



Child Care Provider Portal (CCPP) User Guide

December 2023

Division of Early Care and Education

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Background

The Portal enables child care programs to:

- Submit background checks on individuals affiliated with the child care program
- View background check eligibility status and notices
- View [Wisconsin Shares](#) authorizations and payment details
- Update child care prices (required for licensed centers participating in the Wisconsin Shares program) for the center
- Send a request to end a Wisconsin Shares authorization for a child who is no longer attending or has never attended the program
- Report days (or weeks) the child care program will be closed so a parent can request an authorization to an alternate provider during the closure
- View [YoungStar](#) quality rating information and documents
- View certain Licensing, Certification, and Wisconsin Registry details/documents
- Pay licensing and certification fees using the E-Payment module
- View certain information brought over from your local CCR&R agency
- Apply for COVID-19 payments and view payment details
- View B-3 CC Pilot authorizations and view payment details

Abbreviations

The following abbreviations appear in this guide:

- **BCR:** Background Check Request
- **BIF:** Business Information Form
- **CBC:** Child Care Background Check
- **CBU:** Child Care Background Check Unit
- **CCPP:** Child Care Provider Portal
- **CCR&R:** Child Care Resource and Referral
- **DCF:** Department of Children and Families
- **DOJ:** Department of Justice
- **FBI:** Federal Bureau of Investigation
- **SSN:** Social Security Number
- **VRA:** Voluntary Repayment Agreement
- **WISCCRS:** Wisconsin Child Care Regulatory System
- **Wisconsin Shares:** Wisconsin Shares Child Care Subsidy Program

Technical Information

The Child Care Provider Portal can be accessed using all common browsers (Microsoft Edge, Google Chrome, Safari, etc.) and is mobile-friendly.

When entering new individuals into the Child Care Provider Portal, it is recommended that you use a desktop, laptop, or a tablet because of the amount of data entry needed for those pages.

To protect the information from unauthorized users, the Portal is designed so that the user is automatically logged out after 30 minutes of inactivity.

Gaining Access to the CCPP

See [Provider Portal Security Module](#) User Guide for further information.

How to gain access to CCPP is explained on the [Accessing the Child Care Provider Portal](#) webpage.

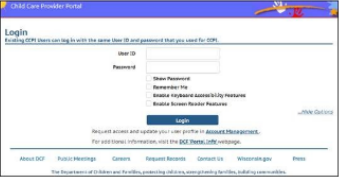
Accessing the Child Care Provider Portal (CCPP)

Please follow the instructions provided to obtain access to the DCF Child Care Provider Portal (CCPP). Watch the [training video](#) that explains the functionality of the Provider Portal.

[Learn more about what you can do in the Child Care Provider Portal.](#)

Provider Portal Login

- ▶ Instructions for Child Care Providers and Center Staff Only
- ▶ Instructions for Tribal/County/State Staff



Confidentiality and Passwords

The child care subsidy authorization and background check information contained in the Child Care Portal is confidential and users must be aware of this when using the system.

- **Log out of the Portal and close the browser when you are not using it.** This will prevent unauthorized people from entering or viewing information in the Portal.
- **Do not share your user ID with anyone.** Each staff member who needs access to the Portal must create his or her own account, request access and log in using his or her own credentials.

Troubleshooting User ID and Password

If you enter an incorrect user ID and/or password, the login page shows an error message stating that the “or password” entered was incorrect. **Note that your password is case sensitive and must be entered exactly as you entered it when you created your account.**

You can take the following steps, when you are unable to log in to CCPP because of a wrong or forgotten user ID and/or password:

- **If you have entered an incorrect user ID and/or password,** a warning message will display alerting you that the user ID or password entered were incorrect. *Remember that passwords are case sensitive and must be entered exactly as you entered them when you created your account.*
- **If you have forgotten your password but remember your user ID and the answer to your password reminder question,** you will have to change your Password. To do this:
 1. Log on to the [DWD / Wisconsin Login Account Management screen](#).
 2. Under the Username/Password Recovery section, choose “What should I do if I forget my password or username?”
 3. On the following screen, choose either “Logon Recovery” or “Recover using your email address or phone number” function.
 4. Go to your email inbox to access the email. Follow the instructions.
- **If you are not able to access the system after taking the steps above,** please contact the [DCF Service Desk](#) at 608-264-6323.

Changing Your Password

To change your password, follow these steps:

1. Log in to the [DWD / Wisconsin Login Management System page](#)
2. Under *Profile Management* heading, click on “How do I change my password?”. Follow the instructions.

Changing Account Information (change of name, email address, etc.)

If you would like to update or view any of your account information, follow these steps:

1. Log in to [DWD / Wisconsin Login Management System page](#)
2. Under *Profile Management* header, click on the “How do I change my email or phone number?” link.
3. Enter your current Login ID and password.
4. Then choose the link of your choice.

Adding a New Facility/Location to an Existing CCPP User ID:

See [Provider Portal Security Module](#) user guide for further information at the [Child Care Provider Portal Information webpage](#).

Ending Access to the Portal

See [Provider Portal Security Module](#) user guide for further information on the [Accessing the Child Care Provider Portal \(CCPP\) webpage](#).

Training

A training video explaining the Child Care Provider Portal is available on the [Child Care Provider Portal Information webpage](#), under the Training and Resources section. Login

After your security has been set-up, access the [Child Care Provider Portal login screen](#).

On the Login screen, enter the user ID and password you created. Then click the *Login* button.

Child Care Provider Portal

Login

Existing CCPI Users can log in with the same User ID and password that you used for CCPI.

User ID
randy2

Password
.....

[...Show Options](#)

Login

Request Click on the following link
[Request Access](#)

Help: For problems logging in or to update your user profile, click on the following link
[Account Management](#)

Home Screen

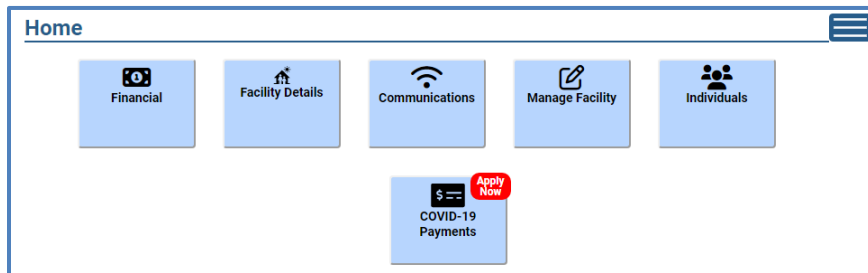
After you log in, the default home screen displays if you only have access to one facility/location. If you have access to multiple sites, a list of facilities displays:



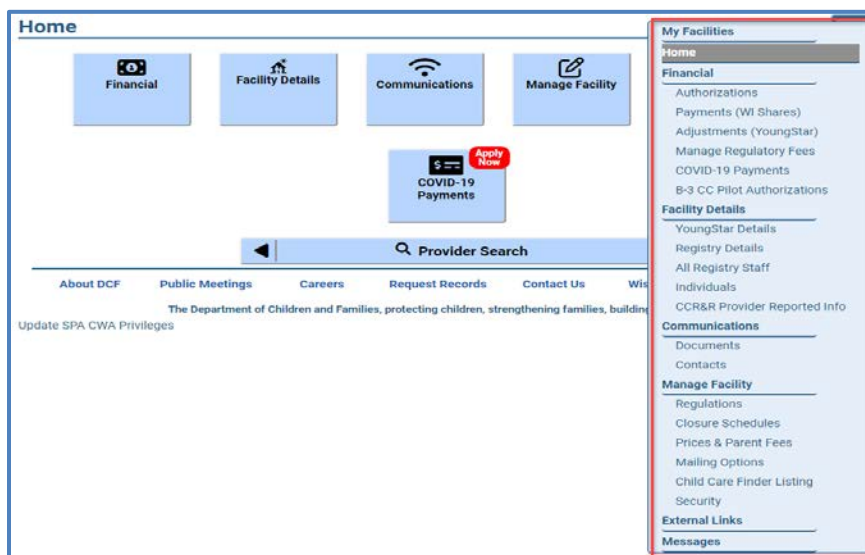
If you have access to one facility/location or if you choose one of the facilities on your facility list (users with access to multiple child care locations/sites), you will be taken to the Home page. The top portion of this screen includes basic information about the facility/location such as address, contact (usually the Director for group centers) and phone number.

Facility Home page

The facility home page has multiple buttons (explained below).



1. **Sandwich menu:** Displays on the top right corner. This menu allows you to quickly access any page within the facility/location. The menu is available on all pages within the Child Care Provider Portal.



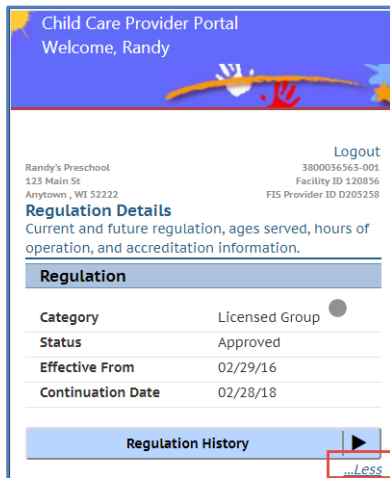
2. **Financial:** This button takes you to financial related pages, such as Wisconsin Shares authorizations to your program, payments, and YoungStar Adjustments (if applicable) and Regulatory Fee Payments, COVID-19 applications and payment pages, and B-3 CC Pilot authorizations and payment pages. Here you can pay regulation related fees such as background check and licensing fees.
3. **Facility Details:** This button takes you to screens that pertain to your facility such as YoungStar and Wisconsin Registry Details, individuals associated with your program, and what has been reported to the CCR&R.
4. **Communications:** This button takes you to various documents such as authorization notices and subsidy and licensing/certification documents. You can also access the *Contacts* page using this button.
5. **Manage Facility:** This button takes you to the Regulations (licensing, certification, and public school) screen, Closure Schedules, and Prices pages. This page also has the link to the Mailing Options where you can request certain notices be generated electronically instead of paper format.
6. **Individuals:** This button takes you to the list of individuals associated with your program.
7. **COVID-19 Payments:** This button takes you to the COVID-19 applications and payment pages. Information about these payments can be found on the [DCF COVID-19 webpage](#).

Functionalities Common to Multiple Screens

Below is a list of screen functionality that appears on multiple screens in the Child Care Provider Portal:



...More: Select this link to view additional information on the screen.



...Less: This link is displayed on screens that have been expanded. Select the link to collapse the information.



Download to Excel/CSV icon: Screens with multiple records have an option to download the information into Excel (CSV).



History: You can search historical information on almost every screen in the Child Care Provider Portal. Select "...More" to access the history screen.

Transaction Date	Amount
Transactions From - July, 2017	
07/31/17	\$3,147.31
Total:	
	\$3,147.31

Additional details/edit icon: If there is more detail for the record, select the “arrow” to view details.

Transaction Date	Amount
Transactions From - July, 2017	
07/31/17	\$3,147.31
Total:	
	\$3,147.31

Sorting icon: If the screen has multiple records, the information can be filtered by selecting the “funnel” icon on the header.

Current
 Not Hired/Did Not Reside
 Prospective

“I” Informational Icons: Some fields have an “I” icon next to the field. By clicking this icon, additional text displays that explains the field in more detail.



Screens with multiple screens: If the screen has more than 15 rows, the screen is divided into multiple sections. Use the bar on the bottom of the screen to move to other sections.

Users with Access to Multiple Sites

If you have access to multiple sites/provider locations, the Child Care Provider Portal allows you to ‘jump’ from a page in one location to the same page under another location. **Example below:**

Randy wants to download payment information for multiple locations under his user ID.

In the screenshot below, Randy is accessing payment details for location 001. He wants to download payment information for the additional locations that he has access to.

Child Care Provider Portal
Welcome, Randy

Randy's Preschool
123 Main St
Anytown, WI 52222

Logout
3800036363-001
Facility ID 120856
FIS Provider ID 0205258

Payments

[View payments details](#)

Payment Date 11/27/2017
Amount \$4,871.09

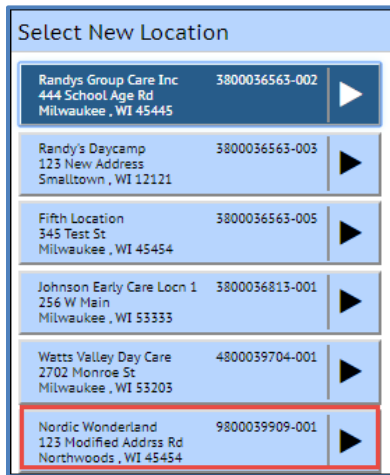
[Export](#)

Child Name	Confirmation #	Amount
Case# 1150908513 - Anna Alabama		
Andrew Alabama	000160	\$1,511.70
Case# 1150921218 - Betty Baltimore		
Schoolageboy Baltimore	000159	\$367.94
Babygirl Baltimore	000158	\$1,430.50
Case# 8150904689 - Donna Demo		
Danny Demo	000157	\$826.13
Dennis Demo	000156	\$734.82

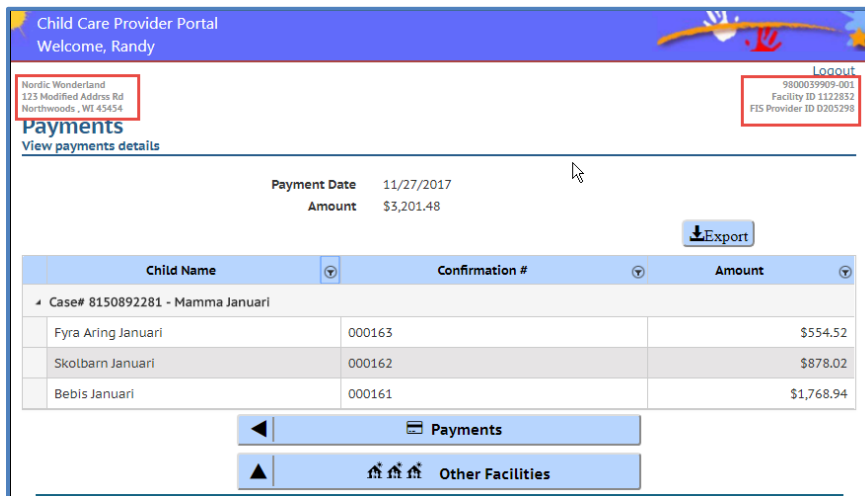
← Payments

Other Facilities

By selecting the *Other Facilities* button, he can access other facilities/locations he has access to.

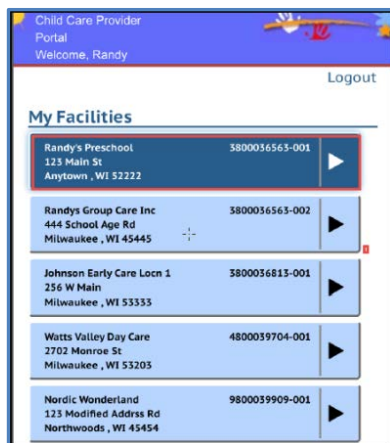


By selecting Nordic Wonderland, he is taken directly to the *Payment Details* page for that site.



This functionality works on all CCPP pages.

My Facilities



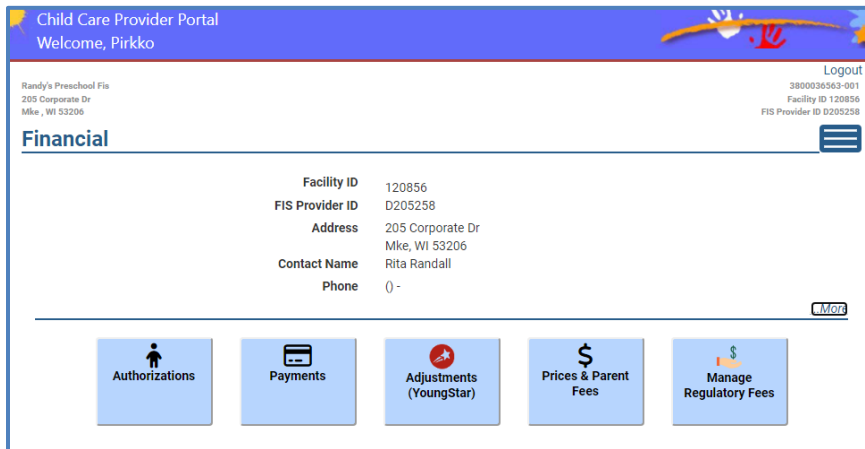
Select the *My Facilities* link to access regulatory, authorization and payment information for your facility.

If you have access to multiple facilities, you will be taken to a screen that lists all facilities that you have been given access to. If you only have one facility, you will be taken directly to the *Facility Details* screen.

In the example, Randy has access to multiple sites. He has to select the facility he wants to proceed to.

Financial

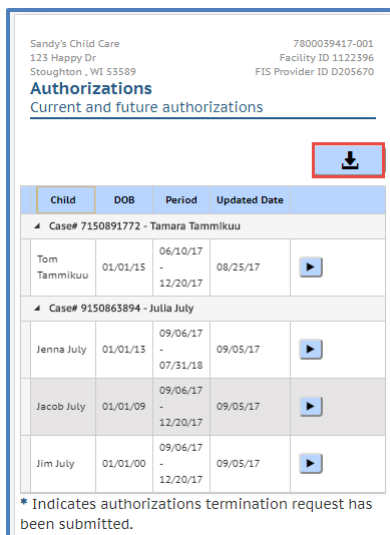
The *Financial* screen shows buttons that link to all pertinent information about financial topics for the location.



The screens are explained in the sections below.

Authorizations

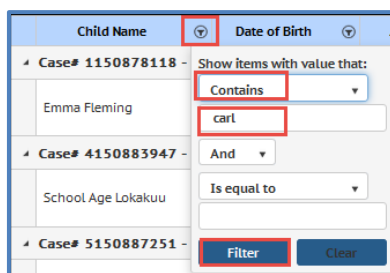
The *Authorizations* screen displays all Wisconsin Shares authorizations that span current date and into the future.



The list of authorized children can be exported into Excel/CSV.

The screen displays the child's name, date of birth, authorization period and the date when the authorization was last updated. The columns can be sorted by clicking on the header.

If an authorization is created that has an end date in the past, you can only view that authorization on the *Authorization History* screen.



