Child Care Counts: COVID-19 Response and Relief Payment Programs Application Guide

JUNE 2021



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About This Guide

This guide details how providers will use DCF's Provider Portal to apply for the *Child Care Counts*: COVID-19 Response and Relief Payment Program during the application period 06/01/2021 – 06/11/2021

Please review all payment program details, eligibility requirements, and terms and conditions on our <u>webpage</u> before submitting your application.

The Payment Program application is available in the <u>Child Care Provider Portal</u> system. Information about <u>applying for access can be found here</u>. If you need help gaining access to the Child Care Provider Portal, please email <u>DCFPlicBECRCBU@wisconsin.gov</u>.

If you are unable to access the <u>Provider Portal</u>, or choose not to, you can contact the Payment Program Call Center for assistance filling out your application over the phone.

System note: the Child Care Provider Portal will time out after 20 minutes of inactivity, which will force users to log back in.

IMPORTANT NOTICE

Child Care Counts programs are time-limited programs designed to provide assistance to child care providers in response to the COVID-19 public health emergency. **They are not grants** as that term is defined in 45 CFR72 and related federal regulations, and the use of the word "grant" is incidental.



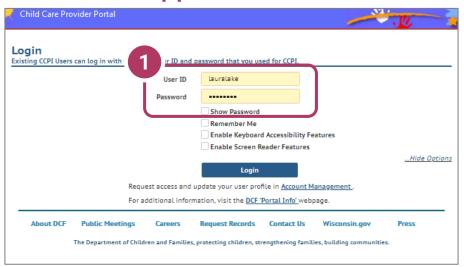
Child Care Counts Call Center

If you need any assistance, please send an email to: DCFDECECOVID19CCPayments@wisconsin.gov.

If you are unable to email, you may call and leave your detailed questions at: 608-535-3650.

Please note – email is recommended for a faster response.

How to Submit an Application

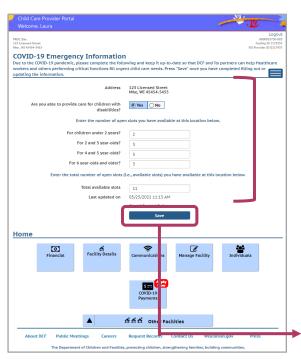


1. Login Screen

Go to https://mywichildcareproviders.wisconsin.gov/

Type your User ID and Password into the appropriate fields. Click the Login button to continue.



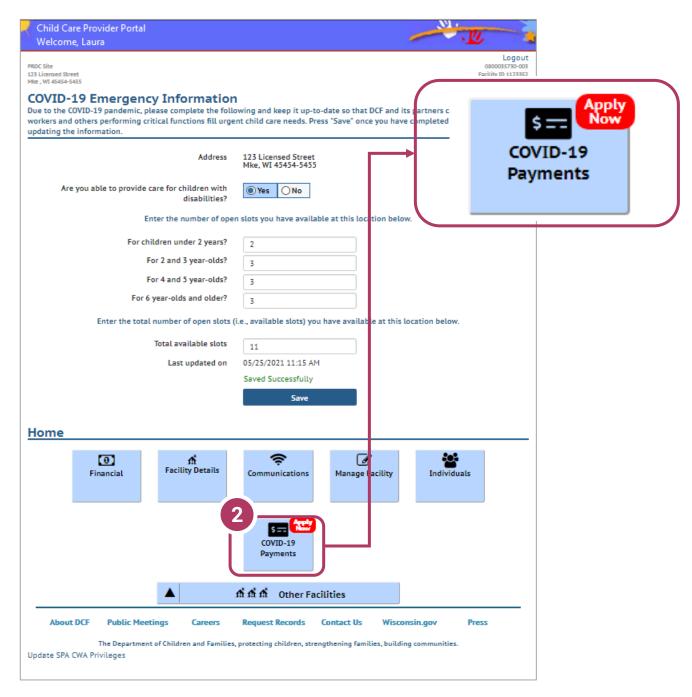


IMPORTANT NOTE: Update Your Open Slots

Before beginning your application, please review the open slots that you have available, including slots for age ranges and total available slots. This will ensure that your center's available openings display accurately in the *Available Child Care Map*.

Click **Save** when your slot information is updated.

