

# CCBG It's all about Continuity of Care



<https://def.wisconsin.gov/childcare/ccdbg>

## Copayment Periods

### Copayment Stabilization Period (pg. 9-11 CCDBG PG) - <190% FPL

- \*Copayment per hour will NOT increase with FPL increases although in some situations there may be overall subsidy increases (see pg 9-10 CCDBG PG)
- \*Copayment per hour will decrease with FPL decreases
- \*FPL used for copayment calculation is capped- it can decrease but it can't increase
- \*In this phase the copayment is capped at the lowest level reported during the 12 month eligibility period

### Gradual Phase Out Period (pg. 12 CCDBG PG) - 190-199.99% FPL

- \*Reactionary to changes-subsidy calculation and copayment per hour can increase or decrease
- \*If the case goes below 190% FPL moves into Stabilization Period and remains there until next renewal
- \*If the case goes above 200% the copayment level is capped at 200% and remains in GPO until next renewal

### Exit Period (pg. 12-13 CCDBG PG) - 200% FPL-85% SMI

- \*Can only start at a renewal
- \*Reactionary to changes-subsidy calculation and copayment per hour can increase or decrease
- \*Copayment continues to increase until subsidy is \$0 or a family reaches 85%SMI
- \*200% FPL applies in addition to \$1 family copay for every \$3 income increase above 200% (pg. 13 CCDBG PG)

[Wisconsin Shares Copayment Schedule](#)

## Early Renewals (pg. 28-29 CCDBG PG)

### OPs Memo 18-28

- \*No early renewals for CC only cases. **HARD STOP** in CWW and ACCESS
- \*Child Care cases open with another program can do an early renewal ONLY if the other program has a current renewal due and the renewal is initiated after AA the month prior to the renewal date. There will be a **soft stop** to explain potentially harmful consequences

*Example:*

*FS renewal due 10/31*

*CC renewal due 12/31*

*AA is 09/19*

*Early renewal for CC can be initiated*

*09/20 or later*

**BEWARE: If an early renewal is initiated THERE IS NO WAY TO RETRACT IT!**

**\*\*\*WARNING\*\*\*** parents CAN submit a renewal between the second Friday and AA of month prior to renewal. If this happens, DO NOT PROCESS until after AA of the month prior to renewal. There will be NO hard stop.  
**\*Workers MUST NOT adjust renewal dates in CWW so an earlier renewal can be completed**

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## 4 Important CWW Changes

### Temporary Break or TBRK (pg. 32-36 CCDBG PG) [OPs Memo 18-27](#)

- \*Can continue through a renewal
- \*NOT acceptable approved activity at application or person add
- \*Break is at least 1 month but no longer than 3 months
- \*Will be a new drop down choice on Child Care Activity status page in CWW
- \*Authorization hours remain the same as existing authorization unless the parent requests a reduction of hours



### Ongoing Verification (pg. 18-22 CCDBG PG)

#### Non-financial Changes that MUST be reported:

- \*Change in address
- \*Change in where family is staying
- \*Change in child care need
- \*Change in approved activity
- \*Change in HH composition

#### Financial changes that MUST be reported:

- \*If assistance group at or < 185% FPL; EI and UI changes of \$250+
- \*If assistance group > 185% FPL; EI and UI that exceed the next 5% FPL (**threshold \$** to report will be in their notices)

#### Provider changes that MUST be reported:

- \*Licensed provider price discounts
- \*Change in child care provider (does not have to be reported within 10 days but has to be reported by the last business day of the month)



### Person Add (pg. 25-26 CCDBG PG)

Eligibility must be re-determined and a new authorization assessment must be completed (unless person add is minor child who doesn't need an auth)

#### Person add is parent (eligible adult) in AG:

- \*Gather required verifications and confirm eligibility
- NOTE: CWW won't fail for lack of financial verification at Person Add and a system override may need to be completed to manually fail eligibility**

- \*Complete a new authorization assessment
- \*Establish a new authorization
- \*Recalculate the subsidy amount
- Use PLBC to apply changes for the current month that **BENEFIT** the family

#### Person add is minor child that requires an authorization:

- \*Gather required verifications and confirm eligibility
- NOTE: CWW won't fail for lack of financial verification at Person Add and a system override may need to be completed to manually fail eligibility**

- \*Complete a new authorization assessment
- \*Establish a new authorization
- \*Recalculate the subsidy amount
- Use PLBC to apply changes for the current month that **BENEFIT** the family

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New Fall 2018

Hourly Copayment

- Hourly increments eliminate the threshold problem.
- An increase in authorized hours will never result in a decrease to the subsidy amount.
- Range from 15¢ to \$2.19 per hour based on FPL and number of children in care.

