



Wisconsin Department of  
Children and Families

## Bureau of Child Care Subsidy Administration

### CHILD CARE COUNTS AUDIT PROCESS

Additional details about this process can be found on the  
DCF YouTube Channel: [Child Care Audits: Overview](#)



#### Random Selection

Providers who received funds during the identified **Child Care Counts** round may be randomly selected for audit.

**Providers may be selected more than once.**



#### Notice of Audit Selection

Selected providers will receive a letter via USPS notifying them of the upcoming audit. This notice is also uploaded to the Child Care Provider Portal and an email alert is sent to the provider.

**Providers will be given 2 weeks to upload required documents. Contact Senior Auditor on letter for assistance.**



#### Audit Assignment

A program integrity Senior Auditor will be assigned to further review the documents that have been uploaded.



#### Audit Process

Assigned auditor will review application details, attendance records, staff payroll, wage information, and additional expense records. Any missing or incomplete information will be discussed with the provider.



#### Completion

Providers will receive a letter informing them of completion of the audit process. It will be titled as **No Overpayment Letter** or **Overpayment Letter**.



#### Overpayment Notice

An overpayment confirms that payment received cannot be verified. Provider must pay the amount in full or enter into a repayment plan to ensure future **Child Care Counts** payments are not impacted.