



Education Tracking

Desk Aid

December 2023

Division of Early Care and Education

Child Care Contact Information

For Wisconsin Shares policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at BROCCPolicyHelpDesk@wisconsin.gov.

For Program Integrity technical assistance, Child Care CARES/CWW and CSAW Processing Questions statewide, and policy questions in Milwaukee County, contact the Child Care Help Desk at: childcare@wisconsin.gov or 608-422-7200.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Division of Early Care and Education at 608-422-6002. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

Introduction

The CSAW Parent Education Tracker must be utilized to track a parent's 24-month education limit. There are two separate 24-month clocks, one for basic education and one for post-secondary education. **Education Tracking is entered by an authorization worker** when the parent obtains an authorization for an education activity that meets program requirements. It is important to **use the correct education tracking clock for the parent**. This desk aid provides instructions on when and how to use Education Tracking.

Note: The Education Tracking tab is in the navigation menu in CSAW. CSAW credentials are needed to access the system.

Definition of Education Tracking

When a parent **has education as an approved activity**, the Education Tracking page in CSAW must be used to record the parent's educational history. Parents have a 24-month lifetime limit per each education clock: basic education and post-secondary education.

When Will It Be Used

Education Activities that must be tracked include:

- **Basic Education:** GED/HSED or High School Equivalent if parent is age 20 or older
- **ESL or Literacy Tutoring** regardless of the parent's age
- **Technical College or courses leading to employment** regardless of the parent's age

When Will It Not Be Used

Education Tracking **should not be used** in the following situations:

- A parent is participating in a Wisconsin Works (W-2) placement or tribal TANF, and education is part of the parent's Employability Plan (EP) or Individual Self-Sufficiency Plan (ISP)
- A parent is under 20 years of age and is enrolled in high school or a course of study that meets state public instruction high school equivalency standards

Locating and Entering Education Tracking

EBT CSAW Menu

[Home](#)
[Dashboard](#)
[Assignments Search](#)
[Inbox Search](#)
[Appointments](#)
[EBT Case](#)
[Case Search](#)
[Case Activity Summary](#)
[Education Tracking](#) **1**
[Case Summary](#)
[Case Comments Summary](#)
[Messages](#)
[Text Messages](#)
[Case Activity Summary](#)
[Case Summary-EBT](#)
[Parent](#)
[Child](#)
[Authorization Menu](#)
[New Authorization](#)
[Case Activity Summary](#)
[Case Summary-EBT](#)
[Existing Authorizations](#)
[Search by Case](#)
[Case Utilization](#)
[Education Tracking](#)
[End/Delete Authorization/s](#)
[Issuance History](#)
[Adjustment Requests](#)
[School Bank Hours](#)
[Search by Provider](#)
[Location Details](#)

Case Summary

Case Details

Case Number

910468

Primary Person

Pembina

Address

318 Lakewood Ave
Eau Claire, WI 54601

List of Unprocessed Appointments

There are no unprocessed appointments for this case.

Text Message Participation

Search for an Individual

Search Criteria

Name search method

☒ Starts With ☐ Sounds Like ☐ Exact

First Name

Last Name

2

SSN

Enter SSN

Case Number

 (Enter 10 Digits)

Search >

Search for an Individual

Search Results

PIN	First Name	Last Name	Gender
9206378503	Pembina	Bempton	Female

3

Parent Education Tracking

Name search method

☒ Starts With ☐ Sounds Like ☐ Exact

The Parent Education Tracker must only be used to track a parent's 24-month education limit when:

1. Basic education such as English as a second language course or literacy tutoring;
2. Technical college or educational courses; or
3. Online educational courses.

It must not be used when:

1. The parent is age 19 or younger and enrolled in high school or high school equivalency;
2. The parent is participating in a W-2 placement and education is part of their Employability Plan;
3. The parent is participating in Tribal TANF and education is part of their Individual Self-Sufficiency Case Plan; or
4. The parent is in an Activity Break period.

Individual Details

Name Pembina Bempton		DOB	09/09/1997
PIN 9206378503		SSN	000-00-0000

Post Secondary Education Tracking

Number of Months Remaining 2.7

From	To	Number of Months	School Schedule on File	Comments
8/2/2018	6/13/2019	10.5	☒	Educational Specialist Program, Tuesday 5p-8p
9/25/2020	8/12/2021	10.8	☒	Monday-Friday 1pm-210p
			☐	

4

5

6

Basic Education Tracking

Number of Months Remaining 24.0

From	To	Number of Months	School Schedule on File	Comments
			☐	

7

Update >

Steps on how to navigate through the screens:

1. Within a case, click *Education Tracking* from the Navigation Menu.
2. Enter the individual search criteria (e.g., name, case number or Social Security number).
3. Click the individual's PIN.
4. On the Parent Education Tracking page, enter the start and end dates of when the parent will be in their education activity, and there is a child on the case with an authorization.
Example: Class starts October 12, 2023, (From) through (To) November 16, 2023, Thursday nights, Local Tech, Intro to Robotic Welding, 5 p.m. to 8 p.m.
 - Post-Secondary Education is listed first.
 - New date ranges must go on new rows.
 - Only edit existing rows if you are correcting existing information.
5. Indicate that there is a school schedule on file by clicking on the box.
6. In the *Comments* section, record the education information (e.g., the Educational Institution, start and end dates of education activity, times of education activity, etc.). This is optional but highly recommended because it saves time for the next worker to look at Education Tracking for that parent.
7. Click *Update*.

Note: After the information is entered and saved, CSAW calculates the **Number of Months Remaining** on each of the parent's education clocks.