On the desktop computer view, you can filter children by using the filter functionality on the header. If you have multiple screens of authorizations, you can quickly find a child's authorization by using the filter and enter the child's name.

Authorization Termination Request

If a child no longer attends your center, never attended, or will no longer attend in the future, you can send a request to the subsidy agency to have the authorization ended. Do not request to end an authorization on the date it is already ending. **Note that if you request the authorization to be terminated in the current month, the system will end it as of last day of the current month.**

To submit a request to end an authorization, select the *Modify* icon next to the authorization.

Child Name	Date of Birth	Authorization Period	Updated Date	
Case# 5151094653 - Pam Busy				
Boy Busy	01/01/17	06/01/20 - 05/31/21	08/26/20	Auth Termination

On the *Authorization Termination* screen, select the 'No' radio button for the child(ren) whose authorizations should be ended. Note that you can also do this for future authorizations (when the authorization start date is in the future).

When the No is selected, the following options appear:

Logout
3800036363-001
Facility ID 120856
FIS Provider ID 0209258

Authorizations termination

*You may request an authorization to be ended using this page. The request is sent to the Subsidy Agency for processing. Once the agency has accepted your request, the authorization will reflect the new End Date.

Case# 5151094653
Primary Person Pam Busy

Child Name Boy Busy
DOB 01/01/17
Period 06/01/20 - 05/31/21

Is child attending? Yes No

- Child Never Attended
- Child Has Stopped Attending
- Center Closed/Suspended/Revoked
- Center Not Located Close To Home/Approved Activity
- Parent/Provider Disagreement
- Center's Operation Hours Not Matching Childcare Need
- Changing Providers
- Child Not Attending Due To Behavior Concerns/Challenges
- Child Not Attending Due To Special Health-Related Concerns

Save

Choose the reason that most closely reflects the reason for termination. After the reason is chosen, Last day of Attendance appears. Enter the last date the child attended or will be attending.

Is child attending? Yes No

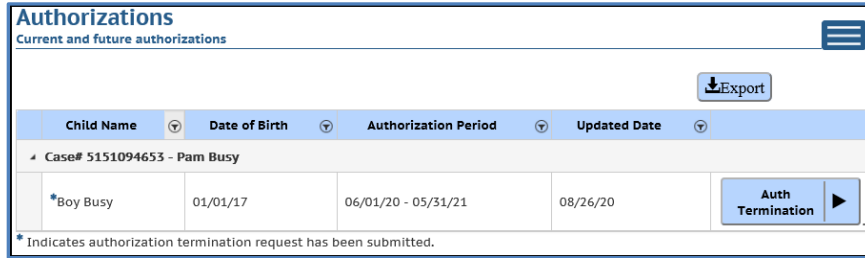
- Child Never Attended
- Child Has Stopped Attending
- Center Closed/Suspended/Revoked
- Center Not Located Close To Home/Approved Activity
- Parent/Provider Disagreement
- Center's Operation Hours Not Matching Childcare Need
- Changing Providers
- Child Not Attending Due To Behavior Concerns/Challenges
- Child Not Attending Due To Special Health-Related Concerns

Last Day of Attendance

Save

Select Save to send the request to the subsidy agency.

The *Authorization* screen shows an asterisk next to the child whose authorization has a termination request.



The subsidy agency will review the request and reach out to the parent. Once the request is verified and processed, the authorization screen will show the modified authorization and the asterisk will no longer appear next to the child’s name.

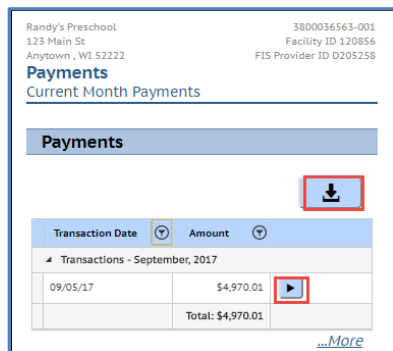
Note that authorization termination requests with an end date in the past or within the current month cannot be ended earlier than the last day of the current month. **Example:** A child has an authorization spanning January 31, 2024. On August 26, 2023, the parent notifies the provider that the child will not be attending after August 28, 2023. The provider submits an authorization termination request with an August 28, 2023 end date. After the worker processes the request, the authorization will end on August 31, 2023 (last day of the month).

Reversing an Authorization Termination Request

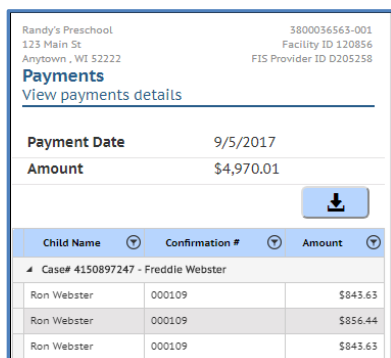
If you make a mistake on the Authorization Termination Request, you can withdraw it if the local agency has not processed the request and ended the authorization. To withdraw the request, simply access the screen above and switch the radio button back to Yes and save the changes.

Payments

This screen shows payments transferred by parents who have a MyWICChildCare EBT card and whose children are enrolled in your program. The screen shows payments for the current month by transaction date. The transaction date on this screen indicates the date the parent authorized the transaction. It takes a couple of business days for the funds to appear in your bank account.



Select the arrow icon to view the list of children included in the transaction. Click “...More” to view transactions for previous months.



The *Payments Details* screen lists children included in the transaction.

Payment Summary by Quarter

This screen shows monthly, quarterly, and annual transactions for the provider location/facility. The screen does not include transactions that are done today. Those are in the following day

To access the *Payment Summary by Quarter* screen, select "...More" from the *Payments* screen and then *Payment Summary by Quarter* button. The following screen displays:

Quarterly Payments Summary
View Quarterly/Monthly payments Summary for a Year

2017

Quarterly/Monthly Payment Summary

Export

Quarter	Card Payments	YoungStar Payments	Other Payments*	Grand Total
1st Quarter	\$200.00	\$104,423.47	\$100.00	\$104,723.47
2nd Quarter	\$3,522.39	\$20,537.85	\$0.00	\$24,060.24
3rd Quarter	\$9,940.02	\$8,446.07	(\$1,813.75)	\$16,572.34
4th Quarter (Current)	\$3,310.14	\$6,748.76	\$0.00	\$10,058.90
	\$16,972.55	\$140,156.15	(\$1,713.75)	\$155,414.95

* Other Payments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

On top of the page, you can choose the payment year.

The arrows on the left side of the table allow you to expand the quarter to display monthly payment information for the quarter. The screen has the following columns:

- **Card Payments:** These are payments authorized by the parent.
- **YoungStar (YS) Adjustments:** In January 2022, the YS adjustments were folded into the monthly CC Counts payments. However, the YS adjustments are reimplemented starting January 2024.
- **Other Payments:** These are usually transactions resulting from Voluntary Repayment Agreement. Note that the COVID-19 Payments are also posted on this column.

Monthly Details

The screen below shows the third quarter of 2017 expanded.

Quarterly Payments Summary
View Quarterly/Monthly payments Summary for a Year

2017

Quarterly/Monthly Payment Summary

Export

Quarter	Card Payments	YoungStar Payments	Other Payments*	Grand Total
1st Quarter	\$200.00	\$104,423.47	\$100.00	\$104,723.47
2nd Quarter	\$3,522.39	\$20,537.85	\$0.00	\$24,060.24
3rd Quarter	\$9,940.02	\$8,446.07	(\$1,813.75)	\$16,572.34
	\$16,972.55	\$140,156.15	(\$1,713.75)	\$155,414.95

Month	Card Payments	YoungStar Payments	Other Payments*	Grand Total
July, 2017	\$0.00	\$3,147.31	(\$289.67)	\$2,857.64
August, 2017	\$0.00	\$1,277.43	\$0.00	\$1,277.43
September, 2017	\$9,940.02	\$4,021.33	(\$1,524.08)	\$12,437.27

* Other Payments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

To view details on the monthly amounts for the above columns, access the following buttons from the *Financial* screen:

- **Card Payments (for a month):** Select the *Payments* button, then "...More" and finally *Payments History* and choose the month of your choice.

- **YoungStar Payments (for a month):** Select the *Adjustments (YoungStar)* button, then “...More”, and finally *Adjustments (YoungStar) Transfer History*. Choose the month you want to see the details for.
- **Other Payments (for a month):** Select the *Adjustments (YoungStar)* button, then “...More”, and finally *Adjustments (YoungStar) Transfer History*. Choose the month you want to see the details for.

Adjustments (YoungStar)

This screen shows the following adjustments:

- a) **YoungStar:** January 2022, the YS adjustments were folded into the monthly CC Counts payments. **However, the YS adjustments are reimplemented starting January 2024.**
- b) **Other:** Transactions debited from provider’s account after a Voluntary Repayment Agreement was received. *Child Care Counts* awards are also posted in this section.

YoungStar Adjustments – Reimplemented January 2024

In January 2022, the YS adjustment was removed from the Wisconsin Shares authorization calculation. Instead, a quality adjustment was added to the COVID-19 Payments, Funding Workforce Recruitment and Retention award for 2-5 star providers.

Effective January 2024, the YS Adjustments will be reimplemented as they were prior to the temporary hold. More detail can be found at <https://dcf.wisconsin.gov/youngstar/providers/quality-adjustment>.

YoungStar Calculations

The YoungStar Adjustments are calculated the last business day of the month and deposited directly in your bank account during the first week of the month. The end-of-the-month calculation includes adjustments for any retro authorizations spanning the current or past month(s) and adjustments for the following month.

The monthly YoungStar amount can also have negative amounts if a parent’s benefits have been cancelled and YoungStar adjustments associated with the cancellation are pulled back. The negative amounts are deducted up to 25% of the monthly deposit amount.

The screen has two sections:

The screenshot shows the 'Adjustments (YoungStar)' interface. At the top, there is a header with the facility name 'Randy's Preschool' and contact information. A 'Logout' button is in the top right. The main title is 'Adjustments (YoungStar)'. Below this, there are two main sections: 'Transaction' and 'Calculation', both highlighted with red boxes. Each section has an 'Export' button. The 'Transaction' section displays a table with columns for 'Transaction Date', 'Type', and 'Amount'. A single transaction is listed for '11/30/17' with an amount of '\$3,403.80'. A 'Details' button with a right-pointing arrow is next to the amount. Below the table, a note states: '* Other Adjustments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.' The 'Calculation' section displays a table with columns for 'Calculated Month' and 'Amount'. A calculation for 'December, 2017' is shown with an amount of '\$1,466.57'. A 'Details' button with a right-pointing arrow is next to the amount. A 'More' link is visible at the bottom right of each section.

Transaction: This section includes both retroactive and future adjustments paid at a certain date. In some rare scenarios, there can be negative amounts if YoungStar Adjustments were recouped. The screen also displays the total amount. Select the *Details* (arrow) icon right next to the amount to view details on the children who are included in the total.

The following screen lists details on the children included in the payment total. In the example below, the payment was issued the last day in November. The payment included were mostly for December authorizations, but also some retro authorizations that were backdated to September and October 2017.

The screenshot shows the 'YoungStar Adjustments' interface. At the top, there is a header with the facility name 'Randy's Preschool' and contact information. A 'Logout' button is in the top right. The main title is 'YoungStar Adjustments'. Below this, there is a sub-header: 'View Adjustment (YoungStar) transfer Details for a transfer date'. The main content area shows a summary of the transaction: 'Transaction Date: 11/30/2017', 'Amount: \$3,403.80', and 'Type: YoungStar Adjustments'. An 'Export' button is located below this summary. Below the summary is a table with columns for 'Child Name', 'Authorization Month', and 'Amount'. The table lists details for two cases: 'Case# 4150924643 - Melinda Major' and 'Case# 5150879258 - Sandy September'. The 'Authorization Month' column is highlighted with a red box. The table shows various months from September to December 2017 for both cases, with corresponding amounts.

Child Name	Authorization Month	Amount
Case# 4150924643 - Melinda Major		
Sebastian Major	December, 2017	\$210.91
Case# 5150879258 - Sandy September		
Erik September	December, 2017	\$32.44
Erik September	November, 2017	\$57.52
Erik September	October, 2017	\$46.66
Erik September	September, 2017	\$28.38
George September	December, 2017	\$18.30
George September	November, 2017	\$26.47
George September	October, 2017	\$26.47
George September	September, 2017	\$22.65
Martin September	December, 2017	\$17.89

Calculation: This section includes payments issued for a specific month. The screenshot below shows YoungStar adjustments for October authorizations. The transaction date can be another month.

YoungStar Calculation
View YoungStar Adjustment amounts calculated for a month

Calculation Month: October, 2017
Amount: \$2,539.52

[Export](#)

Child Name	Transaction Date	Amount
Case# 0150922701 - Georgianna Georgia		
George Georgia	10/31/17	\$90.01
Case# 1150908513 - Anna Alabama		
Andrew Alabama	09/29/17	\$75.38
Case# 1150921218 - Betty Baltimore		
Babygirl Baltimore	09/29/17	\$178.82
Schoolageboy Baltimore	09/29/17	\$46.00

Funds Debited from Provider’s Bank Account with Voluntary Repayment Agreement (VPA)

If an authorization has been issued to an incorrect provider and the parent transferred the funds to the provider’s account, the incorrectly paid amounts are debited from the provider’s account after a VPA has been received. These debits are shown on the *Adjustment (YoungStar) Transfer History – Other Adjustments* screen. To view these transactions, take the following steps:

1. On the *Adjustments (YoungStar)* screen, under the Transaction section, select “...More”.

Adjustments(YoungStar)
Adjustments (YoungStar)

Transaction

[Export](#)

Transaction Date	Type	Amount	
Transaction Date: 11/30/17			
11/30/17	YoungStar Adjustments	\$3,403.80	Details
		Total: \$3,403.80	

* Other Adjustments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

[More](#)

2. Choose the *Adjustment (YoungStar) Transfer History*.

* Other Adjustments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

[Adjustments \(YoungStar\) Transfer History](#)

[Less](#)

- On the following screen, choose the month when the transaction was completed and then access the details.

Adjustments(YoungStar) Transfer History
View Adjustments(YoungStar) transfers for a month when the money was transferred

September 2017 Export

Transaction Date	Type	Amount	
Transaction Date: 09/29/17			
09/29/17	YoungStar Adjustments	\$4,021.33	Details
Transaction Date: 09/11/17			
09/11/17	Other Adjustments *	(\$1,524.08)	Details
		Total: \$2,497.25	

* Other Adjustments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

- The details show the names of the children, month and amounts that the debit was done for.

Other Adjustments
This page displays transactions resulting from a Voluntary Repayment Agreement

Transaction Date: 9/11/2017
Amount: (\$1,524.08)
Type: Other Adjustments *

Export

Child Name	Reason Code	Authorization Month	Amount
Case# 4150897247 - Freddie Webster			
Ron Webster	Authorization Error	September, 2017	(\$777.04)
Ricky Webster	Authorization Error	September, 2017	(\$747.04)

* Other Adjustments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

Provider Prices and Parent Fees

Licensed providers and programs operated by a public school board must report their private pay prices to the local subsidy agency. These prices are used to calculate the Wisconsin Shares Child Care Subsidy for the children the center serves.

The subsidy system uses part-time and full-time weekly prices. If you charge using another payment mode (hourly, daily, or monthly), you can still report these prices by uploading your price sheet into the Portal. Once the subsidy agency receives the price sheet, the agency **will work with you to** convert your reported prices into weekly full-time and part-time prices.

Below are steps for providers on how to enter the prices.

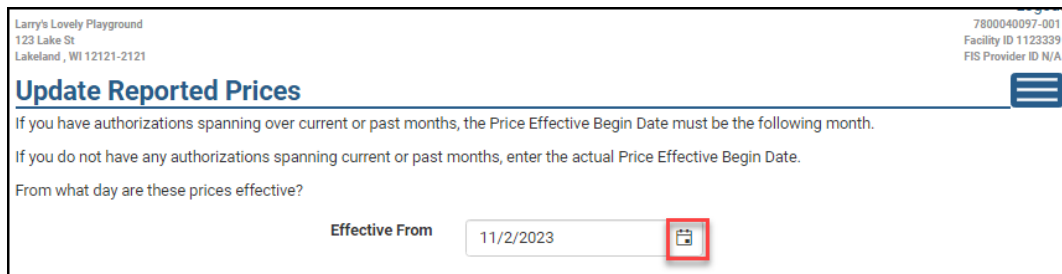
New Providers Who Have Never Reported Prices to the Subsidy Agency

Because no prices are in the subsidy system, the **Provider Prices and Parent Fees** screen is blank. Complete the steps below to enter prices:

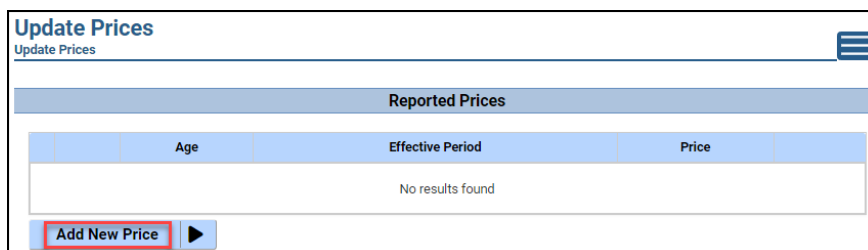


Then select *Update Prices*.

To use the calendar to enter the date, choose the calendar icon on the right. To enter the date, tap on the Effective From field. Then choose the *Create Request* button.



After selecting the effective date, select *Create Request* button. Then select the *Add New Price* button to proceed.



Choose Price Type on the top of this screen:

Larry's Lovely Playground
123 Lake St
Lakeland, WI 12121-2121

789010097-201
Facility ID 1123339
FIS Provider ID N/A

Add Price

Price Type: Full-Time Weekly Part-Time Weekly

From Age: 0 Years 0 Months

To Age: 0 Years 11 Months

Effective From: 11/2/2023

Price: \$250.00

Add

Full-Time Weekly reflects price for more than 20 hours or more of care per week.

Part-Time Weekly reflects price for 20 hours or less of care per week.

The prices are entered by age groups.

If your program serves infants under age three months, always enter 0 Years and 0 Months in the From Age field.

From Age: 0 years and 0 Month
To Age: 0 Years through 11 Months

This price is in effect until the child turns one year old.