How to Submit an Application



2. COVID-19 Payments Button

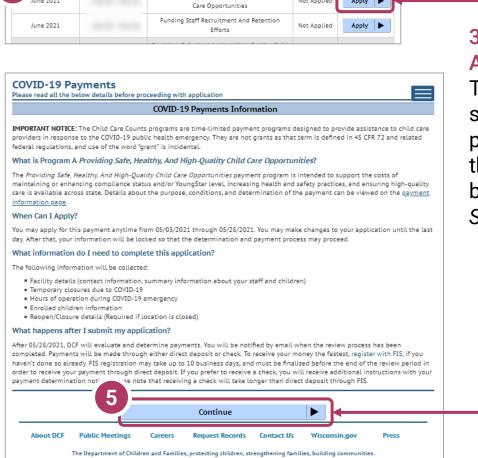
On the COVID-19 Emergency Information page, scroll to the bottom of the page and click on the COVID-19 Payments button.

Beginning Your Application

When Can I Apply?

nding Period

June 2021



Providing Safe, Healthy, And High-Quality Child

Status

Not Applied

Apply |

3. Start Application

To apply for a specific program, select the **Apply** button on the *Summary* page.

4. Review Payment Program Information

After selecting to apply for a payment program, you will see an informational screen that details the following:

- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

5. Continue

Update SPA CWA Privileges

Click Continue to go to the Payment Application Details page.

Payment Summary Page

6. COVID-19 Payment Application List

There is only one application period. 06/01/2021 - 06/11/2021

There are **two payment programs** for which a provider can apply.

- A. Providing Safe, Healthy, and High-Quality Child Care Opportunities
- B. Funding staff
 Recruitment and
 Retention Efforts





Regulated providers may be able to apply for BOTH payment programs. Please review Eligibility and Requirements details on the <u>Payment Program web page</u>.

Beside the Payment Program title, you will also see the **Status** of your application.

Incomplete indicates you have started an application for the program, but your application has not been completed. Click **Details** to return to your application.

Not Applied means you haven't applied for this payment. Click Apply to begin your application.

You may make corrections to your application until the end of the application period – 11:59 p.m. 06/11/2021.

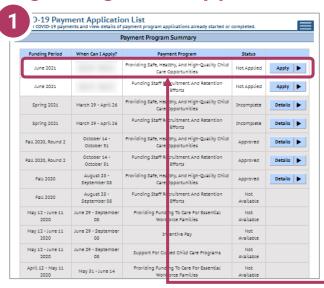
Applications cannot be modified after the application closes.



APPLYING FOR PAYMENT PROGRAM A

Providing Safe, Healthy, And HighQuality Child Care Opportunities

Beginning Your Application



1. Begin Application

On the payment Program
Summary page, apply for a
specific program by clicking the
appropriate Apply button. In this
case, we will click the Apply
button next to the Providing
Safe, Healthy, And High-Quality
Child Care Opportunities.

2. Review Payment Program Information

After selecting to apply for a payment program, you will see an informational screen that details the following:

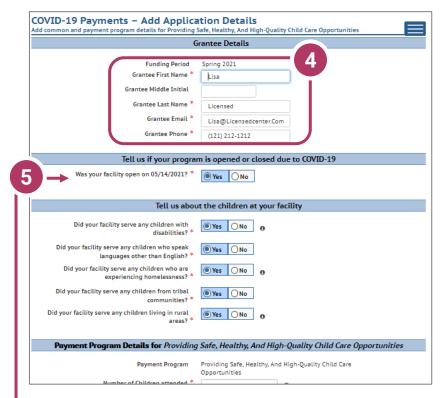
- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

3. Continue

Click Continue to go to the Application Details page.



Add Application Details for Your Location



4. Add Grantee Details

There is a single funding period for this application.

Be sure to enter the details marked with a red star. *

If inaccurate details are entered, this could delay your application.

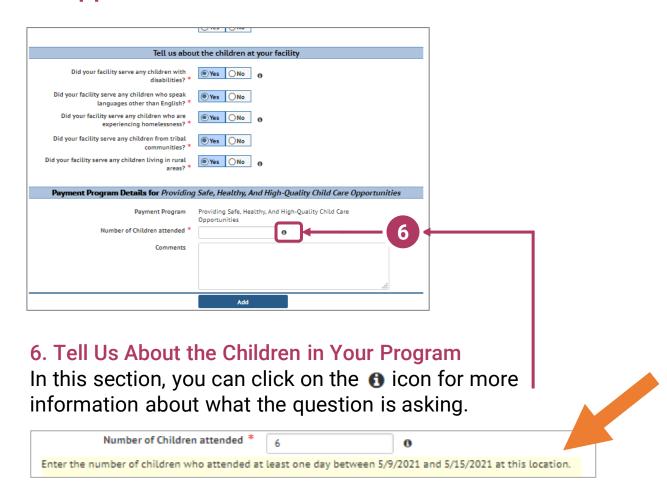
5. Tell Us About Program Open/Closures Was your facility open on 05/14/2021?