Build Date: 11/19/2021 7:09 PM

Authorization Menu

- New Authorization
- Case Activity Summary
- Case Summary-EBT
- Existing Authorizations
- Search by Case
 - Case Utilization
 - Education Tracking
 - End/Delete Authorization/s
 - Issuance History
 - Adjustment Requests List
 - School Bank Hours
- Search by Provider
 - Location Details
 - Issuance History
 - Adjustment Requests List
 - Authorization Referral

Parent Education Tracking

The Parent Education Tracker must only be used to track a parent's 24-month education limit when:

1. Basic education such as English as a second language course or literacy tutoring;
2. High school or high school equivalency and the parent is age 20 or older;
3. Technical college or educational courses; or
4. Online educational courses.

It must not be used when:

1. The parent is age 19 or younger and enrolled in high school or high school equivalency;
2. The parent is participating in a W-2 placement and education is part of their Employability Plan;
3. The parent is participating in Tribal TANF and education is part of their Individual Self-Sufficiency Case Plan; or
4. The parent is in an Activity Break period.

Individual Details

Name	Pasta Cannoli	DOB	04/12/1993
PIN	4205721854	SSN	287-31-5235

Post Secondary Education Tracking

Number of Months Remaining 24.0

From	To	Number of Months	School Schedule on File	Comments
			☐	

0 of 150 characters.

Basic Education Tracking

Number of Months Remaining 24.0

From	To	Number of Months	School Schedule on File	Comments
			☐	

0 of 150 characters.

Entering Dates Information

When entering dates on the **Education Tracking page**, only enter the dates the parent would be in their education activity during the period in which an authorization is in place.

Example 1: Penny is taking Math 101 on Monday and Wednesday evenings from 6 p.m. to 8 p.m. at MATC. Penny provided her schedule for the semester; classes run from August 21, 2023, through December 15, 2023. Penny has a two-year-old child that needs child care when she is at school; however, care is not needed until October 12. The authorization period is October 12, 2023, through December 15, 2023.

The “From” date (on the Education Tracking page) is the first class day (Monday) of the authorization period, October 16, 2023. Time when there was no authorization in place must not be included on the tracker. Therefore, even though classes started August 21, education was not tracked until October 16 because this is the first class following the start of the authorization. The “To” date (on the Education Tracking page) is the final Wednesday (class day) of the authorization period, December 13, 2023.

Post Secondary Education Tracking				
Number of Months Remaining 22.0				
From	To	Number of Months	School Schedule on File	Comments
10/16/2023	12/13/2023	2.0	☒	Matc, Math 101, Monday And Wednesday Nights 6Pm To 8Pm 54 of 150 characters.
			☐	 0 of 150 characters.

Example 1 – Penny’s Education Tracking

Example 2: Fran provides proof of enrollment and a schedule for an ESL program on Tuesday afternoons from 1 p.m. to 5 p.m. at Omega School. It goes from September 19, 2023 through May 14, 2024. Fran has a school-aged-child that needs care from 2:35 p.m. to 5 p.m. every Tuesday. The authorization period for the child is the child’s school year, September 5, 2023 through June 11, 2024.

The "From" date is the first class day Tuesday the parent is in class, September 19, and the "To" date is the final class day for the parent, May 14. Time that the child had an authorization, but the parent was not in school must not be counted.

Basic Education Tracking				
Number of Months Remaining 16.0				
From	To	Number of Months	School Schedule on File	Comments
9/19/2022	5/14/2023	8.0	☒	Esl Program, Omega School, Tuesdays 1Pm To 5Pm 46 of 150 characters.
			☐	 0 of 150 characters.

Example 2 – Fran’s Education Tracking

Additional Reminders

Parents who fail to provide the required school schedule are not allowed to have time for their education activity included in their child’s authorization; therefore, Education Tracking is not needed. Parents who do not request child care hours for their education activity do not need to have their education tracked. **See Note below.**

- Inform the parent of the time remaining on their Education Tracking clock.
- Be sure the Approved Activity in CWW is aligned with the educational activity.
- Updates can be made to the Education Tracking page if the parent’s education activity changes.

Note: Education *can* be a stand-alone activity. However, if a parent has two approved activities (i.e. education and employment) but fails to verify school enrollment, the Child Care Activity Status Code in CWW must not reflect school enrollment until school is verified and a schedule is provided. When the parent verifies school enrollment, the Child Care Activity Status is updated, eligibility must be re-run and re-confirmed with the updated Child Care Activity Status code. Only then should the parent’s schedule in CSAW include the education schedule.

Making Updates

- **To modify an education timeframe**, a worker must select the From and To fields, re-enter the correct dates, then click *Update*.
- **To delete an education timeframe**, delete the dates entered in the From and To fields, uncheck the School Schedule on File box, delete any comments, and click *Update*.

Appendix Information

An example letter is included in this desk aid as a resource. This letter is a way that local agencies might inform parents regarding their Education Tracking Clock.

Appendix 1: Sample Education Tracking Letter

Date: **December 18, 2023**

Hello! You are receiving this correspondence because you are currently receiving child care assistance through the Wisconsin Shares Child Care Subsidy Program that covers an educational approved activity.

Under current policy, a parent may receive this assistance for attending education and training programs for up to 24 months. Your 24-month Education Tracking clock began **December 18, 2023**. This means that if you attend continuously, your 24-month Education Tracking clock will expire **(insert date here)**. If you stop attending your educational program, notify your local agency as soon as possible so they can update your Education Tracking clock.

After your Education Tracking clock expires, your child(ren) will no longer be eligible for an authorization which includes hours while you are participating in an educational program. However, your child(ren) may still be eligible for a Wisconsin Shares authorization during approved activities such as employment.

If you have any questions, please do not hesitate to contact our agency at **888-111-0000**.

Sincerely,

Agency Name