

Child Care Counts: Stabilization Payment Program Temporary Closure Guide

JANUARY 2022



Wisconsin Department of
Children and Families

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About This Guide

This guide is intended to help providers understand how to select the appropriate **COVID-19 Temporary Closure reason** eligible for CCC payments if their facility was closed due to COVID exposure during the Count Week.

Please note that the dates in this guide are for example purposes only. Application windows are open every month through **July 2022**.

Please review all payment program details, eligibility requirements, and terms and conditions on our [webpage](#) before submitting your application.

The Payment Program application is available in the [Child Care Provider Portal](#). Information about [applying for access can be found here](#). For help gaining access to the Child Care Provider Portal, please view the [short instructional video](#) that will help you gain access. If you continue to have issues, please email DCFPlcBECRCBU@wisconsin.gov.

If you are unable to access the Provider Portal, you can contact the Payment Program Call Center for assistance filling out your application over the phone.

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.

Adding COVID-19-Related Temporary Closures

If you have received a payment for the previous month of the *Child Care Counts: Stabilization Payment Program*, but you had to close during this month's Count Week due to a COVID exposure, you may continue to be eligible if closed due to COVID exposure during a future Count Week. This includes temporary closures that last the entire Count Week.

For example, if you have already received payment for the month of November and December and in January you closed your facility due to a COVID exposure, you may be eligible to receive payment for January.

You will then need to Modify Common Details in the Child Care Provider Portal.

COVID-19 Payments – Modify Common Details

Grantee Details

Payment Month January 2022

Grantee First Name * Mick

Grantee Middle Initial

Grantee Last Name * Rory

Grantee Email * mickr@suzy.com

Grantee Phone * (608) 555-5555

Tell us if your program is open or closed during the Count Week

Was your facility open during Count Week 12/05/2021-12/11/2021? Yes No

When updating the common details in your application, you will answer **“Yes”** or **“No”** to the question **“Was your facility open during the Count Week,”** depending if you had a single day or multi-day closure during the Count Week. **Navigate to the Temporary Closure page** to enter your temporary closure. Only closure reasons of **COVID-19 Exposure of Staff to COVID-19 or COVID-19 Exposure of Child(ren) to COVID-19** may be eligible for payments.

Adding COVID-19-Related Temporary Closures

As part of the application process, you will be asked to add or verify any temporary closures that occurred during the Count Week. If you have had no previous closures, and this is your first time entering one, you will see the following screen. Select the **Add Temporary Closure** button.

COVID-19 Payments - Temporary Closure

Common Details

Payment Month: January 2022
Grantee Name: Rory, Mick

Verify Temporary Closure

From	To	Closure Reason	Comments
		No closures	

The closure periods should reflect any periods of time your facility was closed during the funding period (12/5/2021 - 12/11/2021). You must verify the closure periods above by checking the box below and selecting Verify. If you need to add a new closure period, select the Add button.

Add Temporary Closure

Staff

I verify that the closures listed above are accurate and complete for the period of 12/5/2021 to 12/11/2021.

Verify

On the **Add Closure Schedule** screen you will:

Select the start date.

Select the end date.

VID-19 Payments - Add Closure Schedule

Due to the COVID-19 health emergency, please help DCF understand when you are closed and open. If you are closing, please enter your closure period here and also contact your licensor or certifier.

Common Details

Payment Month: January 2022
Grantee Name: Rory, Mick

Verify Temporary Closure

From Date:

To Date:

Closure Reason:

Comments:

Add

- COVID-19 Exposure of Staff to COVID-19
- COVID-19 Exposure of Child(ren) to COVID-19
- COVID-19 Business decision
- COVID-19 Lack of families
- COVID-19 Lack of staff
- COVID-19 Lack of supplies
- COVID-19 Other

Select the reason. Please note that *only* closure reasons of **COVID-19 Exposure of Staff to COVID-19** or **COVID-19 Exposure of Child(ren) to COVID-19** are eligible for payments.

You **must** enter the details of the closure in the comments box. If you try to add the closure with no details in the Comments box, you will get an error message.

Comments: The Comments text is required.

Once you have entered the required details, click the **Add** button to add the closure.

Add

Adding COVID-19-Related Temporary Closures

You may have had more than one Temporary Closure, so be sure to enter them all here. In our example below we have two entries. If you need to change these entries before verification, click the **Edit button** next to the Temporary Closure you wish to revise.

