



# **Wisconsin Shares Child Care SWICA Discrepancies**

*Desk Aid*

May 2022

Division of Early Care and Education

# Wisconsin Shares Child Care SWICA Discrepancies and Ongoing Eligibility Desk Aid

## Background

Since June of 2020, system logic pertaining to State Wage Information and Collection Agency (SWICA) discrepancies has been updated to provide more robust functionality. Nothing has changed about the process for updating income as a result of a SWICA discrepancy. The following sources are still valid:

- [Wisconsin Shares Handbook Section 1.5.12.4](#)
- [Process Help Section 44.4.2.2: SWICA](#)
- [Process Help Section 44.7.3: Cross-Program Workflow for Processing SWICA Discrepancies](#)

Local agencies do not need to “screen out” any SWICAs, because CWW **will not create a discrepancy** if **any** of the following criteria are met:

- There were only foster children or children in a court-ordered kinship placement whose relative is approved to receive the Kinship Care payment on the case.
- The SWICA discrepancy shows that income was below 85% SMI during the SWICA quarter and:
  - The case was below 190% FPL for every month since the last renewal; or
  - The case was at or above 190% FPL for at least one month since the last renewal, but the income difference for all eligible adults in the Assistance Group (AG) was not \$250 or more for any month in the quarter; or
  - The case completed an application or renewal within the SWICA quarter, but the income difference for all eligible adults in the AG was not \$250 or more for the application or renewal month.

## Wisconsin Shares Handbook Section 1.5.12.4

Recall the steps to processing a SWICA match:

1. Review SWICA details and case information.
2. If necessary, pend for verification.
3. If verification is received by due date, update the case as needed.
4. If no verification is received by due date, update the case with applicable failing code:
  - If there was an application or renewal during the SWICA quarter and verification is not provided, manually fail with reason code 767.

- If the SWICA income was over 85% SMI and verification is not provided, manually fail with reason code 767.
- If the SWICA income that isn't verified is for a person added to the group during the SWICA quarter, manually fail with reason code 759.
- If none of the above occurred, **do not end ongoing eligibility**, even if the income isn't verified.

## Case Corrections and Overpayments

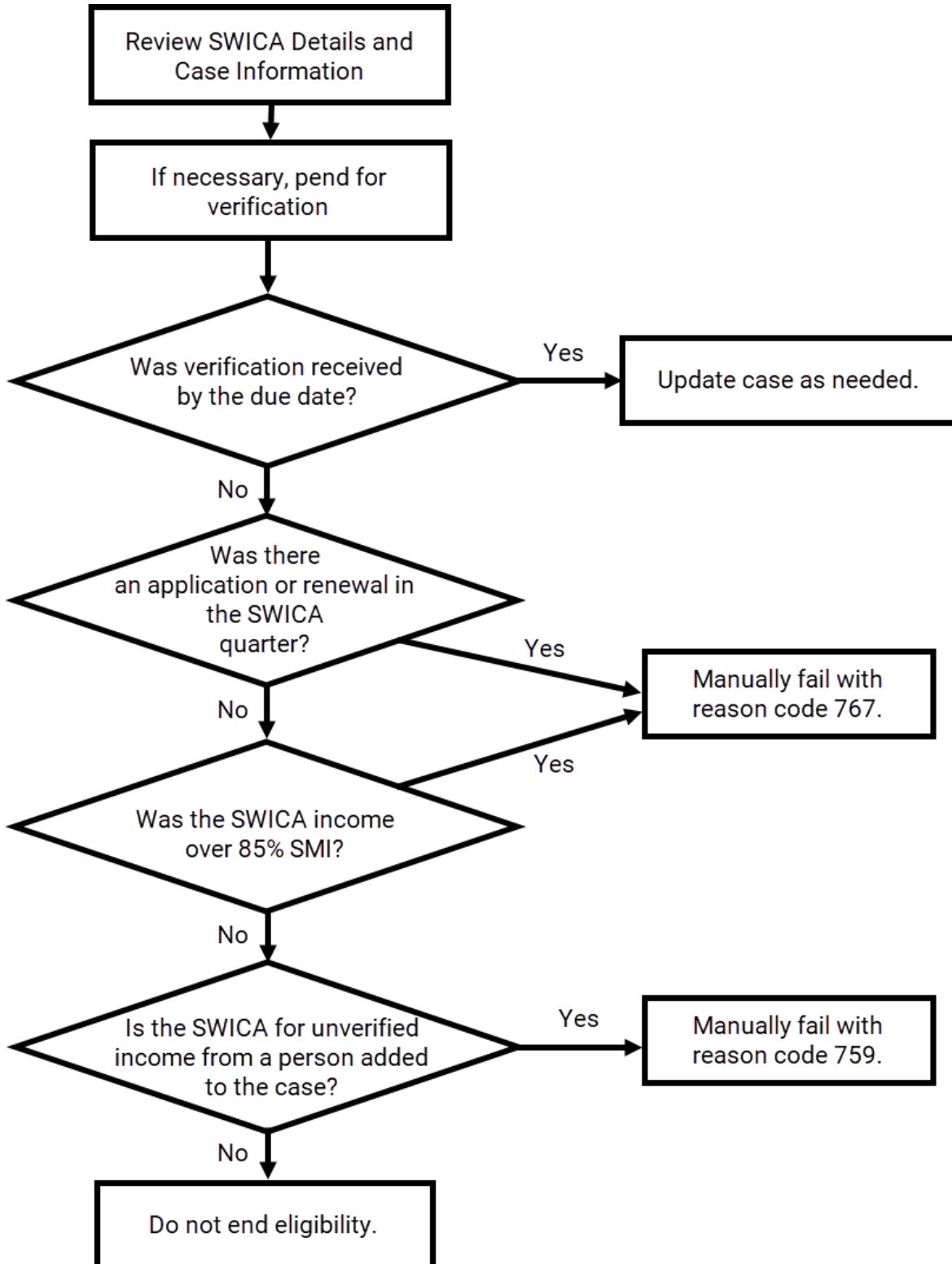
1. After the case has been updated with verified or not verified code and ongoing eligibility is confirmed, complete the corrections in PLBC to determine if there would have been an impact to benefits using the SWICA dollar amounts. See the PLBC User Guide in the [CSAW SharePoint](#).
  - If there **would have been a difference** in the subsidy amount, enter in BRITS (if not already entered).
  - If there **would not have been a difference**, then there's no need for a BRITS referral.
2. Conduct an investigation, including requesting verification from the parent's employer. See the template in the [Program Integrity Resource Library](#). Historical EVFEs can be mailed from the **Manual Letter Selection** page in CWW:

The screenshot displays the 'Manual Letter Selection' interface in the CARES Worker Web. At the top, the user's ID and name are visible, along with a 'Quick Select' dropdown set to 'CASE/RFA'. A navigation menu on the left lists various tools and functions, with 'Manual Letter Selection' highlighted. The main content area is titled 'Manual Letter Selection' and contains a 'Search Criteria' section. Under 'Letter Selection', three radio buttons are present: 'Generate a Manual Letter', 'Generate a Free Format Letter', and 'Generate Historical EVFE' (selected). Below these are input fields for 'Program Code' (CC - Child Care and IM - Health), 'Letter Code' (HISTORICAL EVFE), 'Case / RFA' (1234567890), and 'PIN'. Two 'Go' buttons are located at the bottom right of the form, with a mouse cursor clicking the lower one.

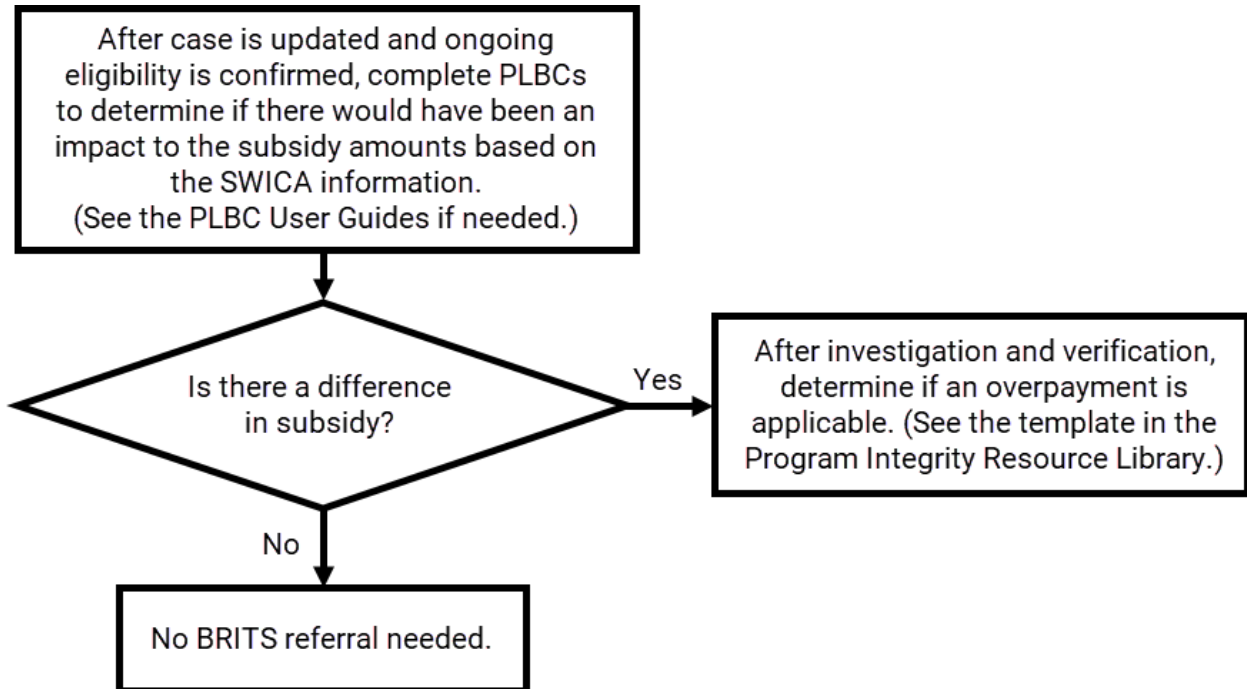
3. If applicable, establish an overpayment after completing the investigation and obtaining verification.

# Reference Flowcharts

## Processing a SWICA Match



## Case Corrections and Overpayments



## PLBC Reason Codes

**Reason Codes: "Eligibility Error" versus "Prior Income/AG Error – Copayment"** (PLBC User Guide p. 13)

- Use the "Eligibility Error" Reason Code for any months which **have an error** in the income and/or AG size.
- Use the "Prior Income/AG Error – Copayment" Reason Code for months that **have no error** in income and/or AG size **but follow a month which did have an error** in income and/or AG size.

## Overpayments and the C9 Verification Code

While investigating a referral, check if the C9 verification code was used on the case during the violation period.

- If the C9 verification code was used, request verification and update the case.
- If the C9 verification code was used, overpayments are for Intentional Program Violations (IPVs) only.

If the C9 verification code was used improperly after July 19, 2021, it is considered an agency error. If the C9 verification code was not used and verification was collected, refer to the regular policies outlined in the Wisconsin Shares Handbook.

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