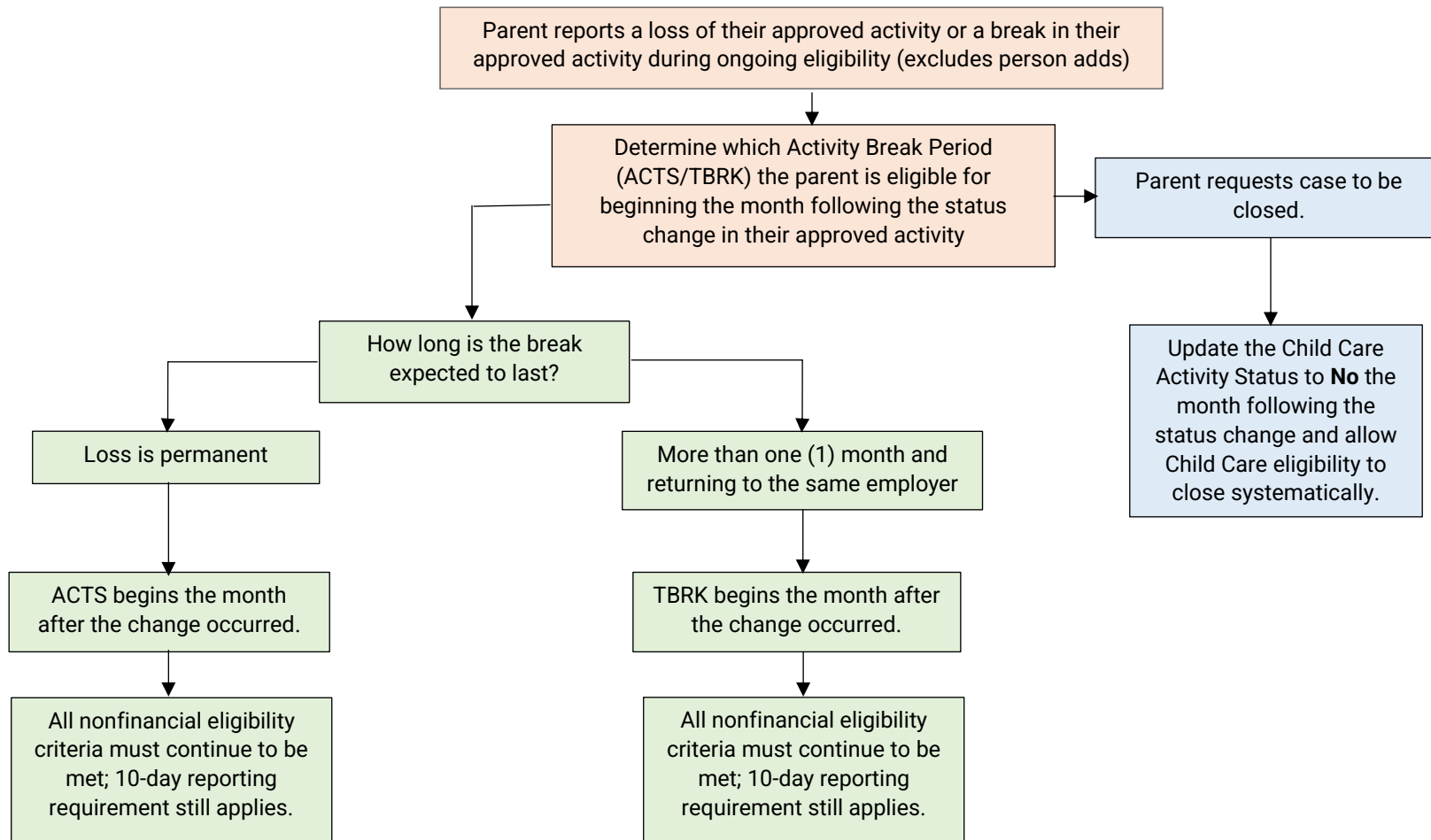


ACTS/TBRK Eligibility Determination Flowchart and Reminders Desk Aid

Wisconsin Shares Handbook 5.3 – 5.3.8



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Other Miscellaneous Policy Reminders	Approved Activity Reminders	Process Reminders
<ul style="list-style-type: none"> Parents are not limited to one ACTS or one TBRK period in a 12-month eligibility period. A parent must be engaged in a verified approved activity between each ACTS or TBRK periods. ACTS and TBRK cannot be consecutive (aka: back-to-back). Parents cannot start an ACTS or TBRK period at application, renewal, or when an eligible adult is added to an assistance group (person add). Parents are not eligible to continue an ACTS period at their annual eligibility renewal. Parents must have a verified approved activity for the first month of the new eligibility period. Parents are eligible to continue a TBRK period that had already started prior to the annual renewal after they complete the renewal. However, parents are not allowed to start a new TBRK period the first month of a new eligibility period. 	<ul style="list-style-type: none"> Self-employed parents are eligible for ACTS or TBRK. Parents employed with a temporary employment agency need to be assessed on a case-by-case basis to see if they qualify for ACTS or TBRK. Teen parents enrolled in high school, parents employed with the school district or other school-year-based approved activities qualify for TBRK during the summer months. However, there must not be a gap between authorizations ending a new one beginning. (Authorizations may be extended through the TBRK period at the same level they were during the school-year.) Parents enrolled in education may be eligible in TBRK during semester breaks. <ul style="list-style-type: none"> The Education Tracking clock must be paused while a parent is in ACTS or TBRK. 	<ul style="list-style-type: none"> After ACTS or TBRK has been established on the Child Care Activity Status page, do not update that page until a new approved activity has been verified. If an approved activity is not verified, the parent remains in ACTS or TBRK until the period ends. ACTS and TBRK should begin the month following the change; it should not be entered for the month following <i>when</i> the change was reported. Note: A backdated start date may be needed if a parent failed to report the change timely. When a parent reports a permanent loss or temporary break in approved activity, automatically update the Approved Activity Status to ACTS or TBRK based on the change reported. <ul style="list-style-type: none"> Do not pend eligibility to see if the parent continues to need child care. Do not close eligibility unless the parent requests Child Care to close. Close eligibility if the parent does not meet ACTS/TBRK eligibility criteria. When a parent begins ACTS or TBRK, Education Tracking is ended on the last day of the month, prior to ACTS/TBRK beginning, unless Education Tracking was scheduled to end sooner. New begin dates would align with the new approved activity.