COVID-19 Payments - Temporary Closure 3

Common Details

Payment Month January 2022
Grantee Name Rory, Mick [...More](#)

Verify Temporary Closure

From	To	Closure Reason	Comments	
01/07/22	01/07/22	COVID-19 Exposure of Staff to COVID-19	we closed for staff testing as we suspected one of our team had been exposed to COVID-19	Edit ▶
01/04/22	01/04/22	COVID-19 Exposure of Child(ren) to COVID-19	Three children were out with suspected exposure to COVID-19. We closed to perform contract tracing to ensure everyone's safety.	Edit ▶

The closure periods should reflect any periods of time your facility was closed during the funding period (12/5/2021 - 12/11/2021). You must verify the closure periods above by checking the box below and selecting Verify. If you need to add a new closure period, select the 'Add' button.

[Add Temporary Closure](#) 📅 ▶

I verify that the closures listed above are accurate and complete for the period of 12/5/2021 to 12/11/2021.

[Verify](#)

◀ [Application Details](#)

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Once you have entered all Temporary Closures, check the box and select *Verify* to continue through the application.

I verify that the closures listed above are accurate and complete for the period of 12/5/2021 to 12/11/2021.

[Verify](#)

Adding COVID-19-Related Temporary Closures

You also have the ability to update your application after submission.

If you need to make changes after you have submitted your application, you should login, go to the **Application Details** screen and click the **Temporary Closures** button.

COVID-19 Payments – Application Details

Common Details

Grantee First Name: Mick
Grantee Middle Initial:
Grantee Last Name: Rory
Grantee Email: mickr@suzys.com
Grantee Phone: (608) 555-5555
Payment Month: January 2022

Was your facility open during Count Week 12/05/2021-12/11/2021? Yes

Did your facility serve any children with disabilities? No

Did your facility serve any children who speak languages other than English? No

Did your facility serve any children who are experiencing homelessness? No

Did your facility serve any children from tribal communities? No

Modify Common Details

Payment Program Details for Increasing Access To High-Quality Care

Payment Program: Increasing Access To High-Quality Care
Grant Application ID: P00000512
Number of Children attended: 4
Grant Status: Submitted (View Terms and Conditions)

Modify Application Details

Temporary Closure | Children | Upload Verification Document | Payment Documents | Program Integrity Documents

Payment Program Summary

COVID-19 Payments - Temporary Closure

Common Details

Payment Month: January 2022
Grantee Name: Rory, Mick

Verify Temporary Closure

From	To	Closure Reason	Comments	
01/07/22	01/07/22	COVID-19 Exposure of Staff to COVID-19	we closed for staff testing as we suspected one of our team had been exposed to COVID-19	Edit
01/04/22	01/04/22	COVID-19 Exposure of Child(ren) to COVID-19	Three children were out with suspected exposure to COVID-19. We closed to perform contract tracing to ensure everyone's safety.	Edit

The closure periods should reflect any periods of time your facility was closed during the funding period (12/5/2021 - 12/11/2021). You must verify the closure periods above by checking the box below and selecting Verify. If you need to add a new closure period, select the Add button.

I verify that the closure periods listed above are correct for the period of 12/5/2021 - 12/11/2021.

Add Temporary Closure

Verify

Application Details

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This will take you to the **Temporary Closure** screen where you can Add, Edit or Verify Temporary Closures.

Please note that you can modify and make changes **until the application period ends at midnight.**

Temporary Closures

For more information on COVID-related closures and the *Child Care Counts Payment Program*, see the **COVID Guidance** section of the [Frequently Asked Questions](#) on the Payments Program [webpage](#).

Reminder:

Child care providers are required to notify their licensor or certifier of changes in program service, including temporary closures. Temporary closures lasting more than 14 days are considered a change in program services. Providers must also notify their licensor or certifier of any closures, for any amount of time, related to construction/remodeling that has the potential to affect an area accessible to children, and for any closures related to a confirmed case of a communicable disease, reportable under ch. DHS 145, which includes COVID-19 related closures. Temporary closures may be reported directly to the regulating agency or by using the [Child Care Provider Portal](#).

For questions about closure related licensing and certification policies, please contact your [licensor](#) or [certifier](#).