Effective From Date: This date is carried over to all price entries from the very first screen. The date can be modified if necessary.

Price: Enter the **weekly** full-time price for the age group. Note that hourly prices should not be entered. Select *Modify* when the screen is complete.

After the price for the age group has been saved, you are taken back to the *Update Prices* screen.

Update Prices

Update Prices

Reported Prices		
Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/02/23	\$250.00

Add New Price

To add prices to other age groups, select *Add New Price* button. If you need to make changes or delete the previously entered price, select the *Modify* icon next to the price.

Example: Below is a sample of all prices for a licensed childcare center. The center has daily and weekly prices. The weekly full-time prices that need to be reported to the subsidy agency are marked with a red border, and the weekly part-time prices are marked with a blue border.

Age Category	Daily Rate	Weekly Rate	Age Category	Daily Rate	Weekly Rate
Infants			Pre-K, 4 - 5 Years Old		
Full Day, 5 Days/Week	\$44	\$220	Full Day, 5 Days/Week	\$35	\$175
Full Day, less than 5 Days/Week	\$48		Full Day, less than 5 Days/Week	\$39	
½ Day, 5 Days/Week	\$34	\$170	½ Day, 5 Days/Week	\$25	\$125
½ Day, less than 5 Days/Week	\$38		½ Day, less than 5 Days/Week	\$29	
Hourly - \$12 per hour			Hourly (not available)		
12 - 30 Months Old			School Age, 6 - 12 Years Old		
Full Day, 5 Days/Week	\$39	\$195	Before School, 5 Days/Week	\$12	\$60
Full Day, less than 5 Days/Week	\$43		Before School, less than 5 Days/Week	\$13	
½ Day, 5 Days/Week	\$27	\$135	After School, 5 Days/Week	\$18	\$90
½ Day, less than 5 Days/Week	\$31		After School, less than 5 Days/Week	\$19	
Hourly - \$9.50 per hour			Before & After, 5 Days/Week	\$21	\$105
			Before & After less than 5 Days/Week	\$22	
2.5 - 5 Years Old			Full Day, 5 Days/Week	\$30	\$150
Full Day, 5 Days/Week	\$33	\$165	Full Day, less than 5 Days/Week	\$34	
Full Day, less than 5 Days/Week	\$37		Hourly - \$7 per hour		
½ Day, 5 Days/Week	\$23	\$115	Drop-In		
½ Day, less than 5 Days/Week	\$27		Hourly - Add \$2 per day		
Hourly - \$8.50 per hour			½ Day - Add \$4 per day		
½ Day consists 5 hours or less that fall entirely between either: 6:30 AM - 12:30 PM or 12:30 PM - 6:30 PM			Full Day - Add \$6 per day		

If the center has multiple prices for the same age group, enter the higher rate because the system will not accept two prices for the same age group. For example, here the center has a 2.5 – 5 years old group and a Pre-K, 4 – 5 years old group. Enter the 2.5 – 5 prices for the 2 years 5 months – 3 years 11 months group, and then enter the Pre-K prices for the 4 years 0 months – 4 years 11 months group.

When the full- and part-time weekly prices from the sheet are all entered in the Portal by age group, they would look as follows:

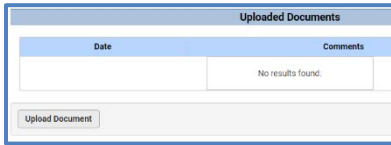
Reported Prices			
	Age	Effective Period	Price
▲ Full-time weekly			
	0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/17/17	\$220.00
	1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	11/17/17	\$195.00
	2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	11/17/17	\$165.00
	6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/17/17	\$150.00
▲ Part-time weekly			
	0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/17/17	\$170.00
	1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	11/17/17	\$135.00
	2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	11/17/17	\$115.00
	6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/17/17	\$105.00

Uploading Price Sheets

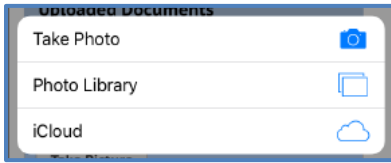
After you have updated your prices, you can also upload the price sheets into the Child Care Provider Portal so the subsidy worker can verify the entry.

To upload the sheet, tap on the *Uploaded Documents* button on the *Update Prices* screen.

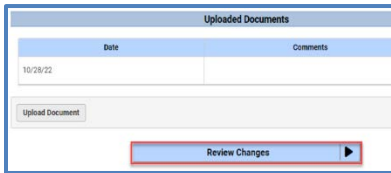
Note that if you are using a mobile device, the button is called *Take Picture*.



Tap on *Uploaded Documents* and select the document you want to upload.



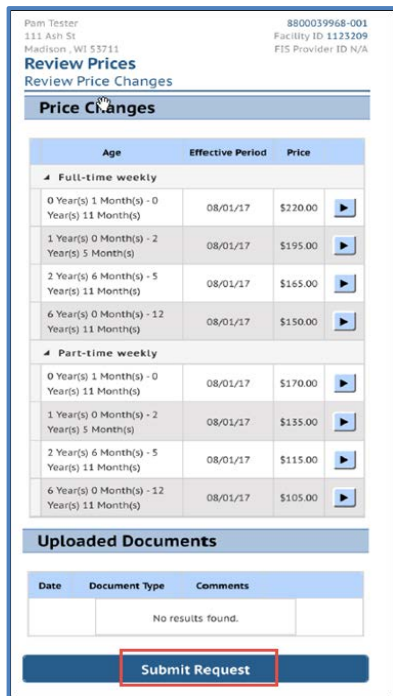
If you are on a mobile device and choose *Take Photo*, your camera will activate. Take the picture and then select *Use Photo*. Note that buttons might be different depending on the mobile device being used.



If your price sheet has multiple pages, you can upload additional documents.

After the price sheet has been uploaded, select *Review Changes* on the bottom of the screen.

Review Changes



Review the changes for accuracy and when done, select **Submit Request** to send the data to the subsidy agency.

The newly submitted prices are displayed under the *Reported Prices* section on the **Provider Prices and Parent Fees** screen until the subsidy agency has processed them.

Until the agency processes the price update request, the prices are in pending status and are displayed under the *Reported Prices*.

Larry's Lovely Playground
123 Lake St
Lakeland, WI 12121-2121

Logout
780004097-001
Facility ID 1123339
FIS Provider ID N/A

Update Prices

Update Prices

Reported Prices

Age	Effective Period	Price	
Full-time weekly			
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/02/23	\$250.00	Edit ▶
1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	11/02/23	\$225.00	Edit ▶
2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	11/02/23	\$200.00	Edit ▶

Add New Price ▶

Prices

Age	Effective Period	Price
No results found		

Once the subsidy agency accepts the prices, they are shown under the Prices section of this page.

Larry's Lovely Playground
123 Lake St
Lakeland, WI 12121-2121

Logout
780004097-001
Facility ID 1123339
FIS Provider ID N/A

Provider Prices and Parent Fees

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/01/23	\$250.00
1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	11/01/23	\$225.00
2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	11/01/23	\$200.00

Reported Prices

Age	Effective Period	Price
No results found		

Providers with Current Prices in the Subsidy System

The **Provider Prices and Parent Fees** screen displays the prices you previously reported and that are currently in the subsidy system.

Rush Hour Day Camp-Spanish
123 E Main St
Madison, WI 53703-3360

Logout
2800039442-001
Facility ID 1122400
FIS Provider ID D205243

Provider Prices and Parent Fees

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$250.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$175.00

Update Prices

To report an update in your prices, click on Update Prices button.

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$250.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$175.00

On the Update Reported Prices screen, enter the date the new prices are effective from.

Effective From

Create Request

After you click Create Request on the previous page, the Update Prices page copies the current prices in the system into the Reported Prices section.

Age	Effective Period	Price	Edit
Reported Prices			
Full-time weekly			
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$250.00	Edit
Part-time weekly			
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$175.00	Edit

Add New Price

Age	Effective Period	Price
Prices		
Full-time weekly		
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$250.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$175.00

Select the arrow next to the price you wish to update.

Update Prices
Update Prices

Reported Prices

Age	Effective Period	Price	
Full-time weekly			
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$250.00	Edit ▶
Part-time weekly			
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$175.00	Edit ▶

The information on this screen will default to what was on the previous screen.

Modify Price

Price Type: Full-Time Weekly Part-Time Weekly

From Age: 0 Years 1 Month

To Age: 12 Years 11 Months

Effective From: 12/1/2023

Price: Delete

Note that programs that have current authorizations in place, can report prices with effective date as of the **first day of the next month**. Programs that do not have authorization, may report a past or current date as the effective date.

Update the price on the bottom of the screen. Repeat these steps if the part-time price needs to be updated.

After clicking the Modify button, the *Update Prices* screen displays. This screen shows the two sections:

Reported Prices: These are the new prices you entered on the previous screen. These prices are not in effect until the subsidy agency processes them.

Prices: These are the prices that are in effect until the reported prices are processed by the agency.

Update Prices
Update Prices

Reported Prices

Age	Effective Period	Price	
Full-time weekly			
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$275.00	Edit ▶
Part-time weekly			
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$200.00	Edit ▶

Add New Price ▶

Prices

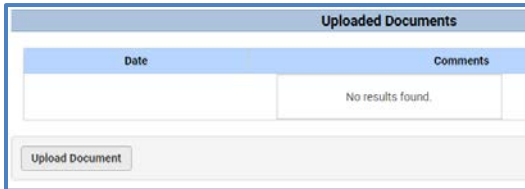
Age	Effective Period	Price
Full-time weekly		
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$250.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$175.00

After completing the price changes, click on *Review Changes* button on the bottom of the *Update Prices* page and select Submit to send the request to the local subsidy agency. **Failure to click on Review Changes prevents you from being able to submit the updates and failure to select Submit prevents your prices from being updated.**

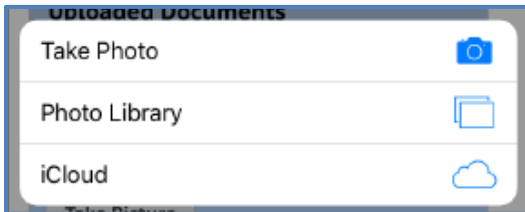
Uploading Updated Price Sheets

After you have updated your prices, you can also upload the updated price sheets into the Child Care Provider Portal so the subsidy worker can verify the entry.

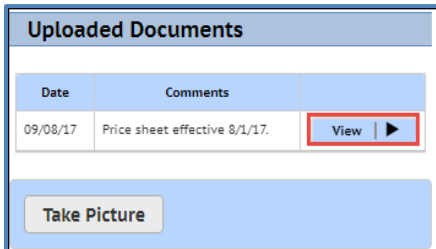
To upload the sheet, tap on the *Uploaded Document* button on the *Update Prices* screen.



Tap on *Upload Document* and select the document you want to upload.



If you are on a mobile device and select *Take Photo*. Take the picture and then select *Use Photo*. Note that buttons might be different depending on the mobile device being used. If you chose *Take Photo*, your camera will activate. Take the picture and then select *Use Photo*.



After you saved the photo and the comment, you are taken back to *Update Prices* screen. The photo (or document if desktop is used) is displayed on the bottom of the screen. Click *View* if you want to view the uploaded document.

Welcome, Randy Logout

Watts Valley Day Care 4800039704-001
 2702 Monroe St Facility ID 1122684
 Milwaukee, WI 53203 FIS Provider ID D205283

Review Prices
Review Price Changes

Price Changes

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	09/01/17	\$275.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	09/01/17	\$150.00

Uploaded Documents

Date	Document Type	Comments
No results found.		

Submit Request

After the price sheet has been uploaded, select *Review Changes* button on the bottom of the screen. Once the price update is complete, select **Submit Request** to send the request to the subsidy agency.

Once the prices have been accepted by the subsidy agency, the **Provider Prices and Parent Fees** screen shows the changes.

Rush Hour Day Camp-Spanish 2800039442-001
 123 E Main St Facility ID 1122400
 Madison, WI 53703-3360 FIS Provider ID D205243

Provider Prices and Parent Fees

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	11/01/23 - 11/30/23	\$250.00
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$275.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/01/23 - 11/30/23	\$175.00
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$200.00

Updating Prices – Age Range Change

This section explains how to change price age ranges. Below is an example: Currently the center has one price for all children from Age 2 years to age 13 years.

Larry's Child Care 0800039670-001
 407 S 2Nd St Facility ID N/A
 Alma, WI 54610-9715 FIS Provider ID N/A

Provider Prices and Parent Fees

Prices

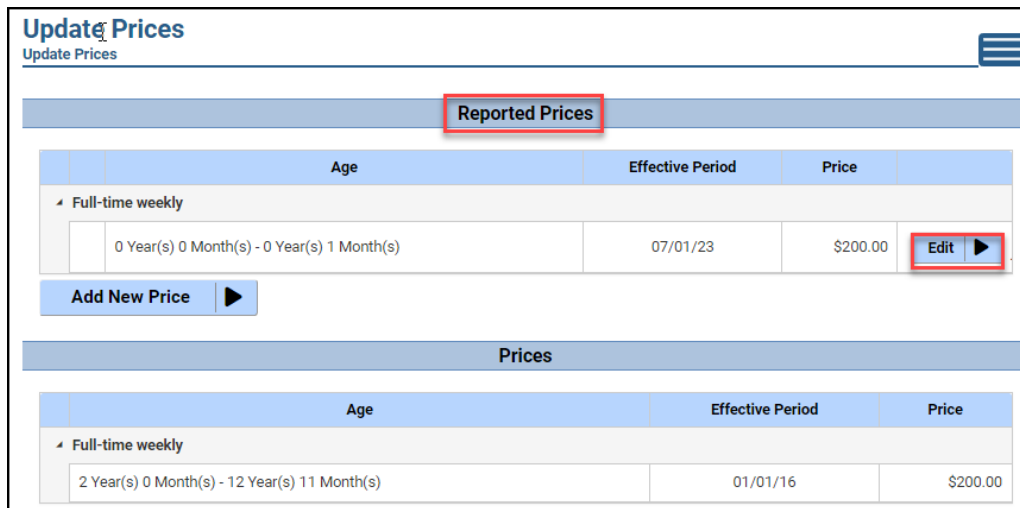
Age	Effective Period	Price
Full-time weekly		
2 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	01/01/22	\$200.00

The center wants to correct the price age ranges as follows:

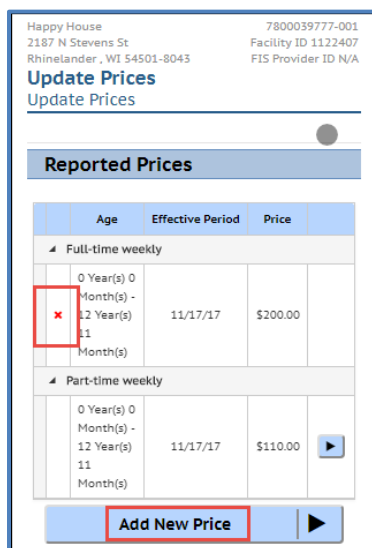
- 2 to 3 years of age: \$250
- 3 years to 5 years of age: \$200
- 5 years and older: \$175

Below are the steps for the scenario above:

1. On the **Provider Prices and Parent Fees** screen, choose the *Update Prices* button.
2. On the *Update Reported Prices* page, enter the Effective Date of the price change. If authorizations exist, the date must be in a future month.
3. Select the *Edit* button to access the *Modify Prices* screen.



4. On the *Modify Price* screen, check the Delete checkbox and delete the price.
5. After you select *Modify*, the *Update Prices* screen shows a red asterisk next to the price that was deleted. Select *Add New Price* to proceed.



6. To add the new prices and age ranges, proceed as explained earlier in this chapter.

Reported Prices			
Age	Effective Period	Price	
Full-time weekly			
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/17/17	\$200.00	
0 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	11/17/17	\$220.00	▶
2 Year(s) 0 Month(s) - 4 Year(s) 11 Month(s)	11/17/17	\$190.00	▶
5 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/17/17	\$150.00	▶

After you have completed all prices, select Review Changes on the *Update Prices* screen and finally Submit Request.

Parent Fees

The parent fee section of the Provider Prices and Parent Fees page allows you to report registration fees and other fees you charge parents.

Registration Fees

Effective Period	Fee Amount
No results found	

▶

Other Fees

Fee Type	Fee Amount	Level	Frequency
No results found			

▶

If you entered a child level registration fee in the parent fee page prior to December 1, 2023, that fee has been inserted into the new Registration Fee section. If you entered a family level registration fee, those fees were deleted.

Registration Fees

Wisconsin Shares provides limited registration fees to eligible families whose providers charge these fees. The registration fees are fees that providers might:

- Initially charge to enroll or register a child

- Charge on an annual basis to continue a child's enrollment

The request for a registration fee must be made by the parent to the local agency. If approved, the amount is deposited on the parent's EBT card. You must have your fees entered in CCPP or reported to the local agency for parents to receive the registration fee.

Add Registration Fee

To add a registration fee, select the *Add Registration Fee* button on the *Provider Prices and Parent Fees* page.

On the next page, enter the *Begin Date* and Amount. If you do not charge registration fees, click the No Fee box.

The *Begin Date* for first time entry can be in the past or the current month. If fees have previously been entered, the *Begin Date* must be the first of a month in a future month (up to 90 days in the future).

Modify Registration Fee

The fee can be modified by selecting the *Modify* button.

The *Begin Date* cannot be modified. If any parent receiving subsidy has requested a registration fee payment, the amount cannot be updated. In this scenario, add a new fee by selecting *Add Registration Fee* and enter the new fee amount with a *Begin Date* in a future month.

Modify Registration Fee

Fee Type: Registration Fee

Begin Date: 11/2/2023

End Date:

Amount: \$100.00

No Fee:

Modify

Deleting the Registration Fee

Providers are not able to delete fees previously reported. However, if parents receiving subsidy have not requested a registration fee payment, the local agency child care staff can delete the record in the subsidy system.

Adding Other Fees

You can record various fees that are charged to families. Below are steps on how to enter those parent fees.

First Time Entering Parent Fees

From the Manage Facility Page, click on the *Prices & Parent Fees* button.

