

School Age Children

AND WISCONSIN SHARES AUTHORIZATIONS





What about No School Days?

Parents may request authorized hours when they need child care to participate in their approved activity and school is closed.

Overview

- ✓ Only children with Part-Time authorizations (20 weekly hours or less) or zero-hour authorizations are eligible to receive additional funds for days when school is closed.
- ✓ A parent with a full-time authorization (more than 20 weekly hours) for their school-age child must be advised to use their current authorized hours to meet their school closed need.
- ✓ Children can have Zero-Hour authorizations to cover only non-school days.

NOTE: Parents must be participating in their approved activity and the provider must be open on days which school closed hours are added.

Think



**IS THE
PARENT
WORKING
THAT DAY**



**IS THE
DAYCARE
OPEN**



**IS THERE A
NEED FOR
THIS DAY**



**IS IT ZERO HOUR
AUTHORIZATION**



**HOW MANY
HOURS IS
THE PARENT
WORKING
EACH WEEK**



**IS THE
PARENT IN
ACTS/TBRK**

**Ask the parent
which specific No
School days they
will need**

**DO NOT just enter
all of the school
calendar's no
school days**

REMINDERS

**You still must have a conversation with the parent
as to when and what their child care need is on
days when school is closed**

**If the parent does not know the exact number of
hours needed, you should enter the daily default
amount of 10 hours**

**The parent must request school closed days in
advance or within 10 calendar days following the
school closed days**

**Parents in ACTS/TBRK are not eligible for
additional hours**

Authorizations should be written for the school year.

Children turning 5 by September 1st should be starting Kindergarten.

What do you do when the parent calls in the current month?

1. If the child has an authorization for the current month and the no school day is at the same provider and location, then a PLBC is required.
2. If the child does not have a child care authorization for this month, then create a new authorization and add the no school days.
3. If the no school day is at a different location than what their normal daycare, then create a new zero hour authorization and add in the no school days.
4. Create zero hour authorizations for the entire school year.



QUESTIONS