Please note that you should check **Yes** if your program is in open status (as opposed to Temporarily Closed), even if you were closed on this day for a vacation day or similar reason. Check **No** if your program was in Closed or Temporarily Closed status on this date.



NOTE: If you applied for previous funding through the original *Child Care Counts Payment Program*, many of the fields throughout the application will be filled in automatically. Please review all fields that are filled in to ensure they are still accurate and update as needed.

Add Application Details for Your Location



In this case, clicking the more information icon tells you that you need to add the number of children who attended your location **AT LEAST** one day between **05/09/2021** and **05/15/2021**.

Click Add to move on to the next page.



NOTE: If you see the **1** icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked to enter.

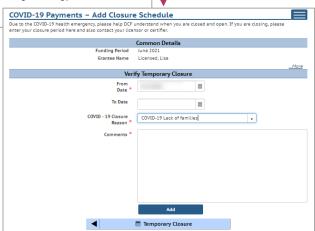
Update or Verify Location Temporary Closures

7. Temporary Closures

You will be asked to verify any temporary closures during the funding period. If the closures were already updated in the Provider Portal, those details will be shown here. If you need to add a temporary closure period, select the Add Temporary Closure button, and you will be taken to the Closure Schedule screen shown below.



After including all appropriate temporary closures, click the checkbox indicating that you have accurately recorded and verified the temporary closures for your location.



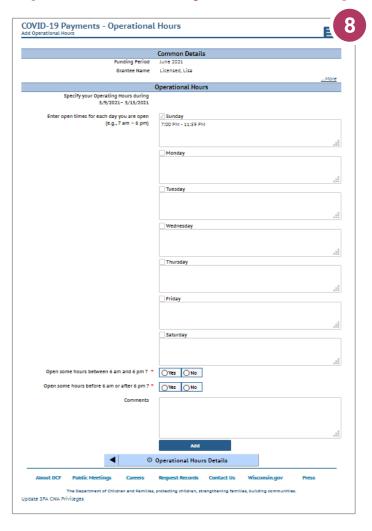


If you did not have any temporary closures during the funding period, check the box to verify and select Verify to continue through the application.

The closures listed above are accurate and complete for the period of 5/9/2021 to 5/15/2021. If you were not closed during the funding period, check the box to verify that there were no closure periods during the funding period.



Update or Verify Hours of Operation



8. Hours of Operation

If your location was open fewer hours than normal during the period **05/09/2021** – **05/15/2021** due to COIVD-19, please adjust your hours here.

Hours of operation will be auto-filled based on your license or certification hours.

Select the Add button to save your information and continue to the Reopen/Closure Details section, where you will tell us about your reopening plans if you have been closed.

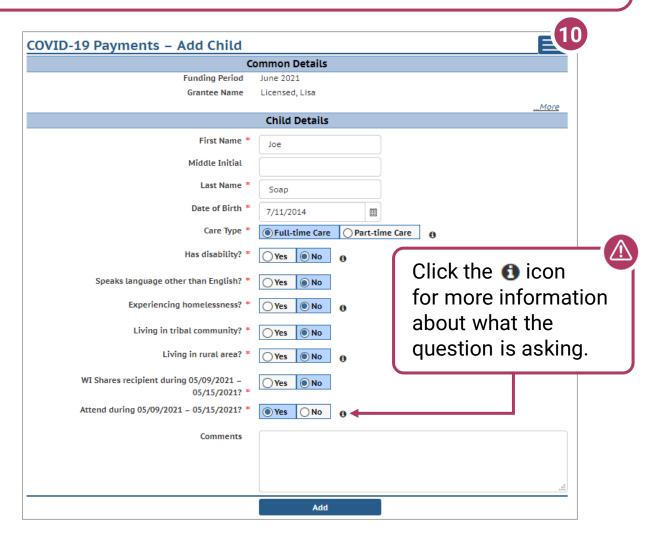
Adding Children Detail

10. Add Children to the Application

You will be asked to add *every* child who attended at least one day between **05/09/2021** – **05/15/2021**.

NOTE: The number of children added in this section must equal the number of children that you indicated were in attendance on the first page of the application: *Add Application Details*.