Tammy Tester's Day Care
123 Main St
Anytown, WI 45454

Logout
1800039371-001
Facility ID 1122516
FIS Provider ID N/A

Financial

Facility ID: 1122516
FIS Provider ID: N/A
Address: 123 Main St
Anytown, WI 45454
Contact Name: Tammy Tester
Phone: (454) 545-4545

[More](#)

Authorizations | Payments | Adjustments (YoungStar) | **Prices & Parent Fees** | Manage Regulatory Fees

This takes you to the **Provider Prices and Parent Fees** page. This page displays current and future prices and parent fees. Click on the **Add Other Fee** button.

Provider Prices and Parent Fees

Prices

Age	Effective Period	Price
Full-time weekly		
2 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	01/01/22	\$200.00

Update Prices

Price History

Registration Fees

Effective Period	Fee Amount
No results found	

Add Registration Fee

Other Fees

Fee Type	Fee Amount	Level	Frequency
No results found			

Add Other Fee

Here you can select the fee type, amount, whether you charge per family, per child or other and the frequency you will be charging the fee (annual, one time or as needed).

Add Other Fee

Fee Type: Activity/Field Trip Fee

Amount: \$20.00

Level: Per Family Per Child Other

Frequency: Annual One Time As Needed

Add

Here is a list of the fee types you can choose from.

Fee Type: Activity/Field Trip Fee

Amount: Meal/Snack Fee

Level: Holding A Spot Fee, Late Pickup Fee, Supply Fee, Transportation Fee

Frequency: Activity/Field Trip Fee, Disenrolling Child/2-Week Notice Fee

Once you have filled in the options, click the *Add* button to add that fee to your list.

Add Other Fee

Fee Type: Activity/Field Trip Fee

Amount: \$20.00

Level: Per Family Per Child Other

Frequency: Annual One Time As Needed

Add

Repeat these steps for each fee you are recording. Your **Other Fee** section then looks something like this:

Other Fees					
Fee Type	Fee Amount	Level	Frequency		
Activity/Field Trip Fee	\$20.00	Per Child	One Time	Modify ▶	Delete ▶
Supply Fee	\$25.00	Per Child	Annual	Modify ▶	Delete ▶

Updating Parent Fees

Once you have a list of other fees entered, you can make updates by modifying or deleting them. If you would like to add another fee, follow the steps above.

Deleting Other Fees: To delete a fee from your list, click on the *Delete* button for the fee you would like to delete.

Other Fees					
Fee Type	Fee Amount	Level	Frequency		
Activity/Field Trip Fee	\$20.00	Per Child	One Time	Modify ▶	Delete ▶
Supply Fee	\$25.00	Per Child	Annual	Modify ▶	Delete ▶

Click *Delete* again on the next page to confirm the deletion. This brings you back to the **Provider Prices and Parent Fees** page.

Delete Parent Fees

Fee Type: Activity/Field Trip Fee

Amount: \$75.00

Level: Per Child

Frequency: Annual

Delete

◀ \$ Prices

Modifying Other Fees: You are only able to modify the amount of an entered fee. If you want to change any other details about that fee, you need to delete it and add a new fee. To modify the amount of a fee, click on the *Modify* button for the fee you would like to modify.

Other Fees					
Fee Type	Fee Amount	Level	Frequency		
Activity/Field Trip Fee	\$20.00	Per Child	One Time	Modify ▶	Delete ▶
Supply Fee	\$25.00	Per Child	Annual	Modify ▶	Delete ▶

Enter the updated amount of the fee and click *Modify*.

Modify Other Fees

Fee Type: Activity/Field Trip Fee

Amount:

Level: Per Child

Frequency: One Time

Modify

This brings you back to the **Provider Prices and Parent Fees** page so you can verify the amount of the fee has been updated.

Other Fees					
Fee Type	Fee Amount	Level	Frequency		
Supply Fee	\$25.00	Per Child	Annual	Modify ▶	Delete ▶
Activity/Field Trip Fee	\$25.00	Per Child	One Time	Modify ▶	Delete ▶

Manage Regulatory Fees – e-Payments

Provider can pay certain outstanding licensing/certification-related fees using the Portal.

There are two options for the e-payments:

1. **Electronic Funds Transfer from your checking or savings account.** There is no extra fee when choosing this option.
2. **Credit or debit card payment:** You will be charged an additional 2% convenience fee.

Licensed Providers:

The following fees can be paid using this Portal:

- Automated Background Check Fee (Annual Name-based Checks and Initial DOJ-Checks for minor employees)
- Forfeiture fees
- License fees (continuation)
- Other fees such as late fees, etc.

Milwaukee Certified Providers:

The following fees can be paid using this Portal:

- Certification fees (renewals)
- Automated Background Check Fees (Annual Name-based Checks)
- Other fees such as late fees, etc.

Certified provider (excluding Milwaukee):

The following fees can be paid using this Portal:

- Automated Background Check Fees (Annual Name-based Checks)

All other certification-related fees must be submitted to the certifying agency.

Higher Education (Training) and Contracting Services Entities

The following fees can be paid using this Portal:

- Automated Background Check Fees (Annual Name-based Checks)

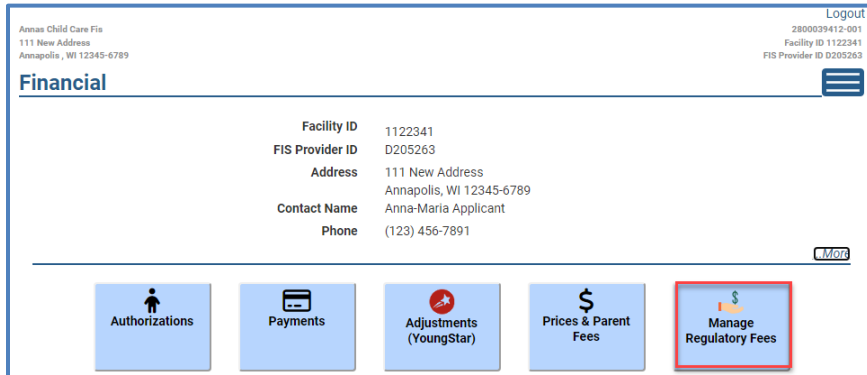
E-payment Steps

The E-Payment system works in conjunction with U.S. Bank, a vendor of the State of Wisconsin for E-Payment solutions. The Provider Portal gives you the ability to see amounts in the licensing/certification database that are due and to choose which ones and how much to pay. After you identify the fees that you want to submit a payment for, you are taken to the U.S. Bank site that allows you to enter payment information to initiate the payment process.

The payments submitted **before 8 p.m.** are posted the following day. Payment submitted **after 8 p.m.** will show in the Provider Portal the second day after submittal.

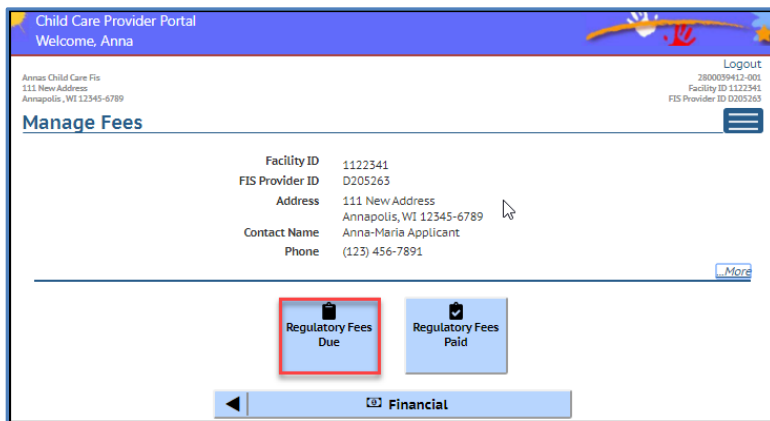
The payment process is explained below.

Step 1: Access the *Manage Fee* page in the Portal (you can access this page from any page using the Sandwich menu on the right).



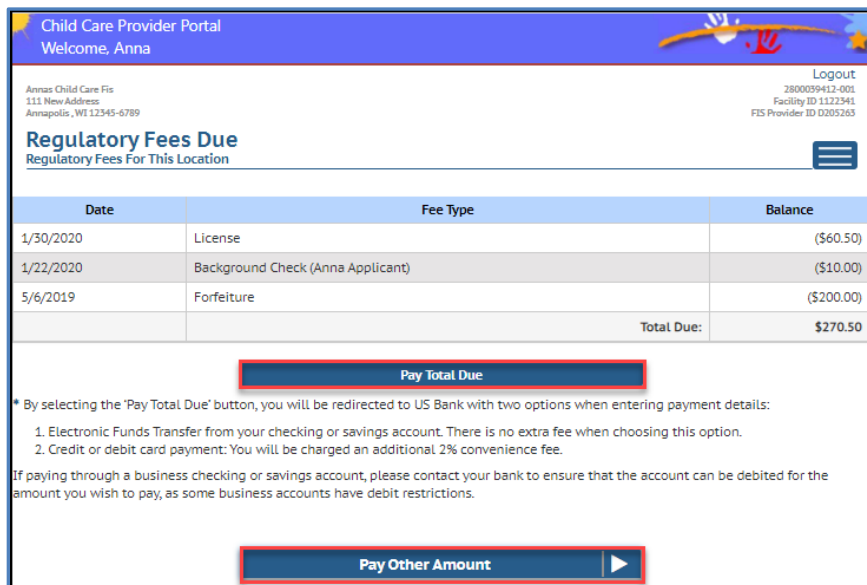
Step 2: The *Manage Regulatory Fees* page has two buttons:

- Regulatory Fees Due (all unpaid fees in the licensing database)
- Regulatory Fees Paid (payments collected within last three years)



Choose the *Regulatory Fees Due* button.

Step 3: *Regulatory Fees Due* page lists all unpaid fees for your program. Make sure you have your credit/debit or bank account information available to avoid a risk for the pages timing out.



This page gives you two options:

- **Pay Total Due:** This link takes you to the U.S. Bank portal to complete the payment for the entire amount due. Note that choosing this button will start the payment process. ***If you do not complete the payment process today (during one session), you cannot make another payment until the following day.*** Go to Step 5 to proceed.
- **Pay Other Amount:** If you are paying a partial fee, this link takes you to a page where you can specify the payment amount. Note that choosing this button will start the payment process. ***If you do not complete the payment process today (during one session), you cannot make another payment until the following day.*** Go to Step 4 to proceed.

Step 4: On the *Regulatory Fee – Pay Other Amount* page, you can delete fees that you do not want to submit a payment for. Note that this does not delete the actual fee in the licensing database, but only adjusts the balance for the e-payment. In the example below, the provider will submit a payment for the forfeiture. She chooses the Delete links for the two first amounts.

Child Care Provider Portal
Welcome, Anna

Annas Child Care Fis
111 New Address
Annapolis, WI 12345-6789

Logout
2800039412-001
Facility ID 1122345
FIS Provider ID 0205263

Regulatory Fees - Other Amount

Regulatory Fee - Other Amount

Date	Fee Type	Balance Amount	Amount Applied	Delete All
1/30/2020	License	(\$60.50)	\$60.50	Delete
1/22/2020	Background Check (Anna Applicant)	(\$10.00)	\$10.00	Delete
5/6/2019	Forfeiture	(\$200.00)	\$200.00	Delete
Total:		(\$270.50)	\$270.50	

Pay Selected Amount

* By selecting the "Pay Selected Amount" button, you will be redirected to US Bank with two options when entering payment details:
 1. Electronic Funds Transfer from your checking or savings account. There is no extra fee when choosing this option.
 2. Credit or debit card payment: You will be charged an additional 2% convenience fee.

If paying through a business checking or savings account, please contact your bank to ensure that the account can be debited for the amount you wish to pay, as some business accounts have debit restrictions.

After deleting the two fees above, the payment amount is adjusted to only cover the forfeiture.

Child Care Provider Portal
Welcome, Anna

Annas Child Care Fis
111 New Address
Annapolis, WI 12345-6789

Logout
2800039412-001
Facility ID 1122345
FIS Provider ID 0205263

Regulatory Fees - Other Amount

Regulatory Fee - Other Amount

Date	Fee Type	Balance Amount	Amount Applied	Delete All
1/30/2020	License	(\$60.50)	\$0.00	Delete
1/22/2020	Background Check (Anna Applicant)	(\$10.00)	\$0.00	Delete
5/6/2019	Forfeiture	(\$200.00)	\$200.00	Delete
Total:		(\$270.50)	\$200.00	

Pay Selected Amount

After the payment amount is chosen, choose the *Pay Selected Amount* button.

Step 5: After choosing either the total amount or the partial amount, you will be taken to the U.S. Bank portal where the actual payment is made.

The screenshot shows the 'State of Wisconsin e-Payment Services' login page. It features a header with the state logo and the text 'State of Wisconsin e-Payment Services'. Below the header, it says 'Welcome to the Electronic Payment System' and 'Please enter your User ID and Password and click Log In.' There are two input fields: 'User ID' and 'Password', each with a 'Forgot Your User ID?' and 'Forgot Your Password?' link. A red box highlights the 'Log In' button and the 'Register' and 'Pay Without Registering' links below it. At the bottom, there are links for 'Customer Service', 'Help', 'Privacy Policy', and 'Security'.

Choose the 'Register' link if you want to create an account to be used with future payments and show payment history. If you create an account, your payment methods (credit/debit card or bank account information) can be stored for future payments.

If you want to pay without creating a user account or if you can't remember your user ID, choose the Pay Without Registering link to bypass log in.

Step 6: Enter your contact information on the *Make a Payment* screen. Note: Security measure—only on e-payment attempt can be made per day. If the payment times out or is incomplete, you must wait until the next business day to try again.

The screenshot shows the 'State of Wisconsin e-Payment Services' 'Make a Payment' screen. It has a header with the state logo and the text 'State of Wisconsin e-Payment Services'. Below the header, it says 'Make a Payment' and 'My Payment'. There are three sections: 'My Payment' showing 'DCF Child Care Payments' with details like 'Amount Due \$15.00', 'Provider Name CHOCOLATE CAKES DAYCARE', 'Facility Name CHOCOLATE CAKES DAYCARE', and 'Provider Location Number 1800039971-1'; 'Payment Information' showing 'Frequency One Time', 'Payment Amount \$15.00', and 'Payment Date Pay Now'; and 'Contact Information' with various input fields for 'First Name', 'Last Name', 'Company (Optional)', 'Address 1', 'Address 2 (Optional)', 'City/Town', 'State/Province/Region', 'Zip/Postal Code', 'Country', 'Phone Number', and 'Email Address'. A 'Become a Registered User' link is at the bottom.

On the bottom of the above screen, choose the payment method.

The screenshot shows the 'State of Wisconsin e-Payment Services' 'Payment Method' screen. It has a header with the text 'Payment Method'. Below the header, there is a 'Payment Method' dropdown menu with 'Select' as the current selection, highlighted by a red box. Below the dropdown, there is a note: 'A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be ab'. At the bottom, there are 'Continue' and 'Cancel' buttons.

The following screens differ based on the method you chose.

a. If you chose Checking or Savings, you can enter your bank account's Routing and Account numbers.

The screenshot shows the 'Payment Method' dropdown set to 'Checking or Savings'. A sample check is displayed with the following details: 'Sample Check 1215', '123 Main St. Anytown, MO 12345', 'DATE: _____', 'PAY TO THE ORDER OF _____ \$ _____ DOLLARS', and 'MEMO: _____'. The check number '1215' is in the top right corner. Below the check, the routing and account numbers are highlighted with red dashed boxes: '1234567890' (Bank Routing Number), '055 11111111' (Bank Account Number), and '001215' (Check Number). Below the check, there are input fields for 'Bank Routing Number', 'Bank Account Number', and 'Bank Account Type' with radio buttons for 'Checking' (selected), 'Savings', and 'This is a business account'. At the bottom, there is a note: 'A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will see it.' and two buttons: 'Continue' and 'Cancel'.

b. If Credit/Debit card is chosen, you can enter the card number and other details. Note that there is a 2% fee charged for these payments.

The screenshot shows the 'Payment Method' dropdown set to 'Credit/Debit Card'. The form includes fields for 'Card Number', 'Expiration Date' (Month and Year dropdowns), and 'Card Security Code'. Below these is the 'Card Billing Address' section with radio buttons for 'Use my profile information' (selected), 'Use a different address', and 'Save this payment account for future use'. The address shown is '201 e washington madison, WI 53708 United States'. The 'Email Address' field contains 'pirkko.moilanen@wi.gov'. At the bottom, there is a note: 'A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will see it.' and two buttons: 'Continue' and 'Cancel'.

Once the above screen is complete, choose "Continue."

Step 7: Carefully review the payment information and then chose "Confirm."

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

[Payment Details](#)

Description	WI Child Care New Repayment DCF Child Care Pymts TST https://mywchildcareprovidersacc.wisconsin.gov/
Payment Amount	\$200.00
Convenience Fee	\$3.60
Total Amount	\$203.60
Payment Date	01/30/2020
Provider Name	ABC CHILD CARE
Facility Name	ANNAS CHILD CARE FIS
Provider Location Number	2800039412-1

[Payment Method](#)

Payer Name	anna applicant
Card Number	*1117
Expiration Date	Nov-2022
Card Type	Discover
Confirmation Email	pirkko.molanen@wi.gov

[Billing Address](#)

Address 1	201 e washington
City/Town	madison
State/Province/Region	WI
Zip/Postal Code	53708
Country	United States

A convenience fee will be charged for this transaction. The fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

[Confirm](#) [Back](#)

Step 8: The Confirmation page displays the Confirmation Number and all details on the payment.

