



Department of Planning & Development  
Office of Community Services

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## **CITY OF MADISON CHILD CARE ASSISTANCE PROGRAM**

### **Obligations of Families Receiving Child Care Assistance From the City of Madison**

The City of Madison Child Care Program has certain rules and restrictions, which you must observe in order to maintain your eligibility. These rules are established by the City Council and are written in City Ordinance 3.18. The following is a list of these rules:

1. You must be a resident of the City of Madison for six months before your eligibility for assistance can be determined, and you must maintain your residency within the City limits. Residents of Shorewood, Maple Bluff, Town of Madison, Fitchburg, and other municipalities are not eligible for assistance from the City of Madison Child Care Program. You will be asked to verify any change of address, and your new address must be within the Madison City limits to remain eligible for assistance.
2. You must apply and be determined ineligible to receive assistance from all other childcare assistance programs. You may be asked to supply proof that you have applied for other assistance and been turned down.
3. You must use a childcare program that is accredited by the City of Madison. State licensing and County Certification are not sufficient.
4. You must verify your income and occupational status on a regularly scheduled basis. The Child Care Unit will send you forms asking you to verify your income and occupation. You must return these forms by the stated due date or your eligibility will be automatically terminated. Students must submit new class schedules and transcripts each semester.
5. You must notify the Child Care Unit of any change of address or occupation. Students must notify the Child Care Unit of any change in class schedule.
6. You must notify the Child Care Unit of any change in marital status or adult residents in the household. Unrelated adults living in the household are not considered for income purposes, but their work/school schedules are considered in determining need for care. Income of a spouse is included in determining eligibility, unless there is a separation with a formal custody arrangement.
7. If you have a family share, you must pay that share directly to the childcare program. You may have a share for two reasons:

- a. Your income may be above the City income guidelines, which will mean that you have to pay a share of the cost.
  - b. The center you choose may charge more than the City's maximum rate, in which case you will have to pay the difference.
8. The City has separate rates for children under three, preschoolers, and after-school children. If your child is under three, you should be aware that the City's maximum rate would decrease from the infant-toddler rate to the preschool rate on your child's third birthday.
9. If you wish to change your childcare program, you must give three weeks notice to the OCS office and two weeks notice to your childcare program or arrange to have your notice waived by the program.
10. You must use the child care for which you have been approved. If you have not used child care for five days and have not notified the Child Care Unit or your provider of your child's absence, it will be determined that you have withdrawn from our program and City assistance will be discontinued.
11. As part of the application process, you must sign an authorization giving permission to any governmental agency or department (including the Social Security Administration), educational institution, financial institution, health care institution, employer, or childcare provider to release information to the City of Madison Office of Community Services Child Care Unit. This information includes your present address, financial status, medical history, wage or benefit record, and your use of agencies and associated costs incurred.
12. If you feel that a decision regarding your eligibility or any other aspect of your assistance has been unfair, you may appeal that decision. The first step in the appeal is to ask for an administrative review of the decision by the Community Services Supervisor within 30 days of your notification of the decision. If you disagree with the result of the administrative review, you may appeal to the Day Care Advisory Board by filing a written statement of your appeal with the City Clerk within 30 days of receiving the decision of the Community Services Supervisor.

**Please address items sent through the mail as follows:**

VARINIA DEL MORAL-SMITH  
OFFICE OF COMMUNITY SERVICES  
PO BOX 2627  
MADISON WI 53701-2627

*We do not receive mail at our street address.*