provider is not considered to be an approved activity for Wisconsin Shares. See CC Manual 5.1.1.1*

If the parent is requesting child care for multiple children, a separate waiver must be submitted for each child. An approved waiver is valid for 12 months. The waiver must be granted or denied within ten (10) business days of receipt of the completed waiver application.

### Waiver Process

1. Determine if the parent is a Certified or Licensed Child Care Provider
2. If NO, then the parent is not considered to be in an approved activity and child care should be denied for no approved activity.
3. If YES, inform parent that they are not eligible for Wisconsin Shares Unless the parent applies for and receives a CC Waiver.
4. Explain to the parent the reasons for a CC Waiver (see CC Manual 13.2)
5. If the parent does not meet one of the CC Waiver reasons or does not request a CC Waiver, enter a "No" for that person on the Approved Activity Status page in CWW and CC will be denied.
6. If parent is seeking a CC Waiver, enter "? Unknown" for that person on the Approved Activity Status page in CWW.
7. On the VCL, worker needs to add the following text to the notice:  
**"Families of regulated child care providers are not eligible for Wisconsin Shares Child Care assistance unless a waiver is granted by the local agency under limited circumstances. If you need a Waiver Request Form, contact Lead Child Care Worker, Jessica Miller at 608-242-7454. Complete the form and send it to the agency as instructed in this letter."**
8. Worker will email the Lead Childcare Worker that their case is requesting a CC Waiver
9. Lead CC Worker will mail the parent a CC Waiver Form (DCF-F-432-E)
10. Once the CC Waiver is received back with the appropriate documents, the Lead Childcare Worker will either Approve or Deny the CC Waiver
11. If the waiver form is not returned timely or If the waiver is denied, the Lead Childcare Worker will change the Approved Activity to "No" and child care will be denied for no approved activity
12. If the waiver is granted, the Lead Childcare Worker will enter "Yes" for that person on the Approved Activity Status page, run eligibility, and enter appropriate authorization
13. Lead Childcare worker will track all CC Waivers on spreadsheet, make copy of the CC Waiver and send CC Waiver to ECF