Confirmation

You must click the "Continue" button below in order to return to the state agency's website.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **XW2XCE00035654**

[Payment Details](#)

Description	WI Child Care New Repayment DCF Child Care Pymts TST https://mywchildcareprovidersacc.wisconsin.gov/
Payment Amount	\$200.00
Convenience Fee	\$3.60
Total Amount	\$203.60
Payment Date	01/30/2020
Status	PROCESSED
Provider Name	ABC CHILD CARE
Facility Name	ANNAS CHILD CARE FIS
Provider Location Number	2800039412-1

[Payment Method](#)

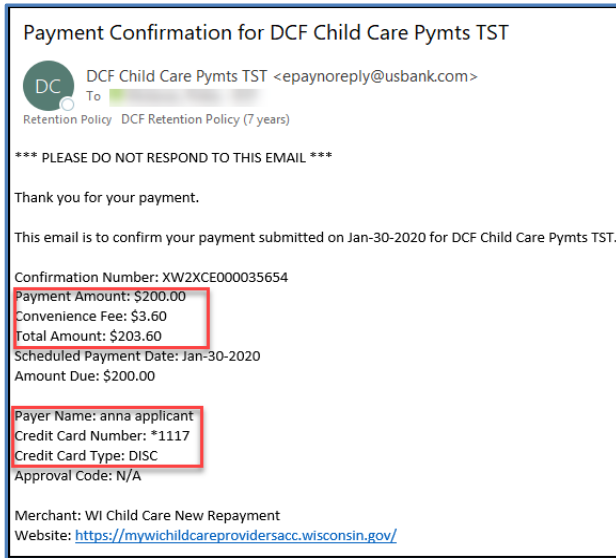
Payer Name	anna applicant
Card Number	*1117
Card Type	Discover
Confirmation Email	pirkko.molanen@wi.gov

[Billing Address](#)

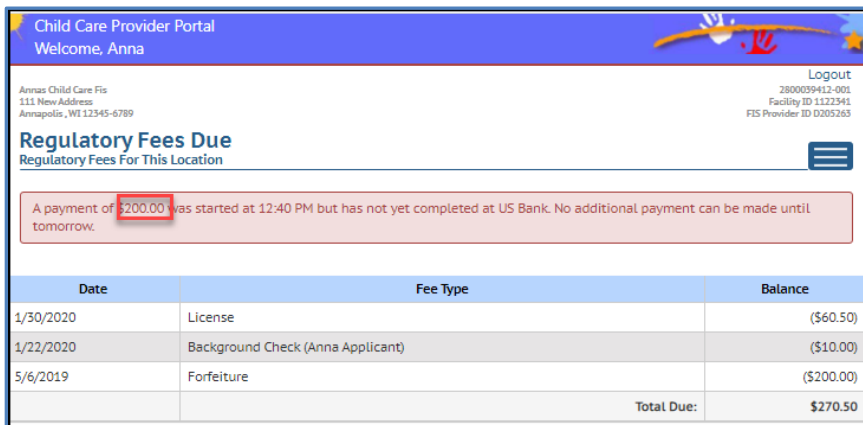
Address 1	201 e washington
City/Town	madison
State/Province/Region	WI
Zip/Postal Code	53708
Country	United States

[Continue](#)

As soon as the payment has been authorized, an email is sent to the email address you entered when completing the payments. The email includes details on the payment such as the payment amount, any convenience fees (if debit/credit card used), etc. See screenshot below.

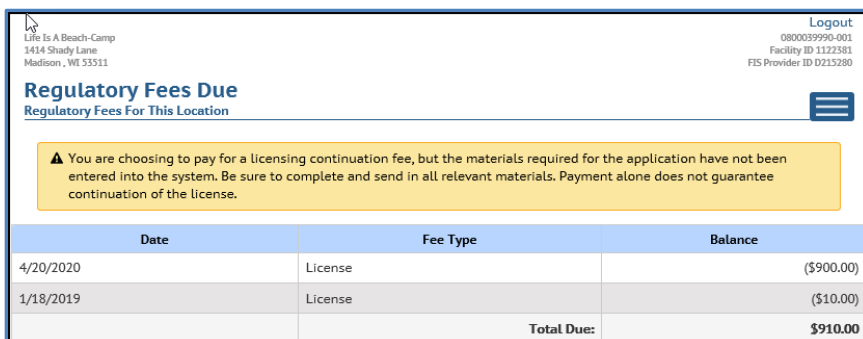


Step 9: The *Payment Due* page in the [Provider Portal](#) shows that the payment is pending. **You cannot submit another payment until the following day.** The payment will also be shown on the *Regulatory Fees Paid* page the following day once the transaction has been successfully completed.



Continuation Fees – Licensed Centers

The system now generates the licensing fee when the continuation application materials are generated. The fee can be paid at any time once it is available at the Provider Portal. However, you must return the application to your regional licensing office to start the continuation application process.



Regulatory Fees Paid

This page shows any payments made during the last three years for your program.



Child Care Provider Portal
Welcome, Anna

Annas Child Care Fis
111 New Address
Annapolis, WI 12345-6789

Logout
2800039412-001
Facility ID 1122341
FIS Provider ID 0205263

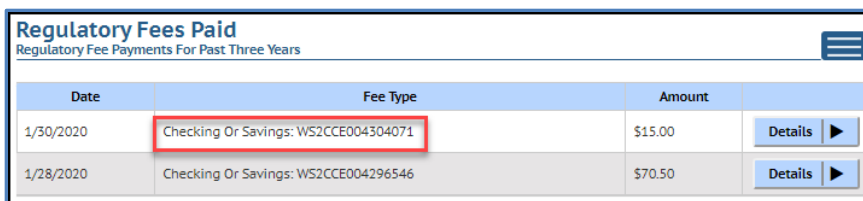
Regulatory Fees Paid

Regulatory Fee Payments For Past Three Years

Date	Fee Type	Amount	
1/24/2018	Check	\$451.50	Details
12/31/2017	Check: 12345	\$50.00	Details
11/28/2017	Check	\$75.00	Details

[Manage Fees](#)

The e-payments are displayed on this page one day after you have authorized the payment. The fee includes the confirmation number associated with the payment.



Regulatory Fees Paid

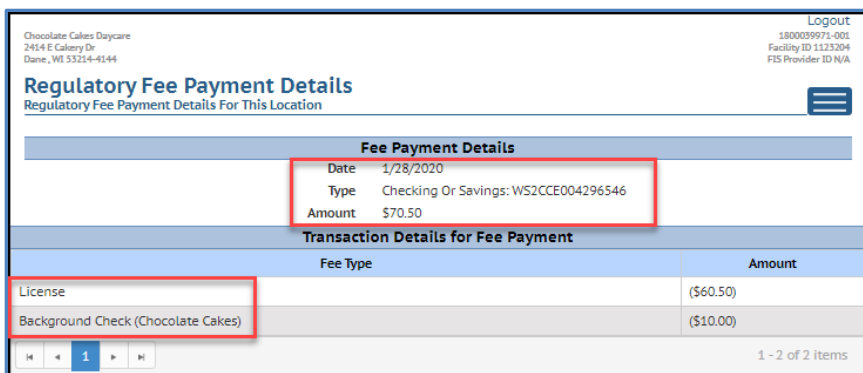
Regulatory Fee Payments For Past Three Years

Date	Fee Type	Amount	
1/30/2020	Checking Or Savings: WS2CCE004304071	\$15.00	Details
1/28/2020	Checking Or Savings: WS2CCE004296546	\$70.50	Details

To view detail on a specific payment, choose the *Details* link.

Regulatory Fee Payment Details

This page show details on the payment submitted such as date, type of e-payment and amount. In addition, the page shows regulatory fees the payment covered.



Chocolate Cakes Daycare
2414 E Cakery Dr
Dane, WI 53214-4144

Logout
1800099971-001
Facility ID 1123204
FIS Provider ID N/A

Regulatory Fee Payment Details

Regulatory Fee Payment Details For This Location

Fee Payment Details

Date	1/28/2020
Type	Checking Or Savings: WS2CCE004296546
Amount	\$70.50

Transaction Details for Fee Payment

Fee Type	Amount
License	(\$60.50)
Background Check (Chocolate Cakes)	(\$10.00)

1 - 2 of 2 items

Payment Failures

If the credit/debit card information entered in the U.S. Bank portal is incorrect or invalid, the payment authorization is immediately refused by the U.S. Bank system. Electronic Funds Transfer failures from a checking/savings account usually take about two days to post.

The process is explained below:

Day 1: (payment authorized before 8 p.m.): Payment authorized using checking/savings account.

Day 2: The payment is posted on the *Regulatory Fees Paid* page as collected.

Day 3: Payment failure information is received from the U.S. Bank. The collection listed on Day 2 is reversed and the *Regulatory Fees Paid* page deletes the amount posted. The fee is reposted on the *Payments Due* page and unpaid.

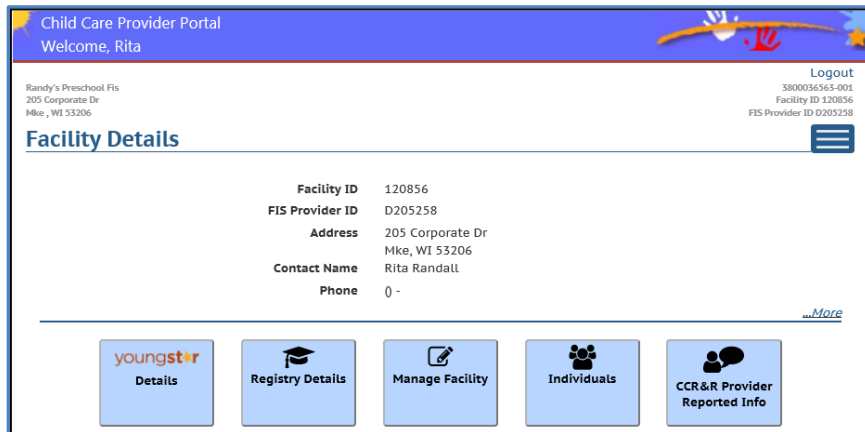
Refunds – Payment made in Excess

In some rare scenarios, the provider may accidentally submit a payment that exceeds the balance due creating a positive balance. This amount shows on the *Regulatory Fee Payment Details* page as a positive amount. The licensing region will decide if the refund can be applied to a future fee or issue a check for the refund.

Sandy's New Location 123456 I Moved Lwkejwkwjkwjkwj, WI 56569		7800039417-002 Facility ID 1122397 FIS Provider ID N/A	
Regulatory Fee Payment Details Regulatory Fee Payment Details For This Location			
Fee Payment Details			
Date	1/30/2020		
Type	Check		
Amount	\$200.00		
Transaction Details for Fee Payment			
Fee Type		Amount	
License		(\$60.50)	
Background Check		(\$10.00)	
Refund		\$129.50	
1		1 - 3 of 3 items	

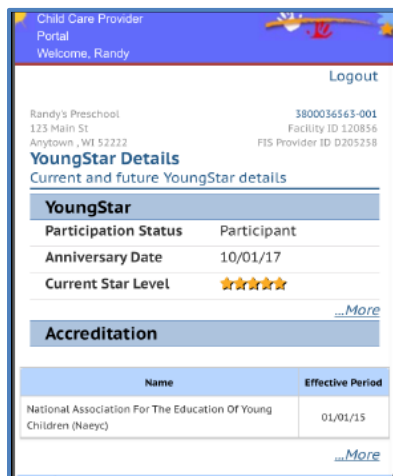
Facility Details

This screen includes buttons for details for the facility/location.



YoungStar Details

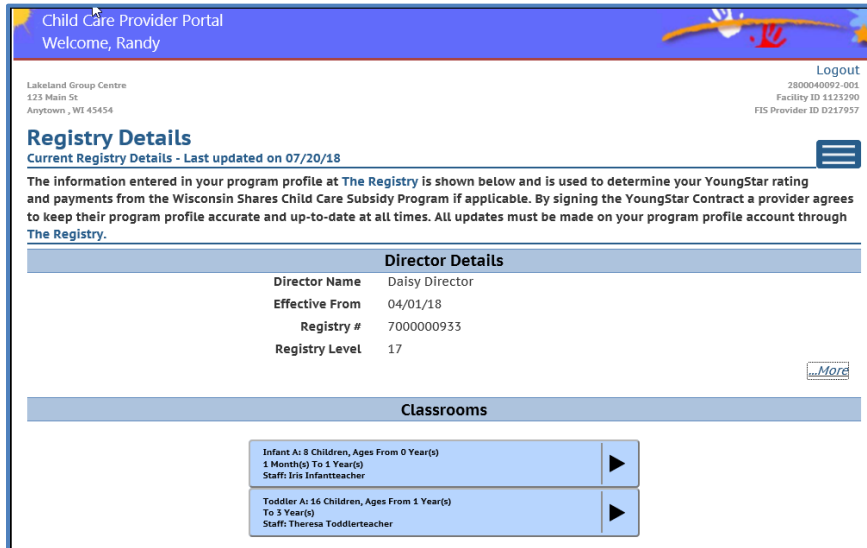
The *YoungStar Details* screen shows the YoungStar details for your program such as the participation status, future anniversary date and current Star level.



If your program is accredited, the name of the Accreditation agency is displayed. The *Effective Period* field displays the begin date of the current accreditation period. If the accreditation is time limited, the end date is also displayed. The link to YoungStar history for the provider location is available by choosing "...More."

Wisconsin Registry Details

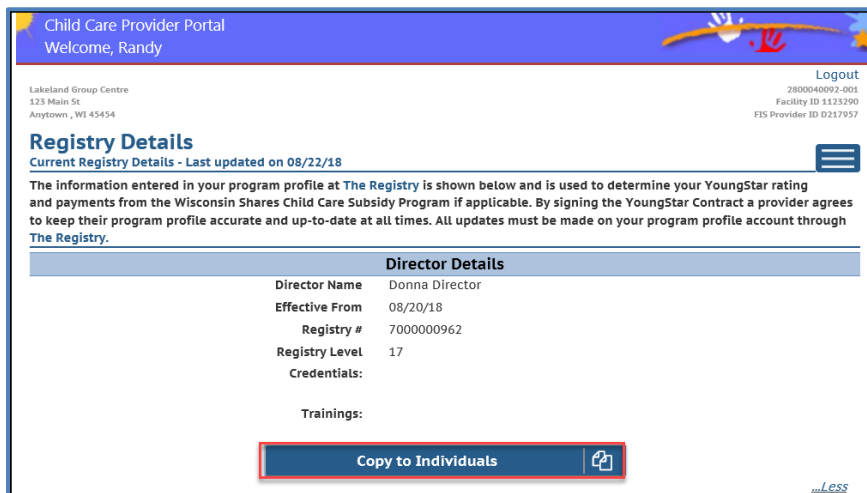
If your center has training information in the Child Care Registry that applies to your YoungStar rating, those details are also available in the Portal. Also, your Wisconsin Registry Level is displayed.



This screen shows information for a group center with multiple classrooms. The top section shows information on the director. To view more details on training and credentials on the director, select “...More.”

Copy Staff Member from the Registry to the Individuals Module

If the director or staff member with a Wisconsin Registry profile has not been added to the Individuals module, the staff member can be copied to the module. Choose “...More” to view complete details on the person.



If the *Copy to Individuals* button appears on the bottom of the page, choose this button to pull the person into the Individuals module so a background check can be conducted on the person. Enter additional details such as the individual’s home address, employment/residency details, etc. This screen is explained in the Individuals section below.

Note that if the person has been added into the Individuals module already, this button will not be available.

Wisconsin Registry Classroom Details

This screen displays Wisconsin Registry details for the classrooms in your center. The screen has the age range, number of children enrolled and number of hours the room is open.

Registry Classroom Details
Last updated on 07/20/18 ☰

The information entered in your program profile at [The Registry](#) is shown below and is used to determine your YoungStar rating and payments from the Wisconsin Shares Child Care Subsidy Program if applicable. By signing the YoungStar Contract a provider agrees to keep their program profile accurate and up-to-date at all times. All updates must be made on your program profile account through [The Registry](#).

Classroom: Infant A	
Age Range	0 Year(s) 1 Month(s) 0 Week(s) - 1 Year(s) 0 Month(s) 0 Week(s)
Number of Children	8
Hours Per Week Open	50
Staff(s)	
Staff Name	Iris Infantteacher
Position	YoungStar Lead Teacher
Effective From	04/01/18
Hours Per Week in Classroom	50
Registry #	700000934
Registry Level	10
...More	
Staff Name	Annabelle Assistantteacher
Position	Assistant Teacher
Effective From	04/01/18
Hours Per Week in Classroom	40
Registry #	700000935
Registry Level	7
...More	

The lower section shows staff information such as the name, position, the date the staff person started working in the classroom, number of hours the staff person works in the classroom, Registry Level, credentials, and training information. Choose “...More” to copy the staff member into the Individuals module for background check purposes.

Individuals

On October 1, 2018, the department started conducting background checks on prospective/new employees and new certified providers. This new Individuals module has been added to the portal to allow child care providers to enter current and prospective employees and household members for background check purposes.

When the *Individuals* button is chosen either from the *Home* or *Facility Details* page, the page shows all individuals who have already been entered into the licensing/certification database WISCCRS. For all regulated facilities, the Applicant/Licensee and any household members display.

Lakeland In Rotorua
125 Rumba Rd
Rotorua, WI 12121

Logout
2900040092-002
Facility ID 1123295
FIS Provider ID N/A

Individuals

Individuals at this location

Name	Role(s)	Employment Period	Background Check Status	
Minor Adhoc	Student Intern	01/07/19	Ineligible	Details ▶
Enrique Espanol	Director	08/23/19		Details ▶
⊙ Minor Hhadhoc	Household Member	01/07/19	Ineligible	Details ▶
⊙ Laura Lake	Applicant/Licensee	07/01/18	Eligible	Details ▶
⊙ Matti Minor	Facilities Staff	01/08/19	Ineligible	Details ▶
Minnie Minor	Kitchen Staff	01/07/19	Pending	Details ▶
! Tatty Pond	Teacher - Lead			Details ▶
Rosie River	Director	07/01/18		Details ▶

1 - 8 of 8 items

! This individual is listed as "Prospective". Update the employment/residency status once the final eligibility has been determined.
⊙ This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form).

[Click here to display Registry Staff](#) ▶

This is a list of the individuals associated with your Registry provider profile. To add these individuals to your staff list in the Child Care Provider Portal (CCPP): ⓘ

Facility Details

More

A few things to mention on this page:

1. If there is a question mark icon next to the individual, please review the *Modify Individual Details, Alias and Background Check Request* pages to make sure they are complete. The Fingerprint Code is not triggered for these individuals until the record is complete.
2. **If there is a red exclamation icon next to the individual, the individual is in Prospective status. Once the person has been hired or has started to reside at the center, make sure to change the status to Current. If the person was not hired or is not residing, change the status to Not Hired/Did not Reside and enter the corresponding date.**
3. If your center has staff who have a Wisconsin Registry profile, those individuals can be copied from the Wisconsin Registry into the Individuals module so the background checks can be conducted. Click on the arrow in the section header to expand the list.
4. The Classroom column that listed the classroom the individual was associated with was eliminated as of September 27, 2019, to speed up downloading the list of individuals attached to a center.
5. The Classroom column has been replaced by Background Check Status for the individual. To view details on the Background Check, proceed to the individual's Background Check screen. The statuses are explained in the Background Check section later in this user guide.