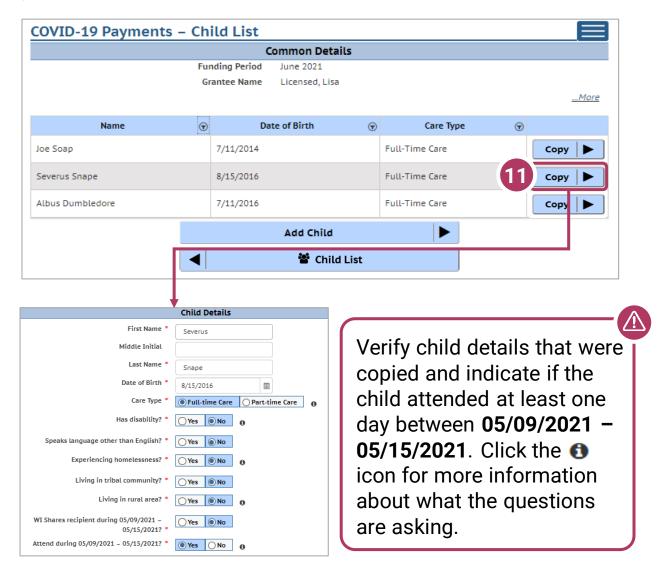


Click the Add button once you have filled out all information on the page.

Previous Payment Child List

11. Verify Previous Child List

If you applied for funding in a previous *Child Care Counts* application, children added to your previous application will appear here, and may be copied into your current application. Click **COPY** to add children to your application. This will take you to the *Child Details* page.

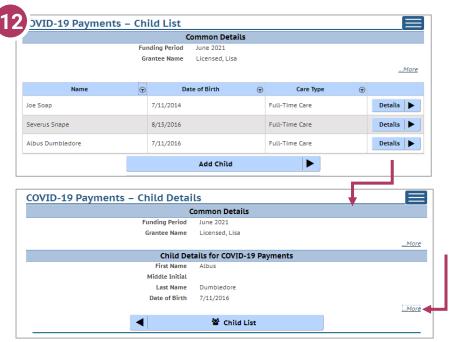


Click the Add button once you have filled out all information on the page.

Adding Children Detail

12. Add Children to the Application

After adding a child to the application, you will be taken to the *Child List* that shows you all the children you have added to your application. Click the **Add Child** button to continue adding children to your application. Remember, the number of children displayed here should match the number of children that you listed as enrolled in the *Grant Details* section.



If you need to update or review the information about a specific child, click on the **Details** button to be taken to that child's record. Click on the ...More button to get to the Modify Child Button.

If you have added a child in error to the application, you can remove the child by checking the box Remove this child from the grant?



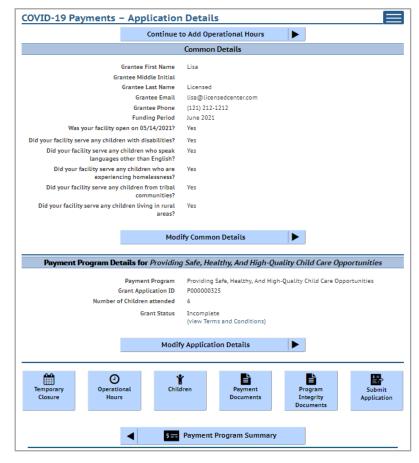
Click **Save** on the *Modify Child Details* page if you have changed any information; you should be taken back to the *Child List*. You can continue adding children, as needed, or proceed to submit your application.

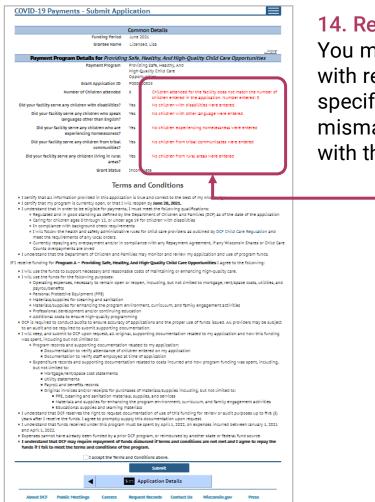


13. Review Your Submission
Click the Submit Application
button to finalize your application.

You will be taken to the *Submit Application* page. The top of the page will review and compare the information that you entered on the *Application Details* page to the information that you entered for each child. Any text in red indicates that there was a mismatch in what you reported in the *Application Details* page with what you reported for each child.