Hourly Copayments

- Below 200% FPL: Copayment per hour x Total Subsidized Hours = Family Copayment
- Above 200% FPL: Copayment per hour x Total Subsidized Hours = Initial AG Copayment
  - AG Copayment + Add'l Copay = Total AG Copayment



85% State Median Income (SMI)

AG Size	Loss of Eligibility (85% SMI)	Loss of Eligibility (Monthly Dollar Amount)
2	299% FPL	\$4,107
3	293% FPL	\$5,073
4	289% FPL	\$6,039
5	286% FPL	\$7,005
6	283% FPL	\$7,972
7	257% FPL	\$8,153
8	236% FPL	\$8,334
9	219% FPL	\$8,515
10	205% FPL	\$8,696



Eligibility will always end if AG exceeds 85% SMI.

Wow, that's different: Income Verification

- The case won't fail for failure to submit financial verification for an ongoing case.
- An enhancement has been made to allow auth end date to be extended if the end date is within the last 30 days. It can be extended up to the renewal date.
- New self-employment authorizations can be up to 50 hours for 12 months (pg.48 CCDBG PG). If a renewal falls during the 12 months continue using 50 hours until the 12 months is done. At the end of the 12 months a new assessment will have to be made

Authorizations: Make them as long as you're able, through the next renewal month if possible. OPs memo 18-43

Ways an ongoing case can fail (pg. 18 CCDBG PG)

- Monthly income exceeds 85% SMI
- Non-coop with CSA
- Move out of state
- No eligible children in the HH
- Not in approved activity (unless in activity search or temporary break)
- Lack of required verification (excluding EI or UI verification when change is reported)
- Person add who does not meet eligibility criteria

What has to be reported and when? (pg. 19-22 CCDBG PG)

OPs Memo 18-29

Changes must be reported within 10 calendar days and verifications submitted within 7 business days

Eligibility and Authorization Changes

- Change in address
- Change in where a family is staying
- Change in child care need
- Change in approved activity
- Household composition changes



Financial Changes

- ≤185% FPL income increases of \$250+
- > 185% FPL income increases that would exceed the next 5% FPL (this amount will be on their notice)

Provider Changes

- Licensed provider price discounts
- Change in Child Care provider

Can't pend for activity and EI at the same time (Pend income first. If income is not rec'd, then pend activity)

Changes to Ongoing Cases

Changes that could potentially affect now (pg.51-55 CCDBG PG)

- Provider price changes (apply to the following month)
- Increased provider price due to approved WI Shares Special Needs inclusion Rate Request form
- Provider regulation type change (apply the following month regardless of copayment period)
- Provider moves up in Youngstar rating (applies on new rating's effective date)
- Annual changes to FPL, SMI and copay Table changes
- Copayment type from regular to reduced copayment type (apply the following month)
- Income (depending on copayment period)
- AG size (depending on copayment period)
- Authorized hours (depending on copayment period)
- Fixing previous income/AG errors

Changes that won't affect until renewal (pg.51-55 CCDBG PG)

- Change in income during the stabilization period (unless over 85% SMI)
- Reductions in provider price due to child's age increase
- Expired WI Shares Special Needs inclusion Rate Request form (apply change at renewal, new form due)
- Provider drops to a 2 star rating for Youngstar: the subsidy amount decrease of 1% is not applied until next renewal
- Copayment type from reduced copayment type to regular will apply the following renewal

Hey, that sounds familiar

At application, program add, renewal, and person add (eligible adult): All non-financial and financial verification requirements remain the same (CC HB 1.5.10, 1.5.11, 1.5.12)

- Identity of the applicant and all parents in the Assistance Group
- Social Security Number (SSN) for children for whom assistance is requested
- Date of Birth of each Assistance Group Member
- Wisconsin Residency and Residence (home address)
- U.S. Citizenship of children
- Immigration status of children
- Marital status (can be self-declared unless questionable)
- Placement of children (can be self-declared)
- Approved activity
- Income



OPs Memo 18-27 TBRK

Activity Search vs Temporary Break (pg. 32-36 CCDBG PG)

- ACTS:** permanent activity loss, not expected to return to same activity. Can search use 3 months to find new activity.
- TBRK:** temporary activity loss, expected to return to same activity after 3 months
- Cannot have to break periods back to back
- ACTS and TBRK are both automatic unless parent specifically declines; authorized hours remain the same for up to 3 months
- No authorization prior to ACTS? No problem! The parent is still eligible based on the schedule that was in place prior to the loss.

"Copy From Prior Authorization" Button (pg.26 CCDBG PG)

When to use: when a change is reported and there is a decrease in hours but the parent opts to keep the same hours as previously authorized

When NOT to use: at application, at renewal, during person add