Once the list is expanded, choose the person from the list to be copied over to the Individuals. The “I” icon has instructions on how to copy the individual’s record.

Click here to display Registry Staff

This is a list of the individuals associated with your Registry provider profile. To add these individuals to your staff list in the Child Care Provider Portal (CCPP):

1. Select the down arrow(▼) on the Registry Staff header.
2. Choose the person whose details you want to copy to Individuals.
3. On the Registry Staff Details page, select "...More."
4. Select "Copy to Individuals" button. Complete the details on the Add Individuals Details page.

Click here to display Registry Staff

Registry Staff
Registry staff to copy at this location

All updates must be made on your program profile account through The Registry.

Name	Position	Registry Level	
Anders Assistantteacher		7	Details ▶
Annabelle Assistantteacher		7	Details ▶
Donna Director		17	Details ▶
Iris Infantteacher		10	Details ▶
Theodor Teacher		15	Details ▶

NOTE: If an individual works at one center and moves to a different center (for a provider that owns multiple centers), the provider must inactivate the individual at the first center and enter them into the new center profile. Because the individual already exists in Child Care Provider Portal, the provider will not need to completely reenter the individual but can search for their record and add them.

Finding Individuals/Employees on the Individual Screen

The *Individual List* page has been enhanced to help center staff find individuals/employees quicker when the list has multiple pages. To search for an individual at your center, click/tap the arrow in the name column header.

Lakeland In Rotorua
123 Rumba Rd
Rotorua, WI 12121

Logout
280040097-002
Facility ID 1123295
FIS Provider ID N/A

Individuals
Individuals at this location

Name ▼	Role(s)	Employment Period	Background Check Status	
Minor Adhoc	Student Intern	01/07/19	Ineligible	Details ▶
Enrique Espanol	Director	08/23/19		Details ▶
Minor Hhadhoc	Household Member	01/07/19	Ineligible	Details ▶
Laura Lake	Applicant/Licensee	07/01/18	Eligible	Details ▶
Matti Minor	Facilities Staff	01/08/19	Ineligible	Details ▶
Minnie Minor	Kitchen Staff	01/07/19	Pending	Details ▶
Patty Pond	Teacher - Lead			Details ▶
Rosie River	Director	07/01/18		Details ▶

1 - 8 of 8 items

This individual is listed as "Prospective". Update the employment/residency status once the final eligibility has been determined.
 This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form).

Click here to display Registry Staff ▶

This is a list of the individuals associated with your Registry provider profile. To add these individuals to your staff list in the Child Care Provider Portal (CCPP):

[Facility Details](#)

[More](#)

To search for an individual whose first name is Tammy, first choose 'Contains' in the upper drop-down menu. Then type 'Tammy' in the second field. Then choose Filter.

The screenshot shows a search interface with a 'Name' dropdown menu set to 'Contains'. Below it, a text input field contains 'tammy'. There are also options for 'And' and 'Start With'. A 'Filter' button is highlighted with a red box, and a 'Clear' button is also visible.

Tammy Toss' record will display. If the center has multiple individuals with a first name of Tammy, all individuals are listed on the search results.

The screenshot shows the 'Individuals' search results page. The table has columns for Name, Role(s), Employment Period, and Background Check Status. One record is displayed: Tammy Toss, Household Member, 02/07/18, Ineligible - Appealed. The 'Details' button for this record is highlighted with a red box. Below the table, there is a pagination control showing '1 - 1 of 1 items' and a note: 'This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form)'.

Add an Individual

Choose "...More" on the above screen so the *Add Individual* button displays.

The screenshot shows the 'Individuals' page with a list of individuals. The table has columns for Name, Role(s), Employment Period, and Classroom. Three records are listed: Kirsten Cook, Jimmy J Janitor, and Laura L Lake. Below the table, there are two buttons: 'History' and 'Add Individual'. The 'Add Individual' button is highlighted with a red box. The page also includes a header with contact information and a footer with 'Logout' and 'wLSS'.

Complete the basic demographics on the individual. Make sure the Social Security Number (SSN) is correctly entered because it cannot be modified later. If a person does not have a valid SSN, do **not** try to submit the record using a fake SSN such as 111-11-111, etc. Fax or email a request to the Child Care Background Unit to have these individuals added.

Individual Basic Details

Individual

First Name * Tamara

Middle Initial T

Last Name * Teacher

Suffix Name

Gender * Male Female

Date of Birth * 1/1/1988

SSN * 457-89-6333

Next >

Choose Next to proceed. On the following page under the Individual Section, enter the **home/mailling** address of the staff member. The background check decision letters are mailed to the staff member using his or her home address. The facility will also receive an eligibility notice.

Add Individual Details

Individual

First Name Tamara

Middle Initial T

Last Name Teacher

Suffix

Address * 123 Main St

Address Line 2

City * Anytown

State * Wisconsin

Zip Code * 12121-2121

County/Tribe * Adams County

Primary Phone Number * (121) 212-1212

Primary Phone Type * Home Work Cell

Secondary Phone Number

Secondary Phone Type Home Work Cell Cancel

Email Address Tamara@lakeland.com

Date of Birth 1/1/1988

SSN XXX-XX-6333

Gender * Male Female

Race

Language * English

The fields on this section are explained below.

Field Name	Description
Name, Date of Birth and SSN	These are pre-populated from the prior page or when importing an individual from another location or from the Wisconsin Registry. If changes are needed for the Name and Date of Birth fields, first complete the screen, and then access the <i>Modify Individuals</i> page to make changes. Any corrections to the SSN must be submitted to the DCF CBU unit.

Field Name	Description
Home Address	<p>Enter the home/mailling address of the individual (not center) into this field. The background check decision letters are mailed directly to the individual. The center also receives a letter indicating the eligibility status but does not include the details associated with the background check.</p> <p>If the individual is in iChildCare and you receive the following error message, please have the individual make the edits in iChildCare. Providers cannot make edits to those individuals.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Modify Individual</p> <p style="text-align: center; color: red; font-size: small;">✘ The individual's personal details cannot be modified in Provider Portal because the individual uses iChildCare. Please ask the individual to change details there, or contact the Child Care Background Unit at DCF.</p> </div>
County/Tribe	Choose the County/Tribe where the individual resides. If the individual resides outside Wisconsin, choose Out-of-State.
Primary Phone Number# and Type	Enter the individual's personal phone. Choose Home, Cell, or Work as the phone type.
Secondary Phone Number# and Type	Enter another number if applicable. If the radio button under the Type is accidentally clicked, use the Cancel button to erase it.
Email	Enter the email of the person, if known. At this time, eligibility notices cannot be sent by email, but that functionality may become available in the future.
Race	Choose the race from the pulldown menu, if known.
Language	<p>Choose the language from the list. This field is used to add a Translation Help box to the notices sent by the system. Below are examples (from Wisconsin Shares notices):</p> <p>English:</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>The State of Wisconsin is an equal opportunity service provider. This letter contains information about the Wisconsin Shares Child Care Subsidy Program. If you need this material in a different format because of a disability, or if you need this letter translated or explained in your own language, please call the number below and press 4. State your language when the call is answered. These services are free.</p> <p style="text-align: center;">Child Care: 1-888-794-5556 TTY: 711</p> </div> <p>Spanish:</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>El State of Wisconsin es un proveedor de igualdad de oportunidades de servicio. Esta carta contiene información sobre el Wisconsin Shares Child Care Subsidy Program. Si necesita este documento en un formato diferente debido a una discapacidad o si necesita esta carta traducida o explicada en su propio idioma, llame al número de abajo. Informe su idioma cuando se contesta la llamada. Estos servicios son gratuitos.</p> <p style="text-align: center;">Child Care: 1-888-947-6583 TTY: 711</p> </div>

The Employment/Residency section has the following fields:

Employment/Residency Details

Effective From 04/02/20

Primary Role * ▼

Background Check Level ▼

Secondary Role ▼

Employment/Residency Status * Current Prospective ⓘ

Has This Individual Used Any Names or Aliases in the Past? * Yes No

Apply Ongoing Background Check Fee to This Location Yes

Field Name	Description
Effective Begin Date	The date the record is added to the Provider Portal or licensing database is populated here. Also, if changes are made to the Employment/Residency section, such as a role change, the Effective Date is updated.
Primary Role	Choose a role from the menu that most closely describes the individual's role at the center. If the center has minors as employees or volunteers, chose a role that mostly closely describes the minor's role at the center. Caution: If errors are made in this field, the role cannot be changed if the background check is in Pending status. Note that Applicant/Licensee or Applicant/Licensee-Exempt values cannot be chosen using the Provider Portal. Change in Applicant/Licensee must be reported to the licensing regional office (licensed providers) or Certification Agency (certified providers).
Background Check Level	The level is auto-populated based on the Role chosen.
Secondary Role	If applicable, choose a role from the menu. Caution: If errors are made on this field, the role cannot be changed if the background check is in Pending status.
Employment/Residency Status	The following values are available: Current: Current employees/residents who have been associated with the program or who are being hired. Begin date is mandatory for these individuals. Prospective: This value is used for an individual that a child care program is considering for employment or another role, such as household member.
Employment/Residency Begin Date	If the status is Current in the field above, enter the date the individual began affiliation with the child care center. Affiliation includes employees, residents, board members, volunteers, and others associated with the program.
Relationship	This only displays for family child care providers. Choose a value from the menu if applicable.
Apply Ongoing Background Check Fee to This Location	If "Yes" is displayed, the future Annual Name-based checks will be invoiced to this facility. If the individual is attached to multiple locations/facilities, the system uses the following logic when deciding which location/facility to invoice: <ol style="list-style-type: none"> 1. Apply the fee to the location where the individual has been affiliated the longest. 2. If the individual's role in any of the facilities is Applicant/Licensee, that location will be invoiced (even if the individual has had a non-licensee role at another site longer). <p>If the fee should be applied to another site that does not follow the above rules, contact the CBU to have the fee changed to another site.</p>
Has this individual used other Names or Aliases in the Past?	Check Yes if the person has used other first/last names in the past. You will be taken to the <i>Alias</i> screen.

Field Name	Description
Comments	Enter any comments that might be useful when conducting a background check review.

After the page is saved, you are taken to the Background Check Request (BCR) page.

Alias Names

If you checked Yes on the New Individual or Modify Individual screen, you are taken to the Add Individual Alias screen. If the individual has other known names, enter these on the Alias Names section. The alias information is important for accuracy of background check results.

Enter the name(s) used in the past. Below is an example of a hyphenated name and how it should be entered into the Portal to get best possible match and accurate background check results. The current name of the individual is Mary Mattson-Smith. This name should be entered as follows:

- Mary Mattsonsmith
- Mary Smith
- Mary Mattson

If the person has had multiple Alias names, add a new record for each name by choosing *Add Another Individual Alias* button. Once all aliases have been entered, choose *Next*.

When adding a new individual, the question mark icon continues to display next to the person's name until all details are complete, including the *Background Check Request* page.

Background Check Request (BCR) Form

The Background Check Request (BCR) form replaces the Background Information Disclosure (BID) form. The information (either by filling out the form or entering it into CCPP) is mandatory for individuals aged 10 years or older. The request form is utilized when requesting a fingerprint background check for licensure, certification, employment, or non-client residency at a child care center. DCF CBU staff uses this information to help determine what kinds of background checks are needed. **Example:** If the person indicates that he or she has been discharged from the military, the CBU may require the person to submit the discharge papers.

Attention:

1. Make sure that the form has answers to every question and that the form is signed. If the form is incomplete, the Fingerprint Instruction Letter is not generated until the details are completed.
2. When entering information for a person who has an incomplete record (including new individuals), each page on this screen shows the question mark icon. Keep entering the details and once everything is completed, you will see a confirmation page.

Abc Child Care
123 Main
Anytown, WI 67767

Logout
6800039446-001
Facility ID 1122828
FIS Provider ID D220860

Background Check Request Form Details

Individual

Name: Sylvester T. Cat
Employment Period: 7/8/2016

Military | Residency | Rehabilitation | Criminal | Juvenile | Sex Offender | Abuse/Neglect | Licenses | Submit

1. Have you been discharged in the last three years from a branch of the U.S. Armed Forces, including any reserves duty? Yes No

Next

ⓘ This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form).

Background Check Request Form

Individuals that are exempt from the background check law (governmental agencies and foster children), do not need to complete this form.

The Background Check Request Form is required for the initial entry of an individual added to the Provider Portal and any future requests for fingerprint background checks. This occurs when there is a new employee to a group child care setting, a new household member for a family child care setting age 10 years or older, or for existing providers going through the new background check process.

If you are completing the form for yourself, click Self in the “Form completed by” field. If you are entering the information for another person using a paper BCR form or an interview, click Proxy. The signature date is defaulted to today’s date. Type the name of the person who is entering the information in the system.

After the Background Check Request Form is completed, the system initiates the background check process.

Note that if a person had an initial or five-year fingerprint check through DCF and the person has not been unassociated from a child care facility for more than 180 days, a new BCR is not required. **Example:** Mary has been working for Facility A. Her initial FBI was done by DCF on January 1, 2023. She resigns her employment from Facility A on March 31, 2023. On June 1, 2023, she accepts a position at Facility B. When Facility B adds Mary as an employee to their child care program in the portal, no BCR is needed because there is only a one-month gap between Mary’s employment. The background checks previously conducted while under Facility A can be viewed on the Background Checks Results page for Facility B.

After the individual details have been added, the system automatically takes you to the BCR form. The screens are explained below.

Carefully read and select a Yes or No answer for each question. Make sure you provide an answer to every question. If the form is incomplete, the background check request is not submitted.

Child Care Provider Portal
Welcome, Randy

Randys Group Care Inc
444 School Age Rd
Milwaukee, WI 53245

Logout
3800036563-002
Facility ID 1122334
FIS Provider ID N/A

Background Check Request Form Details

Military | Residency | Rehabilitation | Criminal | Juvenile | Sex Offender | Abuse/Neglect | Licenses | Submit

1. Have you been discharged in the last three years from a branch of the U.S. Armed Forces, including any reserves duty? Yes No

Next

If Yes is chosen, additional fields are displayed where more details can be added. Also, documents can be uploaded.

Child Care Provider Portal
Welcome, Randy

Randys Group Care Inc
444 School Age Rd
Milwaukee, WI 53245

Logout
3800036563-002
Facility ID 1122334
FIS Provider ID N/A

Background Check Request Form Details

Military | Residency | Rehabilitation | Criminal | Juvenile | Sex Offender | Abuse/Neglect | Licenses | Submit

1. Have you been discharged in the last three years from a branch of the U.S. Armed Forces, including any reserves duty? Yes No

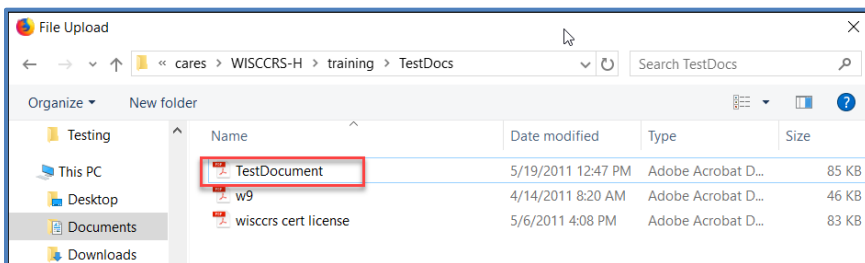
Military Discharge Date

Comments

Upload [Upload Document](#)

Next

When uploading a document using a desk or laptop, scan the document into a folder of your choice. Then click the Upload Document link and navigate to the folder the document was saved in. Choose the document and click Open.



When the document is successfully uploaded, it will display on the bottom of the screen. It can be deleted if the wrong document is accidentally uploaded.

Logout
3800036565-002
Facility ID 1122334
FIS Provider ID N/A

Randys Group Care Inc
444 School Age Rd
Milwaukee, WI 53445

Background Check Request Form Details

Military Residency Rehabilitation Criminal Juvenile Sex Offender Abuse/Neglect Licenses Submit

1. Have you been discharged in the last three years from a branch of the U.S. Armed Forces, including any reserves duty? Yes No

Military Discharge Date: 2/2/2015

Comments

Upload

Upload Document

TestDocument.pdf

Next

When using a mobile device, the camera can be used to take a picture of a document that can be uploaded.

Click Next to proceed to the next question.

If the person has lived outside Wisconsin within last five years or is currently residing outside Wisconsin, click Yes and then the Add button to add details.

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID D217937

Lakeland Group Centre
823 Main St
Kryn town, WI 53454

Background Check Request Form Details

Military Residency Rehabilitation Criminal Juvenile Sex Offender Abuse/Neglect Licenses Submit

2. Do you currently reside or have you in the last five years resided outside of Wisconsin? If yes, list each state including counties and the dates you lived there. If you lived outside the US, list the city, country and dates. Yes No

Comments

Add

State	County	Begin Date	End Date
No items to display			

Previous Next

Then choose the state from the menu. Once the state is identified, a list of counties displays in the County column. Add the date the person started residing in the state and the end date. If the individual currently lives outside Wisconsin, leave the End Date blank.

Add

State	County	Begin Date	End Date
Illinois	Alexander County	1/1/2014	9/15/2015

Update Cancel

1 - 1 of 1 items

Then continue with the rest of the questions. The last page requires a signature.

Logout
280040092-001
Facility ID 1123290
FIS Provider ID D217957

Background Check Request Form Details

Military Residency Rehabilitation Criminal Juvenile Sex Offender Abuse/Neglect Licenses Submit

Form completed by Proxy Self

SIGN HERE IF YOU ARE COMPLETING THIS FORM ON BEHALF OF ANOTHER PERSON.

I understand that signing below, to the extent I am providing this information about someone else, I am certifying that I have made a complete and diligent inquiry regarding the truthfulness and completeness of this statement and I believe this information to be accurate. I understand that by knowingly providing false information or omitting information I may be subject to forfeitures and other sanctions as provided by law.

