# Child Care Counts: Stabilization Payment Program Temporary Closure Guide

**JANUARY 2022** 



The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Division of Early Care and Education at 608-422-6002. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

# **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 <u>Child Care Provider Portal</u>. Information about <u>applying for access can be found here</u>. For help gaining access to the Child Care Provider Portal, please view the <u>short instructional video</u> that will help you gain access. If you continue to have issues, please email <u>DCFPlicBECRCBU@wisconsin.gov</u>.

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: <a href="mailto:DCFDECECOVID19CCPayments@wisconsin.gov">DCFDECECOVID19CCPayments@wisconsin.gov</a>.

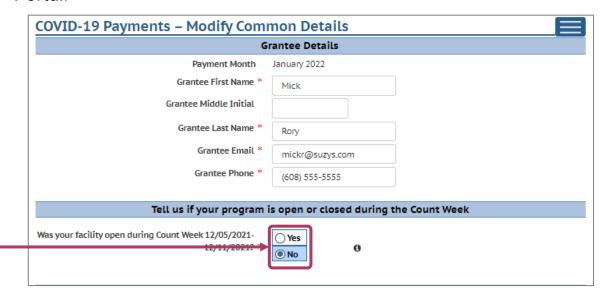
If you are unable to email, you may call and leave your detailed questions at: 608-535-3650.

Please note – email is recommended for a faster response.

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.

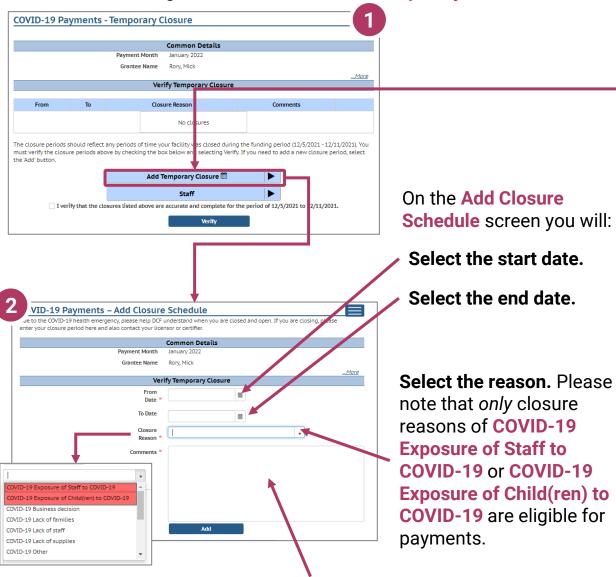
For example, if you have already received payment for the month of November and December and in January you closed your facility due to a COVID exposure, you may be eligible to receive payment for January.

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



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.

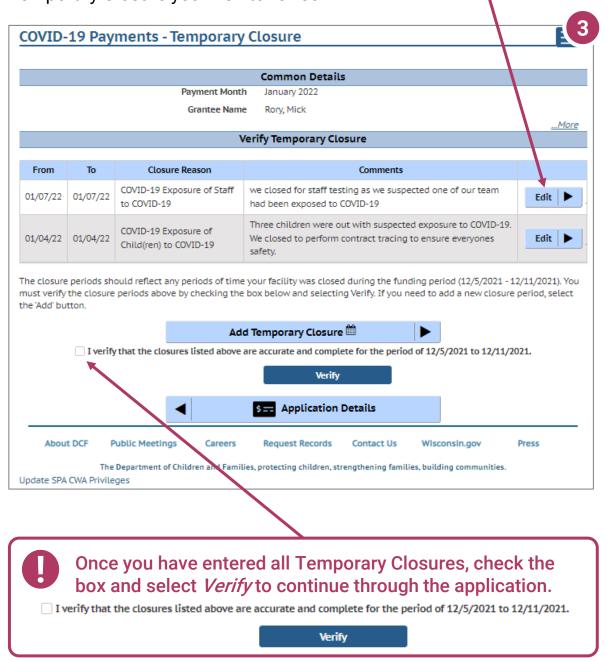
As part of the application process, you will be asked to add or verify any temporary closures that occurred during the Count Week. If you have had no previous closures, and this is your first time entering one, you will see the following screen. Select the **Add Temporary Closure** button.



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.

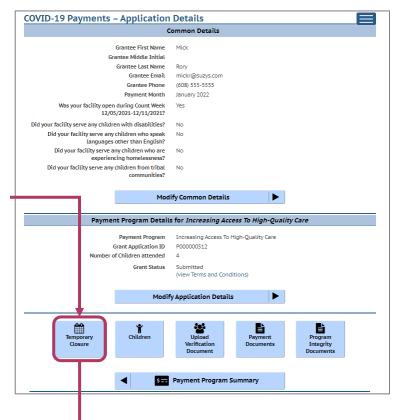
Once you have entered the required details, click the **Add** button to add the closure.

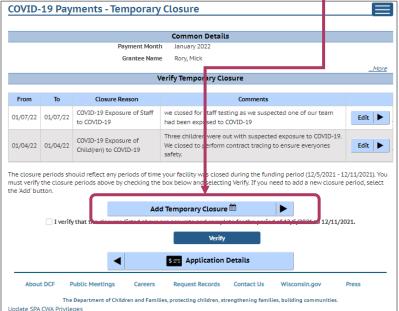
You may have had more than one Temporary Closure, so be sure to enter them all here. In our example below we have two entries. If you need to change these entries before verification, click the **Edit button** next to the Temporary Closure you wish to revise.



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.





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 <u>Frequently Asked Questions</u> on the Payments Program <u>webpage</u>.

### 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 <u>licensor</u> or <u>certifier</u>.