

# WISCONSIN SHARES | Information for Families

## What is Wisconsin Shares?

Wisconsin Shares helps working parents, grandparents, and guardians pay for childcare at a licensed child care center or licensed/certified family child care home. Families will still need to pay part of the total cost.

## Who can use Wisconsin Shares?

1. Adults can be:
  - ✓ Parents
  - ✓ Grandparents
  - ✓ Guardians
  - ✓ US Citizens
  - ✓ Non-US Citizens
2. Adults must:
  - ✓ Live in Wisconsin
  - ✓ Work full time, or
  - ✓ Be in school full time and work 20 hours a month, or
  - ✓ Be actively looking for a job (*only if you are on TANF or FoodShare Program*), or
  - ✓ Be in high school (*only if you are younger than 20 years old*)
3. Children must be:
  - ✓ US Citizens, and
  - ✓ Between 6 weeks and 12 years old, or up to age 19 if a child has special needs
4. Income must be less than:
  - ✓ \$2,607/month if there are 2 people at home (*for example, you and your child*)
  - ✓ \$3,288/month if there are 3 people at home
  - ✓ \$3,970/month if there are 4 people at home
  - ✓ \$4,651/month if there are 5 people at home

## How can my family get Wisconsin Shares?

### 1. Check your eligibility

Visit [www.access.wisconsin.gov](http://www.access.wisconsin.gov) and click on "Am I Eligible"

### 2. Talk to a child care center

Find a child care program in your area (<https://childcarefinder.wisconsin.gov>). Ask if they have room for your child or children, and if they accept Wisconsin Shares for payment.

Unless you can afford to pay out of pocket, don't sign up yet! Wisconsin Shares may not give you a refund for past bills.

### 3. Fill out a written form (Step #1)

Option 1: [www.access.wisconsin.gov](http://www.access.wisconsin.gov)

-Mark "Wisconsin Shares" on the form

-This will take about one hour

Option 2: call (888) 627-0430

-You might have to wait!

Option 3: go to the local office at 112 S. Court Street, Suite 3000 Sparta, WI 54656

-You might have to wait!

**4. The local agency will call you to ask some questions. You will need to send in paperwork to prove that your family should get Wisconsin Shares (Step #2)**

The local agency will ask you questions about how long it takes you to drive or walk to work, what other adults are in the home, and the times that kids are in school. They will send you paperwork in the mail, and you will need to send it back to them. Their deadlines are very important! If you need more time, ask for it on your phone call.

**5. If approved, you will get money on a MyWICChildCare EBT card each month (Step #3)**

You will use this card to pay for part of the costs of childcare.<sup>1</sup> You will need to cover any remaining costs. Renew your EBT card each month, check your mail for updates from Wisconsin Shares, and pay childcare bills promptly.

You will need to quickly tell the local child care agency if anything changes in your family, such as a new address, a change in income, or a change in the number of people living in your house.

**Be ready with:**

- ✓ Driver's license, photo ID, or US passport
- ✓ Social security card for each child who needs childcare
- ✓ Certified copy of child's birth certificate if not born in Wisconsin
- ✓ Current utility bill or lease
- ✓ Recent pay stubs
- ✓ Proof of adult's school or class schedule
- ✓ Immigration documents for each child who needs childcare
- ✓ Bank statements
- ✓ An address where you can get mail

**How can I get help?**

Your local childcare resource and referral agency should be able to answer your questions:

PHONE: 1-800-873-1768

ADDRESS: 201 E. Franklin St. Room 116 Sparta, WI 54656 or 310 W Elizabeth St. Tomah, WI 54660

If you need to use the internet, the library is open: call 608-269-2010 to schedule an appointment

You can also get information online: [www.dcf.wisconsin.gov/childcare](http://www.dcf.wisconsin.gov/childcare)

---

<sup>1</sup> <https://dcf.wisconsin.gov/files/mywchildcare/pdf/mwcc-cardholder-payment-process.pdf>