Inconsistent and/or incorrect information will delay and/or could possibly prevent your application from being processed. It is imperative you go back and fix any issues noted in red. If you are having trouble fixing and/or modifying your application, please email or call for assistance.





14. Review Your Submission

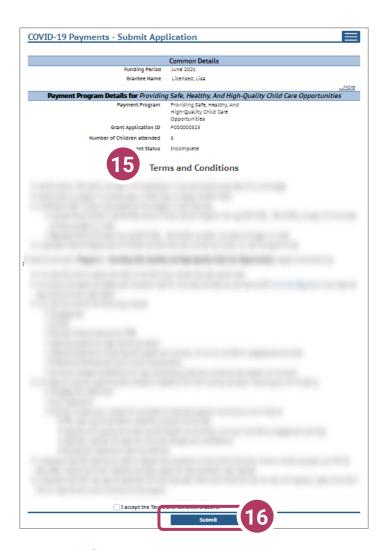
You must correct any entries with red text. They give you specific details about a mismatch or other problem with the entry.

Any text in red indicates that there was a mismatch in what you reported in the *Application Details* page with what you reported for each child. Inconsistent and/or incorrect information will delay and could possibly prevent your application from being processed. It is imperative you go back and fix any issues noted in red. If you are having trouble fixing/modifying your application, please email or call for assistance.

Click **Application Details** to return to the application and correct the information as necessary.

15. Review the Terms and Conditions

After reviewing your information, please read through the **Terms and Conditions** for the program. **Please note** we strongly recommend printing and/or saving these Terms and Conditions and filing all related expenditure documents in a safe place.



16. Submit Your Application

Once you have read through the **Terms and Conditions**, click the "I accept the Terms and Conditions above" checkbox, and click the **Submit** button to submit your application for the program.

Modifying After Submission

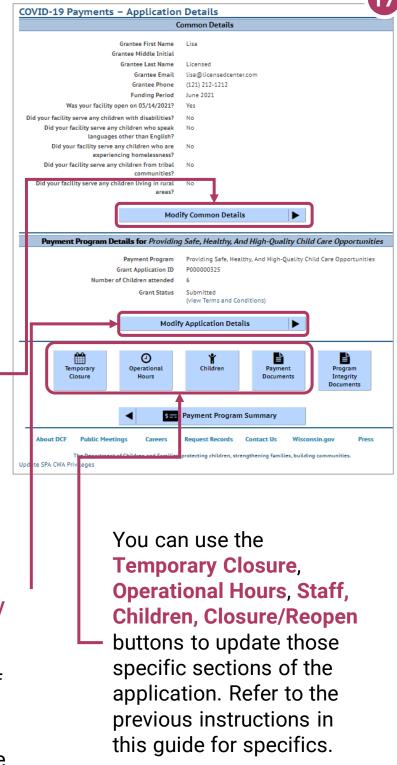
17. Updating After Submitting

You will have the ability to update your application after submission, until the application period ends at midnight. You will need to modify each section and its detail level information.

- To modify the Common Details, click the Modify Common Details button.
- To modify the

 Application Details,
 specifically the number
 of children enrolled
 during the funding
 period, select the Modify
 Application Details
 button. Remember, any

button. Remember, any change in the number of children will affect the number of children who need to be entered in the Add Children module.





Funding Staff Recruitment And Retention Efforts

Beginning Your Application



1. Begin Application

On the Payment Program
Summary page, apply for a
specific program, by clicking the
appropriate Apply button. In this
case, we will click the Apply
button next to the Funding Staff
Recruitment and Retention
Efforts program.

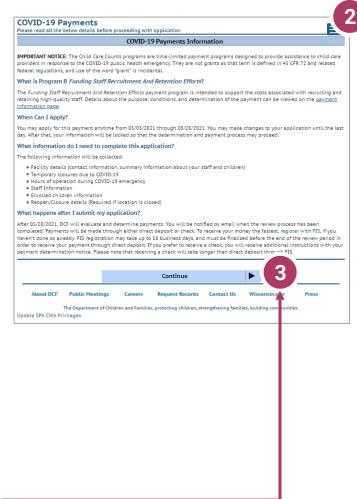
2. Review Payment Program Information

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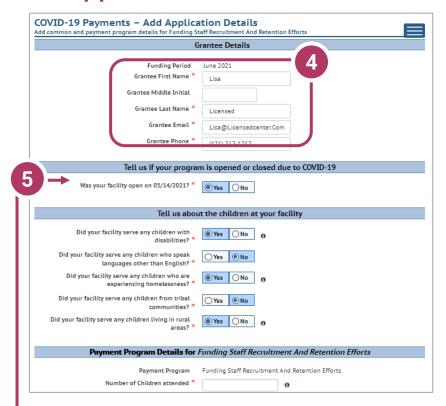
- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

3. Continue

Click Continue to go to the Application Details page.