Signature Date 9/21/2018
Electronic Signature Laura Lakeland

Previous Submit

If you are completing the form for yourself, click Self in the “Form completed by” field. If you are entering the information for another person using a paper BCR form or an interview, click on Proxy. The signature date is defaulted to today’s date. Type the name of the person who is completing the screen.

Once the form has been successfully submitted, a confirmation page will display.

Logout
6800039446-001
Facility ID 1122828
FIS Provider ID D220860

Confirmation of Individual Information

Individual

Name Pelle Pelican
Employment Period

Confirmation of Individual Information

You have successfully added the individual and all necessary background check information.

Individuals ▶

Note that once the background check has been started or is complete, the BCR details are no longer viewable in the Provider Portal for confidentiality reasons. However, changes can be made by submitting a new BCR form by choosing the *Modify Background Check Form* link.

Background Check Request Form

Individual

Name Iris Intern
Employment Period 9/24/2018

Background Check Request Form

Military Discharged
Residency
Rehabilitation
Criminal
Juvenile
Sex Offender
Abuse/Neglect
Licenses
Proxy
Signature Date
Electronic Signature

Modify Background Check Request Form ▶

Confirmation of Individual Information

Once the Individual Details, Alias (if applicable) and the Background Check Request form have been entered, you will get a confirmation that the information is complete.

Randy's Daycamp
123 New Address
Smalltown, WI 12121

Confirmation of Individual Information

Individual	
Name	Aundrey August
Employment Period	8/29/2019

Confirmation of Individual Information

You have successfully added the individual and all necessary background check information.

[Generate/View Fingerprint Code](#)

Generating the Fingerprint Code

The Provider Portal has been enhanced to allow the provider to generate the fingerprint code for an individual associated with the center. After entering a new individual, select Generate/View Fingerprint Code button to generate the code.

Randy's Daycamp
123 New Address
Smalltown, WI 12121

Confirmation of Individual Information

Individual	
Name	Aundrey August
Employment Period	8/29/2019

Confirmation of Individual Information

You have successfully added the individual and all necessary background check information.

[Generate/View Fingerprint Code](#)

The Fingerprint Code page shows the unique code that the individual must use when scheduling the Fieldprint appointment.

Randy's Daycamp
123 New Address
Smalltown, WI 12121

Logout
3800036365-003
Facility ID 1122556
FIS Provider ID N/A

Fingerprint Code

Carefully review the information to ensure accuracy. Inaccuracies can lead to background check delays and additional expense.

Name:	August, Aundrey
DOB:	6/11/1988
Fieldprint Code:	FPWIDCFLicensee
Reference Code:	AU2001183

How to schedule a Fieldprint® Livescan fingerprint capture appointment:

1. Access the Fieldprint® website at <http://fieldprintwisconsin.com/>
2. Click Schedule an Appointment.
3. Follow the onscreen instructions to register with Fieldprint® or log-in if you are an existing user.
4. Submit the unique Fieldprint® Code provided below for the individual being fingerprinted.
5. Complete the demographic information.
6. Under Additional Information, enter the unique 9-character Reference Code provided below for the individual being fingerprinted. This Reference Code is customized for each individual and is linked to his or her criminal search results. Please verify the Reference Code was entered correctly before proceeding.
7. Complete the rest of the screens, choose a location, schedule the appointment and submit payment using a credit/debit card or e-check.

Note: The code provided above is unique for each individual. An individual must use the code provided when scheduling a Fieldprint® appointment and may not share their code with other individuals.

To avoid any delays in completing the full background check, please schedule a Fieldprint® appointment immediately. The preliminary background check begins as soon as the individual completes the digital fingerprint. The final eligibility determination may take up to 45 days to complete. If the individual has lived out of state in the last five years or checks are needed in multiple states, the final determination of eligibility may exceed 45 days.

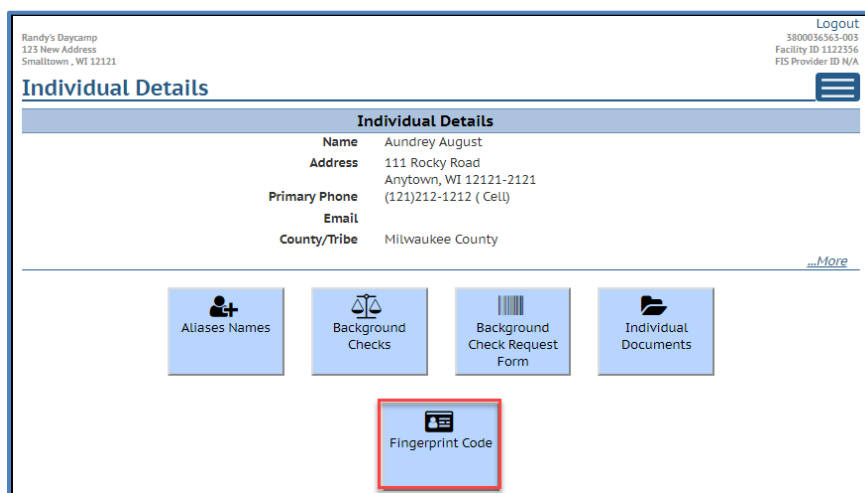
For additional information about fingerprint-based background checks and answers to frequently asked questions, visit our website at <https://dcf.wisconsin.gov/cclicensing/cbc>. Should you need further assistance, you can contact the Child Care Background Unit by calling (608) 422-7400 or emailing DCFPlicBECRCBU@wisconsin.gov

This page is also printable. To avoid delays in background checks or lost fingerprints, each individual needs their own unique reference code that starts with the first two letters of their last name. Do not reuse codes.

Scenarios when a Fingerprint Code is NOT generated

There are a few scenarios when the system does not generate the fingerprint code:

1. **Discrepancy:**
If the individual entered into CCPP closely matches an individual in the DCF child care regulatory system, the record must be cleared by the CBU staff before the code can be generated.
2. **Individual Details Missing:**
If all mandatory fields on the *Individual Details* page have not been completed, no code can be generated.
3. **Background Check Request (BCR) form missing/incomplete:**
If the Background Check Request form has not been completed for an individual or if there is missing information, the system will not generate the code.
4. The individual already has a complete background check done and is not due for a new fingerprint at this time.
5. **Minors:** A fingerprint background check is not required for individuals under the age of 18.
6. The individual already has a code that was created by their details being entered into iChildCare or by CBU staff. You can see the code by selecting the Fingerprint Code button on the *Individual Details* page.



There are some rare scenarios where the Fingerprint Code is generated overnight because the individual was previously submitted to the licensing database with incomplete details (BCR or home address missing). Even though the new center completes all details for the individual, the system will not immediately generate the code. However, the overnight batch will do it. Call CBU 608-422-7400 if you have questions about generating codes or need a code triggered earlier for some reason.

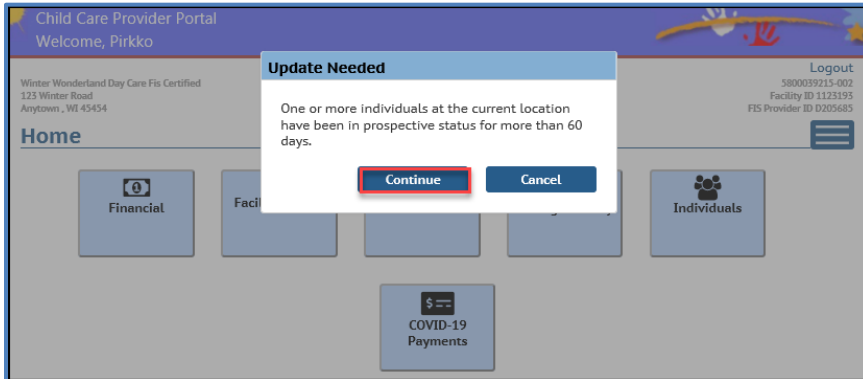
Modify Individuals

It is important that the individual's details are kept current. Below are examples of scenarios that require the individual details in CCPP to be updated:

1. Staff leaves the center (employment ended). Enter Employment/Residency End Date and change the status to Inactive. Note that inactivating an employee in Child Care Provider Portal does not automatically remove them from your Wisconsin Registry profile. You must access the Wisconsin Registry system to detach the employee from your Wisconsin Registry profile.

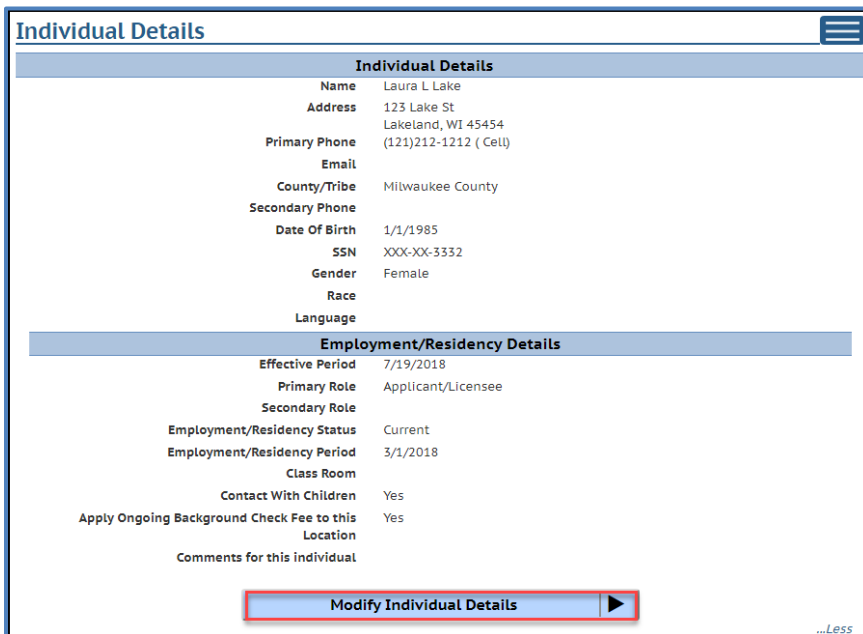
2. Staff changes from one role to another (promotion, etc.). Change the Role.
3. A resident moves out of the home. Enter Employment/Residency End Date and change the status to Inactive.
4. A prospective employee is not hired, or prospective resident will not reside at the program. Update Employment/Residency Status to Not Hired/Did Not Reside.
5. Prospective Employee is hired. Change the Employment/Residency Status to Current and enter Employment/Residency Begin date.
6. Prospective Resident starts residing at the center. Change Employment Residency Status to Current and enter Employment/Residency Begin date.
7. Individual's home/ mailing address or email address changes.

A new pop-up alert has been programmed that alerts the provider if there are individuals at the facility/provider location whose status has been Prospective for more than 60 days.



If you get this message, select Continue and then modify the status of the individual to either 'Current', 'Inactive' or 'Not Hired/Did Not Reside'.

To access the Modify Individuals page, choose the "...More" link on the Individual Details page.



The fields on the *Modify Individuals* page are identical to those under Add Individual.

Individuals Affiliated with the Program prior to October 1, 2018

Prior to October 1, 2018, both the department and certification agencies have conducted background checks on the Applicant/Licensee, Certified Operator, Household Members and Employees/Volunteers in regulated programs. To ensure compliance with new background check requirements, providers must review the individuals affiliated with their program and complete the following for each individual:

1. Review the *Modify Individual* page and complete any missing information. For these individuals, make sure that the Employment/Residency Begin Date reflects the actual date when the person started residing in the program or became the applicant/licensee. The date should be prior to October 1, 2018.
2. Complete the Background Check Request (BCR) forms for each person age 10 or older.
3. Generate the Fingerprint Code.

Inactivating an Individual

When a person is no longer affiliated with your program, access the *Modify Individuals* page, and enter the date the individual left the program in the Employment/Residency End Date field. Change the Status to Inactive.

Caution: Once the Employment/Residency End Date has been entered in the Portal, it cannot be modified. If an error is made, please contact the Child Care Background Check Unit.

Note that converted individual records (applicant/licensees, household members and certain employees in certified programs) who were added into the WISCCRS database prior to October 1, 2018, will have certain mandatory fields missing such as home address, language indicator, Employment/Residency Begin Date, etc. To enter the Employment/Residency End Date for these individuals, all mandatory fields must be completed before the page can be saved.

When inactivating staff that has a Wisconsin Registry profile, the individual must be removed from the center's profile at the Wisconsin Registry portal. Inactivating the person in CCPP does not automatically inactivate the staff member in the Wisconsin Registry system.

Changing Roles for an Individual

If a background check is in pending status, the primary and secondary roles cannot be changed until the check is complete.

When the background check is complete, most roles can be changed, except Applicant/Licensee and Applicant/Licensee-Exempt (governmental agencies). If the Applicant/Licensee for a center has changed, contact the regulatory agency in your region/county/tribe.

When submitting changes to individual roles, a new review by the CBU may be necessary since the background check law has different criteria for applicant/licensee, caregivers, and non-caregivers.

The individuals associated with child care programs have four levels:

1. Applicant/Licensee
2. Caregiver
3. Non-caregivers
4. CBC Exempt: Individuals who are not required to have a background check done

Below is a list of roles and which type they fall under. Note that the roles under CBC Exempt are not included in the background check automation. No check is conducted on these individuals.

Role	Applicant/Licensee	Caregiver	Non-caregiver	CBC Exempt
Administrative staff			Y	
Administrator		Y		
Applicant/Licensee	Y			

Role	Applicant/Licensee	Caregiver	Non-caregiver	CBC Exempt
Board President – Use Applicant/Licensee	Y			
Certified Operator – Use Applicant/Licensee	Y			
Contracted teaching staff		Y		
Director		Y		
Director - Assistant		Y		
Driver		Y		
Employee (Displays for some historical records with certified programs)		Y		
Facilities staff			Y	
Foster Child				Y
Government/Tribal Representative (Applicant/Licensee in a government operated program)		Y		Y
Household member		Y		
Human resources			Y	
Kitchen staff			Y	
Other caregiver		Y		
Other non-caregiver			Y	
Provider		Y		
Site Supervisor		Y		
Student Intern		Y		
Student Teacher		Y		
Teacher - Assistant		Y		
Teacher - Lead		Y		
Teacher - Substitute		Y		
Trainer		Y		
Volunteer		Y		

Role Change Scenarios when a Review of a Background Check is Needed

The caregiver law has different criteria for each level, so sometimes an additional review is needed if a person’s role is changed. Below are the levels.

- Applicant/Licensee
- Caregiver
- Non-caregivers

When a role change is submitted via the Child Care Provider Portal for an individual who has a non-expired background check, the system sends an alert to the CBU in the following scenarios:

1. The person’s role level is changed from lower to a higher level. **Example:** A Driver (Non-caregiver) is changed to a Substitute Teacher (Caregiver).
2. An individual was found ineligible on any level and the role is changed to any role. **Example:** An individual was denied eligibility to be a Substitute Teacher (caregiver). The person’s role is changed to Kitchen Staff (non-caregiver).

The CBU staff conducts a review of the background check result that is still current. Once done, the system retriggers the Final Decision letter.

If an individual is associated with multiple facilities with different caregiver levels, the Background Check screen in CCPP now shows the level pertaining to the facility.

Example: Hans was a household member (caregiver level) at Penny's Third Location facility.

Penny's Third Location
 423 T Street
 Mukwonago, WI 53154

Logout
 4800039634-004
 Facility ID 1122797
 FIS Provider ID N/A

Background Check

Individual	
Name	Hans Householdmember
Employment Period	3/1/2019

Background Check	
Background Check Level	Caregiver
Determination Start Date	5/22/2019
Background Check Type	Initial Fbi
Preliminary Decision	Eligible
Preliminary Decision Date	5/22/2019
Final Decision	Eligible
Final Decision Date	5/22/2019

Hans became the Applicant/Licensee for Happy Day facility. After the Child Care Background Unit reviewed the role change, they approved Hans as the licensee. His Background Check Level at this facility displays Applicant/Licensee.

Happy Day
 11230 Newland Rd
 Darlington, WI 53530-9375

Logout
 1800039671-001
 Facility ID 1122743
 FIS Provider ID N/A

Background Check

Individual	
Name	Hans Householdmember
Employment Period	5/15/2019

Background Check	
Background Check Level	Applicant/Licensee
Determination Start Date	5/22/2019
Background Check Type	Initial Fbi
Preliminary Decision	Eligible
Preliminary Decision Date	5/22/2019
Final Decision	Eligible
Final Decision Date	5/22/2019

Fingerprint Checks

The background check information displays the status of the check as soon as the fingerprints have been received from Fieldprint into the DCF WISCCRS database. To view the status and results of a background check, choose the individual from the *Individual List* by clicking the *Details* button.

Lakeland Group Centre
 334 W Main St
 Madison, WI 53703-3115

Logout
 2800040092-001
 Facility ID 1123290
 FIS Provider ID D217957

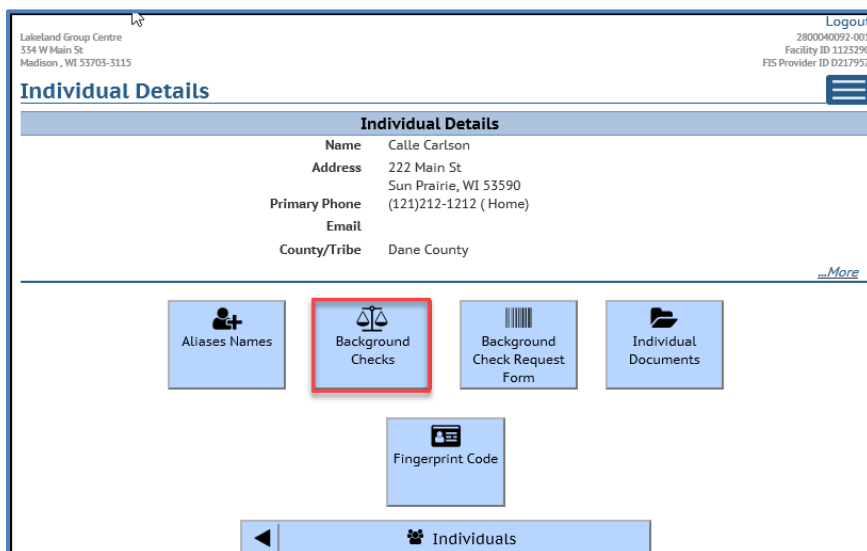
Individuals

Individuals at this location

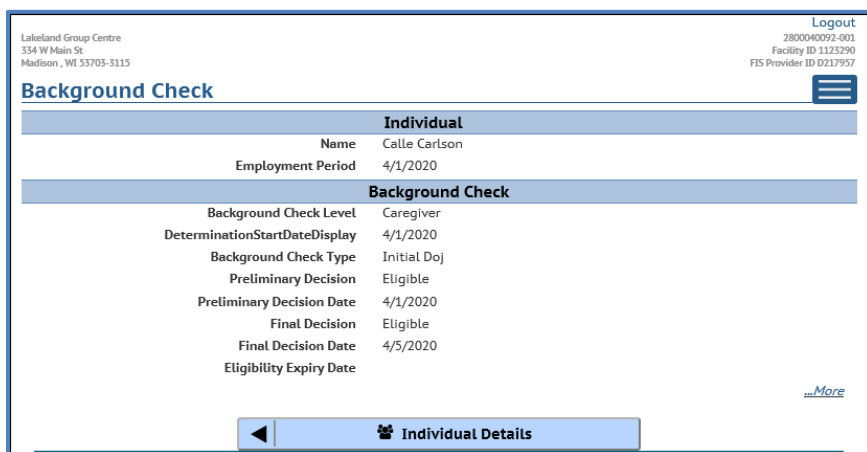
Name	Role(s)	Employment Period	Background Check Status	
Calle Carlson	Site Supervisor	04/01/20	Eligible	Details ▶

1 - 1 of 1 items

Then choose the *Background Check* button.



