



Education Tracking

Desk Aid

April 2022

Division of Early Care and Education

Child Care Contact Information

Outside of Milwaukee County, questions regarding Wisconsin Shares child care policy should be directed to your Regional BRO Coordinator at BRCCPolicyHelpDesk@wisconsin.gov

Wisconsin Shares child care web applications, such as CSAW, or CWW eligibility issues specific to Wisconsin Shares child care should be directed to the Child Care Help Desk at: 608-422-7200 or childcare@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 a worker** if the parent requests an authorization for an education activity that meets program requirements. It is important to **use the correct education tracker for the parent**. This desk aid gives 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 both employment and education as their approved activities**, the Education Tracking in CSAW must be used to track the parent's education. Parents have a 24-month limit per type of education activity.

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; Child Care Activity Status: EMGE
- **ESL or Literacy Tutoring** regardless of the parent's age; Child Care Activity Status: EMGE
- **Technical College or courses leading to employment** regardless of the parent's age; Child Care Activity Status: EMTS

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 19 years of age or younger and is enrolled in high school or a course of study that meets state public instruction high school equivalency standards
- A parent is in an Activity Break Period and continues to attend classes during that period

Locating and Entering Education Tracking

In the EBT CSAW Navigation Menu, click the link titled “Education Tracking.”

The screenshot displays the EBT CSAW web application interface. At the top, there is a header with the CSAW logo and navigation tabs for EBT CSAW, Emergency - Authorizations, CSAW - Provider, CSAW - Reports, CSAW - Announcements, Administration, and Links. A sidebar on the left contains the 'EBT CSAW Menu' with various links. The 'Education Tracking' link is highlighted with a red box. The main content area shows a 'Case Summary' for Case Number 4104338141, including details for the Primary Person (Pasta Cannoli) and their address. Below this, there is a 'Text Message Participation' section with a yellow banner indicating 'Update Needed'. A search section is visible with a 'Begin Date' field set to 1/1/2022. At the bottom, a 'Parent Approved Activity Schedule' table is partially visible, showing columns for Parent's Name, Date of Birth, and PIN.

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. Select the individual’s PIN.
4. On the Parent Education Tracking page, enter the dates the parent will be in their education activity under the appropriate education component.
Example: Class starts on February 2, 2022, (From) through (To) May 18, 2022, Monday, and Wednesday nights from 6:00 p.m. to 8:00 p.m. Post-Secondary Education is listed first.
5. Indicate a school schedule on file by clicking on the box.
6. In the *Comments* section, record the education information (e.g., the Educational Institution, calendar dates of education activity, times of education activity, etc.).
7. Click *Update*.

Once the information is entered and saved, CSAW will calculate the number of months remaining on the parent's education clock.

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
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>

0 of 150 characters.

Basic Education Tracking

Number of Months Remaining 24.0

From	To	Number of Months	School Schedule on File	Comments
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>	<input type="text"/>

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 authorization period.

Example 1: Penny is taking Math 101 on Monday and Wednesday evenings at MATC. Penny provided her schedule for the semester; classes run from Wednesday, February 2, 2022, through Wednesday, May 18, 2022. Her class is from 6:00 p.m. to 8:00 p.m. Penny is also employed during the day at Royal Supermarket Monday through Friday, 8:00 a.m. to 4:00 p.m. Penny has a two-year-old child that needs child care when she is at work and school.

The authorization period is February 1, 2022, through May 18, 2022. The “From” date is the first Wednesday of the semester, which is February 2. The “To” date is May 18, the last day of the semester.

Basic Education Tracking

Number of Months Remaining 20.5

From	To	Number of Months	School Schedule on File	Comments
2/2/2022	5/18/2022	3.5	<input checked="" type="checkbox"/>	Matc: Math 101 Monday & Wednesday 6-8 P.M. 42 of 150 characters.
			<input type="checkbox"/>	I 0 of 150 characters.

- If a parent is in ACTS or TBRK, time should not be added to the Education Tracking clock.

Example 2: Houa begins a TBRK period in February to care for her sick mother. She contacted her local agency on January 24. Her TBRK period is February 1 – April 30. Houa is taking Basic Education Classes at Alverno College on Monday and Friday evenings from 5:00 p.m. to 7:00 p.m. The classes begin on February 7. (Nothing added to Education Tracking)

Basic Education Tracking

Number of Months Remaining 24.0

From	To	Number of Months	School Schedule on File	Comments
			<input type="checkbox"/>	

0 of 150 characters.

Additional Reminders

Parents who fail to provide the required school schedule may not have education included in their child's authorization; therefore, Education Tracking is not needed. **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: If a parent failed to verify school enrollment, the Child Care Activity Status will still be EMPL until school is verified. When the Child Care Activity Status is updated, eligibility will re-run and be re-confirmed with (for example) EMTS. 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 to inform parents of their Education Tracking Clock.

Appendix 1: Sample Education Tracking Letter

Date: **April 19, 2022**

Congratulations! You are receiving this correspondence because you are currently receiving child care assistance through the Wisconsin Shares Child Care Subsidy Program to attend school and/or work.

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 **Friday, April 15, 2022**. This means your 24-month Education Tracking clock will expire **Friday, April 15, 2024**. (If you stop attending your educational program, notify your local agency as soon as possible so they can update your education clock. Dates will be adjusted if educational program has changed.)

Once your Education Tracking clock expires, your child(ren) will no longer be eligible for an authorization which includes hours while you are participating in a similar educational program. However, your child(ren) may still be eligible for a Wisconsin Shares authorization during your other approved activity participation.

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

Sincerely,

Agency Name