Add Application Details for Your Location



4. Add Grantee Details

There is a single funding period for this application.

Be sure to enter the details marked with a red star.

If inaccurate details are entered, this could delay your application.

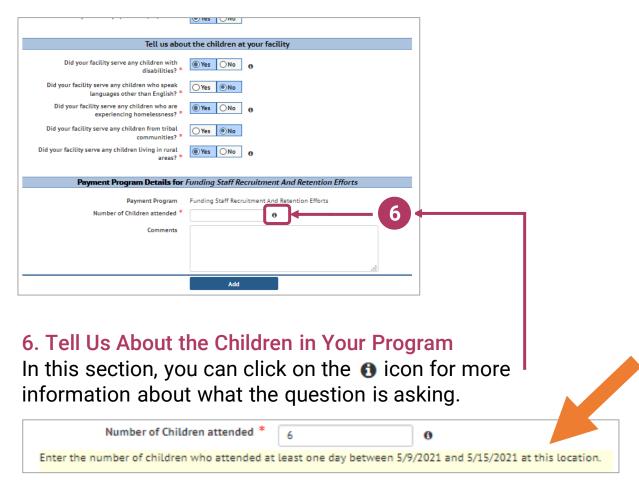
5. Tell Us About Program Open/Closures Was your facility open on 05/14/2021?

Please note that you should check **Yes** if your program is in open status (as opposed to Temporarily Closed), even if you were closed on this day for a vacation day or similar reason. Check **No** if your program was in Closed or Temporarily Closed status on this date



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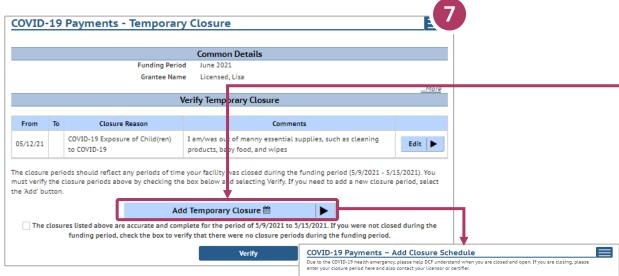


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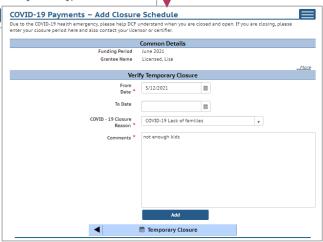
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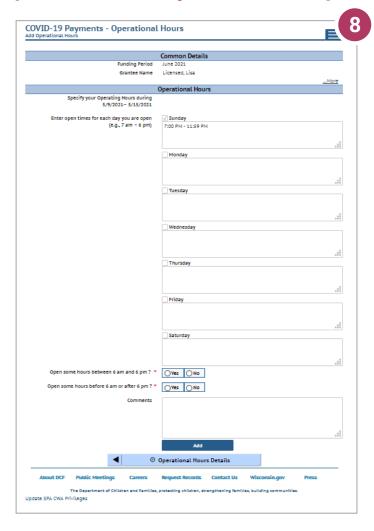


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Update or Verify Hours of Operation



8. Hours of Operation

If your location was open fewer hours than normal during the period 05/09/2021 - 05/15/2021 due to COVID-19, please adjust your hours here.

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Select the Add button to save your information and continue to the Reopen/Closure Details section, where you will tell us about your reopening plans if you have been closed.

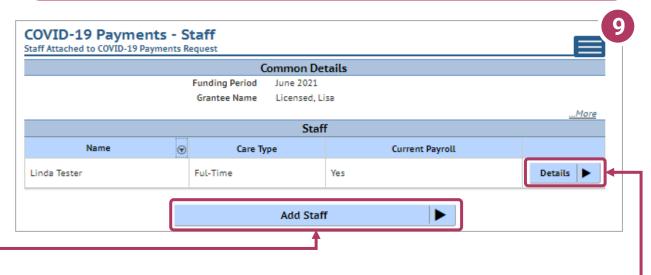
Attaching Staff to the Program

9. Review Staff Associated with Location

You will be asked to verify every staff member who worked at your location during the funding period. All individuals attached to your location will be displayed on this page.



