

## Chapter ER 4

### GRANTS TO DAY CARE PROVIDERS

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**Note:** Corrections made under s. 13.93 (2m) (b) 6., Stats., Register December 2003 No. 576.

**ER 4.01 Purpose.** The purpose of this chapter is to establish standards for the implementation of s. 230.048, 1991 Stats., which authorizes the office to make grants to day care providers in connection with day care facilities located at or near a place of employment for state employees.

**History:** Cr. Register, August, 1991, No. 428, eff. 9-1-91.

**ER 4.02 Definitions.** In this chapter:

(1) "Applicant" means an individual, business, corporation, partnership, nonincorporated association, cooperative or non-profit organization applying for a grant under this chapter. "Applicant" includes a cooperative of state employees organized under ch. 185, Stats., to provide day care for their children.

(2) "Office" means the office of state employment relations.

**History:** Cr. Register, August, 1991, No. 428, eff. 9-1-91.

**ER 4.03 Requirements for grants. (1)** The office may award a grant under s. 230.048, 1991 Stats., to an applicant that meets the requirements of sub. (2). An applicant shall apply for a grant by submitting an application to the office.

**Note:** Application materials may be obtained at no charge from the Office of State Employment Relations, P.O. Box 7855, Madison, WI 53707-7855.

(2) No applicant may receive a grant under this chapter unless:

(a) The applicant has obtained or is in the process of applying for a license, approval or certification to operate a family day care center under ch. HFS 45 or a group day care center under ch. HFS 55.

(b) The applicant agrees to provide day care services for children of state employees and agrees to give priority in enrollment to the children of state employees.

(c) The applicant files with the office a plan for establishing or subsidizing the fees charged per child according to a state employee's ability to pay under s. ER 4.05.

(d) The applicant files with the office a financial plan demonstrating that the applicant is unable to provide day care services for children of state employees without a grant under this chapter and that the applicant will be completely self-sufficient within one year of the start of providing day care services for the children of state employees.

(e) The applicant has not received and is not scheduled to receive a grant under this chapter for day care services in connection with the same day care facility location.

(f) The applicant has designated a site at which day care services will be provided that is at or within 5 miles of a place of employment for state employees, unless waived by the office.

**History:** Cr. Register, August, 1991, No. 428, eff. 9-1-91; correction in (2) (a) made under s. 13.93 (2m) (b) 7., Stats.

**ER 4.04 Review of applications. (1)** In addition to the requirements under s. ER 4.03, the office shall consider the following factors in awarding grants:

(a) The extent to which the parents of enrolled children serve on the facility's governing board or advisory body.

(b) The extent to which the facility maintains flexible hours to accommodate employment schedules.

(c) The extent to which parental visitation is encouraged.

(d) The applicant's prior experience in providing day care services.

(e) The day care services to be offered and the staffing plan to be used.

(f) The proximity of other applicants which have received grants under s. 230.048, 1991 Stats., and the need for additional day care services for the children of state employees in the area.

(2) The office may visit and inspect an applicant's designated site at which day care services will or are being provided, before or after a grant is made. Advance notice of the inspection is not required.

(3) The office shall notify applicants by mail of whether an application has been approved or disapproved.

(4) The duration of a grant under this chapter is one year.

**History:** Cr. Register, August, 1991, No. 428, eff. 9-1-91.

**ER 4.05 Fees. (1)** A recipient of a grant under this chapter shall set or subsidize fees according to the state employee's ability to pay as measured by the financial resources and obligations of the state employee.

(2) In order to comply with sub. (1), the facility may use one or more of the following:

(a) A sliding scale fee schedule.

(b) Tuition scholarships or grants to subsidize fees, if other sources of financial assistance are not available to parents.

(c) Any other methods approved by the office.

**History:** Cr. Register, August, 1991, No. 428, eff. 9-1-91.

**ER 4.06 Change in plans.** A recipient of a grant under this chapter may not change the plans filed under s. ER 4.03 (2) (c) or (d) during the year in which a grant was received unless the recipient receives the prior approval of the office.

**History:** Cr. Register, August, 1991, No. 428, eff. 9-1-91.