If you do not see an individual who worked on your staff during the funding period, you must add them through the **Individual Module** if you want them to be considered for funding. Individuals will not be able to be attached until they have a background check request on file. Refer to **Appendix I** for information on how to add an individual.



Click here to add staff.

Click here to view staff details.

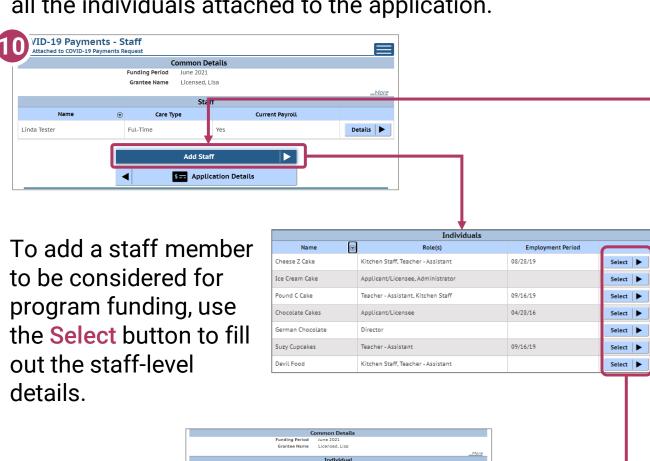


If you are a family provider, and you are the only employee at your location, you will only need to add yourself.

Adding Individual Staff

10. Add Staff to Be Considered for Funding

You are then taken to the *Staff Summary* page to review all the individuals attached to the application.



Once you have finished adding all individuals to the application, select the **Add Child** button to proceed with the application.

Staff Details

This person typically works 21 or more hours per week at this location

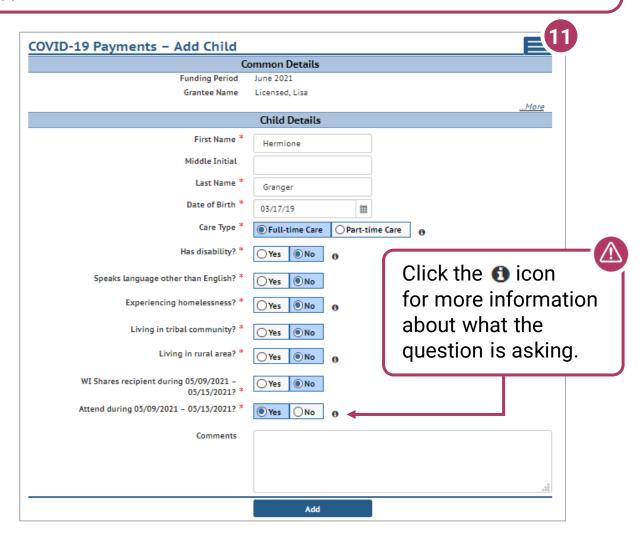
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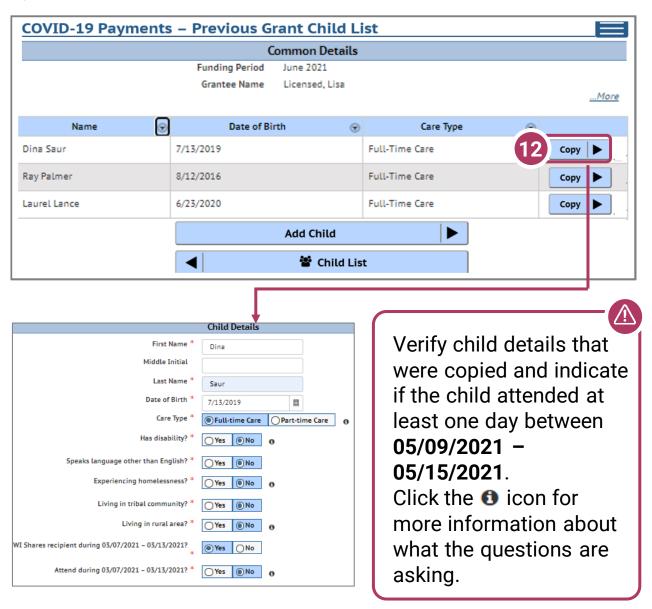


Click Add once you have filled out all information on the page.

Previous Grant Child List

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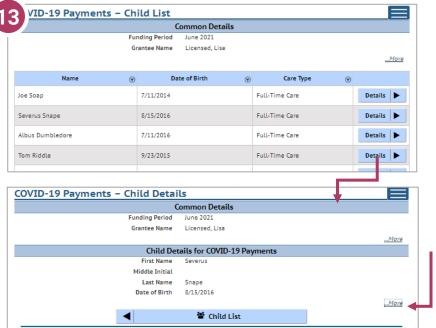


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If you have added a child in error to the application, you can remove the child by checking the box Remove this child from the grant?



Click **Save** on the *Modify Child Details* page if you have changed any information; you should be taken back to the *Child List*. You can continue adding children, as needed, or proceed to submit your application.

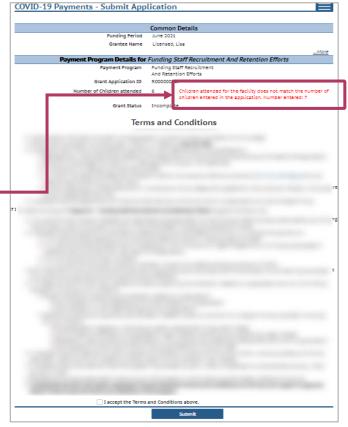


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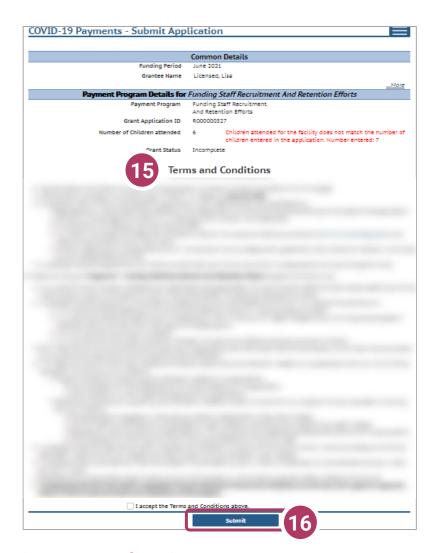
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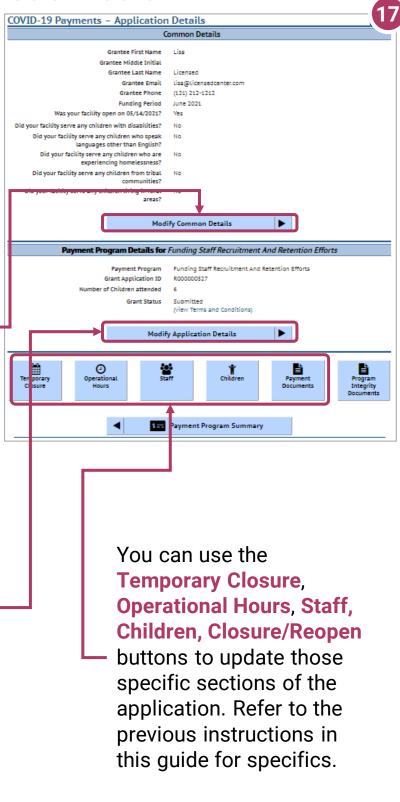
Modifying After Submission

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Remember, any change in the number of children will affect the number of children who need to be entered in the *Add Children* module.

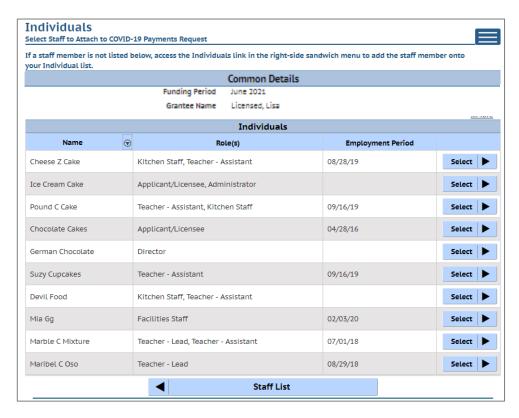




APPENDIX I

Adding Individuals to the Child Care Provider Portal

This module allows child care providers to enter current and prospective employees and household members for background check purposes.



If you do not see an individual who worked on your staff during the funding period, you must add them through this module if you want them to be considered for funding.

Individuals will not be able to be attached until they have a background check request on file.

Follow the link below to download the latest **Child Care Provider Portal** (CCPP) **User Guide**.



https://dcf.wisconsin.gov/files/publications/pdf/5221.pdf