The status and results can be viewed on the individual.



The fields on this page are explained below:

Field	Description
Background Check Level	This field is auto-filled based on the role of the person at the time of the background check. The options are: <ol style="list-style-type: none"> 1. Applicant/Licensee 2. Caregiver 3. Non-caregiver
Determination Start Date	This is the date when the episode was created. Once the DOJ/FBI results have been received, the date is updated to reflect the date the background check determination started. Also, if the individual's role was changed requiring a new review, this date could be the date the review was initiated.
Background Check Type	Options are: <ol style="list-style-type: none"> 1. Initial FBI: All adult individuals have to complete a fingerprint-based FBI check. This check is also conducted on individuals who have not had an initial or five-year FBI check done within the last five years or the person has been detached from a child care center for more than 180 days (from the last employment end date).

Field	Description
	<ol style="list-style-type: none"> 2. Initial DOJ: This check is conducted on minor employees. During the COVID-19 emergency, this check is also automatically done on all new individuals. 3. Annual Name-Based (DOJ): The annual name-based DOJ check is automatically conducted 12 months after the initial fingerprint FBI check and then every 12 months for individuals who reside in Wisconsin. 4. Annual FBI – Out of State: The annual DOJ name-based checks are not conducted on individuals whose home address is outside Wisconsin. The system automatically triggers the Fingerprint Instruction Letter after 12 months from the Initial fingerprint FBI check. The checks are run every 12 months from the previous annual check. Annual fingerprint-based checks for individuals who reside outside Wisconsin resumed in May 2019. 5. Ad hoc: These checks are rare and are manually conducted when a reason for an additional check exists. 6. 5-Year FBI: This check is triggered five years after the last FBI Episode Start Date. 7. DOJ Prior to October 1, 2018: This value is displayed for individuals who have had DOJ name-based check conducted by DCF prior to October 1, 2018. 8. FBI Prior to October 1, 2018: This value is displayed for individuals who have had a fingerprint FBI check conducted by DCF prior to October 1, 2018. Note that there are no eligibility letters for these individuals because the check was done by DCF prior to the new background check module.
Preliminary Decision	<p>Options:</p> <ol style="list-style-type: none"> 1. Conversion: When the Background Check Type is DOJ/FBI Prior to October 1, 2018, the Preliminary Decision displayed as conversion. 2. Canceled: The person has withdrawn his or her background check request. 3. Eligible. This is auto-populated for individuals whose FBI and DOJ results come back as “No Record Found.” If a record is brought over, DCF CBU staff reviews the record and manually updates the status. A notice is sent to both the individual and the provider location(s) the person is associated with. 4. Incomplete: The background check could not be completed because of missing information. No notice is sent to the individual or the provider. 5. Ineligible: If the person is found ineligible, a notice is sent to both the individual and the provider locations the person is associated with. 6. Ineligible – Appealed: Person whose final decision was Ineligible has appealed the decision. The appeal is pending. 7. Pending: The Preliminary Decision is in progress and has not been issued. Note that the system changes the Status to Pending if there is any kind of record received. 8. Awaiting Results: The request for a background check has been sent to DOJ but results have not been sent for review yet. 9. Expired Eligibility: If an individual had the Initial FBI or the 5-Year FBI conducted, but the individual was unaffiliated with a child care center for more than 180 days, the eligibility expires. When the individual is pulled into a new center, a new FBI check is required.
Preliminary Decision Date	The date the Preliminary Decision was made. This is auto-populated for individuals whose FBI/DOJ results came back as “No Record Found”.
Final Decision	<p>Options:</p> <ol style="list-style-type: none"> 1. Conversion: When the Background Check Type is DOJ/FBI Prior to October 1, 2018, the Preliminary Decision displayed as conversion.

Field	Description
	<ol style="list-style-type: none"> 2. Canceled: Used if a person withdraws his or her background check request. 3. Eligible: The person is eligible for the role. The system sends an automated letter to the provider and the individual. 4. Incomplete: Used when the review could not be completed. 5. Ineligible: Used if the person is not eligible. The system triggers a notice to the provider location. 6. Ineligible – Appealed: If the person is found Ineligible, he or she has the right to appeal. When the appeal is received, the status is switched to Ineligible-Appealed. 7. Pending: The Final Decision has not been issued. Note that if a role is changed for an individual after a completed episode and the DCF CBU staff has started a review for the new role, the system changes the status back to Pending. 8. Eligible with Stipulation: Used when an individual is made eligible with stipulation. Stipulation must be met to maintain the eligibility. The individual receives a manual notice in these scenarios. 9. Expired Eligibility: If an individual had the Initial FBI or the 5-Year FBI conducted, but the individual was unaffiliated with a child care center more than 180 days, the eligibility expires. When the individual is pulled into a new center, a new FBI is required. 10. On Hold: The status of a background check can be put on hold because the CBU has not received all necessary information to conduct the background check. The common reasons for a hold are but not limited to pending charges, pending court case, pending out-of-state check, pending release form, etc.
Eligibility Expiry Date	A date the background check expired is displayed for checks that have 'Expired Eligibility' status.
FBI Check Due Date	The date the next FBI background check is due for this individual.
Name Check Due Date	The date the next name-based background check is due for this individual.

Expired Eligibility

If an individual had the Initial FBI or the 5-Year FBI conducted, but the individual was unaffiliated with a child care center in CCPP for more than 180 days, the eligibility expires. When the individual is pulled into a new center, a new fingerprint FBI check is required. The system does not recognize backdated start dates in determining the 180 days. It uses the date the individual is added to CCPP, so if an individual is not added timely their background check may expire and require a new fingerprint.

Nadines Day Camp
123 Camp Ct.
Anytown, WI 45454-5454

Logout
1800039621-004
Facility ID 1123464
FIS Provider ID D214134

Background Check

Individual

Name	Tammy Medina
Employment Period	8/27/2020

Background Check

Background Check Level	Non-Caregiver
DeterminationStartDateDisplay	1/7/2019
Background Check Type	Initial Doj
Preliminary Decision	Eligibility Expired
Preliminary Decision Date	1/7/2019
Final Decision	Eligibility Expired
Final Decision Date	1/7/2019
Eligibility Expiry Date	8/12/2020

[More](#)

Background Check History

To view past background checks on an individual, choose the "...More" link on the bottom of the Background Check page.

Lakeland Group Centre
123 Main St
Anytown, WI 45454

Logout
280004092-001
Facility ID 1123290
FIS Provider ID 0217957

Background Check

Individual	
Name	Jackie Chan
Employment Period	9/12/2019

Background Check	
Background Check Level	Caregiver
DeterminationStartDateDisplay	9/12/2019
Background Check Type	Ad Hoc
Preliminary Decision	Eligible
Preliminary Decision Date	9/12/2019
Final Decision	Eligible
Final Decision Date	9/12/2019

[...More](#)

Individual Details

Then enter a date that you want to view the background check information for. The fingerprint FBI requirement was implemented in 2014 for programs caring for Wisconsin Shares subsidy children so using January 1, 2014, will bring potential FBI check(s) for the individual.

Child Care Provider Portal
Welcome, Randy

Lakeland Group Centre
123 Main St
Anytown, WI 45454

Logout
280004092-001
Facility ID 1123290
FIS Provider ID 0217957

Background Check History

History of Background Checks

Individual	
Name	Jackie Chan
Employment Period	9/12/2019

Background Check History	
From *	01/01/14

Search

Background Checks

The *History* screen will display all checks done after the date entered in the From field.

Background Check History

History of Background Checks

Individual	
Name	Jackie Chan
Employment Period	9/12/2019

Background Check History	
From *	01/01/14

Search

Type	Final Decision	
Ad Hoc	Eligible: 9/12/2019	Details
Fbi Prior To 10/1/18	Conversion	Details

The *Details* screen will show the date.

Individual	
Name	Jackie Chan
Background Check	
Background Check Level	Caregiver
DeterminationStartDateDisplay	6/24/2014
Background Check Type	Fbi Prior To 10/1/18
Preliminary Decision	Conversion
Preliminary Decision Date	
Final Decision	Conversion
Final Decision Date	

Background Checks History

Note that there are no Preliminary and Final Decision letters for these individuals.

Individuals Who Had Background Checks Completed by DCF in the Past

Background check history for applicants/licenseses, household members, and certified operators or employees/volunteers in certified programs who had automated FBI/DOJ background checks completed by DCF in the past will be brought into the Provider Portal. Only the latest check is displayed.

Individual	
Name	Andy Applicant
Background Check	
Background Check Level	Applicant/Licensee
Determination Start Date	1/25/2018
Background Check Type	Doj Prior To 10/1/18
Preliminary Decision	Conversion
Preliminary Decision Date	
Final Decision	Conversion
Final Decision Date	

The Background Check Type is DOJ or FBI Prior to October 1, 2018. The Primary and Final Decisions are set at Conversion and the Decision Dates are blank because the old system did not have this information.

iChildCare

A new iChildCare Portal is available for individuals who are working/residing in a child care facility or who want to have a child care background check conducted for eligibility to work/reside in a child care facility.

An employee/resident can create an iChildCare account and once done, you can attach that individual into your center and assign the role and employment/residency dates for the employee in Child Care Provider Portal.

Visit the [Wisconsin iChildCare Portal Information webpage](#) for further information on the Portal.

iChildCare Access – Providers who have CCPP access

If a provider has already access to CCPP, the same user ID can be used in the new iChildCare.

Steps to access the new system:

1. Login to [iChildcare](#) using your CCPP user ID.
2. Enter details in the *Add Personal Details* page. If your record matches with an individual in the DCF child care system, you will be sent a PIN letter that will grant you access to the iChildCare. If there is no record that matches your demographics, you will be granted access immediately.

Note that if there has been other users who have used the CCPP user ID for your center in the past, make sure that you change the password on the [DWD/Wisconsin Logon Management webpage](#) so no one else can view your personal background check results.

iChildCare – Electronic Notices

Effective March 1, 2021, iChildCare users can opt out from receiving paper notices. The notices that can be received in electronic format only are:

1. Fingerprint Instruction Letter
2. Individual eligibility letters

Individual ineligibility letters will be mailed by USPS.

Higher Education (Training) and Contracting Services Entities

Agencies that place practicum students/contractors into child care programs can submit background check requests for individuals. The system has been modified so that these entities can submit the requests using the Provider Portal. The Individual and Background Check related sections explained in this user guide identify a similar workflow for these agencies to access individual information and request background checks. However, most of the other buttons in the Provider Portal have no information on these facilities. The *Manage Facility* page has the contact information for the entity. If changes are needed, please contact the DCF CBU staff.

Effective February 22, 2019, the system was modified to have the facility decision notices sent to these agencies instead of just sending them to the individual's home address. The Fingerprint Instruction Letters that were previously sent to the individual, will be sent to the facility only.

Manage Facility

This section has functionality pertaining to a facility/location.

Child Care Provider Portal
Welcome, Pirkko

Happy Hour Daycare
3939 Happy Holw
Milwaukee, WI 53201

Logout
000000000-001
Facility ID 1122473
FIS Provider ID N/A

Manage Facility

Facility ID 1122473
FIS Provider ID N/A
Address 3939 Happy Holw
Milwaukee, WI 53201
Contact Name Morgan David
Phone (608) 266-3939

...More

- Regulations
- Closure Schedules
- Prices & Parent Fees
- Mailing Options
- Background Check Non Compliance
- Documents
- Child Care Finder Listing
- Security

Facility Details

The sections below explain functionality for the buttons above.

Regulations

The Provider Portal displays regulatory information for your site/facility.

Regulation Details

Current and future regulation, ages served, hours of operation, and accreditation information.

Regulation

Category Licensed Group
Status Approved
Effective From 08/01/22
Continuation Date 08/31/24

More

Ages Served

Age	Effective Period
0 Year(s) 0 Month(s) - 13 Year(s) 0 Month(s)	08/01/22 - 08/31/24

...More

Hours of Operation

Effective From 08/01/22
Months Open January - December
Hours Open
MON - FRI 06:00 AM - 06:00 PM

The Regulation Details screen includes the following information:

Category: This field shows the type of regulatory approval granted for your facility. **Types are:** Licensed Group, Licensed Family, Regular Certified, Provisionally Certified, Public School Program, etc.

Status: Approved is the most common status for programs that are licensed or certified.

Effective From: This is the begin date of the current licensing/certification period.

Continuation Date: This is the next continuation/renewal date of the current license/certificate.

Agnes Served

This section displays the age range of children a licensed/certified program is approved to care for. In the example below, the program is approved to care for children from newborn to age 14 years.

Age	Effective Period
0 Year(s) 0 Month(s) 13 Year(s) 11 Month(s)	02/29/16

The age is displayed as years and months and the upper age as “through” 13 years and 11 months (to the 14th birthday).

Hours of Operation

This section displays the days, times, and months the program is licensed/certified.

Hours of Operation	
Effective From	07/16/17
Months Open	January - December
Hours Open	
MON - FRI	06:00 AM - 06:00 PM
SAT - SUN	Closed
Day Capacity	8
Night Capacity	0

- **Effective From:** Usually this is the begin date of the current licensing/certification period.
- **Months Open:** For year-round programs, the months are usually January-December.
- **Hours Open:** Lists days of the week with open and closed times. Weekend hours are displayed in a separate row.
- **Day Capacity:** The number of children the program is approved to serve. For certified providers, this field displays the number of children under the age of 7 years that the provider may care for.
- **Night Capacity:** The number of children the program is approved to care for between 9 p.m. and 5 a.m. For certified providers, this field displays the group size.

Accreditation

If your program is accredited by one of the following agencies, the name of the agency and the effective period is displayed.

Accreditation	
Name	Effective Period
National Association For The Education Of Young Children (Naeyc)	01/01/15

By selecting “...More,” you can access history for the information.

Below is a list of accreditation types:

- Advanced, American Montessori Society Accreditation (AMS)
- City of Madison Accredited
- Council on Accreditation (COA)
- Head Start Performance Standards
- National Accreditation Commission (NAC)
- National Association for the Education of Young Children (NAEYC)
- National Early Childhood Program Accreditation (NECPA)
- National Association for Family Child Care (NAFCC)
- American Camp Association (ACA)

- AdvanceED

Although not considered an accreditation, Head Starts that qualify for an automated 5 Star rating in YoungStar will be displayed as “Head Start Performance Standards” in this area.

Closure Schedules - Facility Temporary Closure

Providers can now use the Provider Portal to report a temporary closure to the regulatory agency.

CCPP automatically notifies licensing/certification agency in the following scenarios:

Temporary Closure Reason	Length of Closure	Licensing/Certification notified
Construction	Any	Yes
COVID-19 (Any of the COVID-19 reasons on drop-down menu)	Any	Yes
Loss of Services/Damage to Premises	Any	Yes
Low Enrollment	Five or more days	If closure is more than five days, licensing/certification is notified.
Other (not related to COVID-19)	Five or more days	If closure is more than five days, licensing/certification is notified.
Personal Leave	Five or more days	If closure is more than five days, licensing/certification is notified.
Seasonal Closure	Five or more days	If closure is more than five days, licensing/certification is notified.
Staffing Issues	Five or more days	If closure is more than five days, licensing/certification is notified.
Vacation	Five or more days	If closure is more than five days, licensing/certification is notified.

Official vs. Reported Temporary Closure

When the provider enters a temporary closure record in the Portal, the information is brought over to the licensing/certification system. If the closure is more than 14 days in length, the provider is required by licensing rules to report the closure to the licensing agency. When a notice of a 14-day closure is received by the licensing agency, the closure is marked ‘Official.’

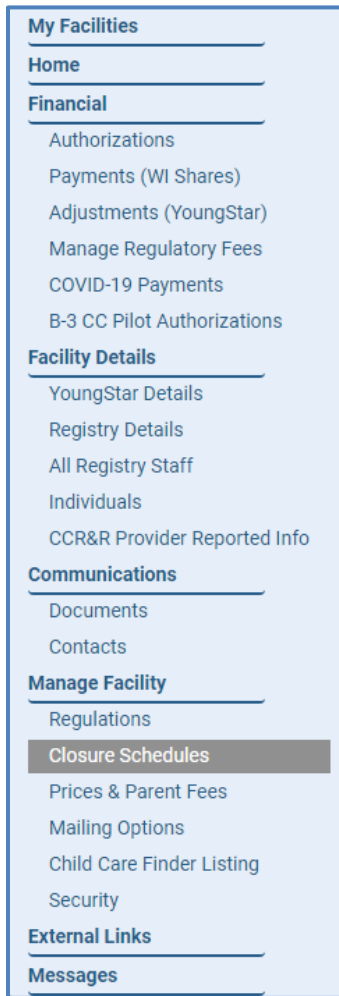
Facility Temporary Closure

Child care providers may use this page to report temporary closures. Licensing, Certification and Wisconsin Shares Subsidy staff are notified of temporary closures entered on this page. Providers do not need to enter national holidays, single days of pre-planned closures, and days outside of the normal hours of operation listed on their license or certificate.

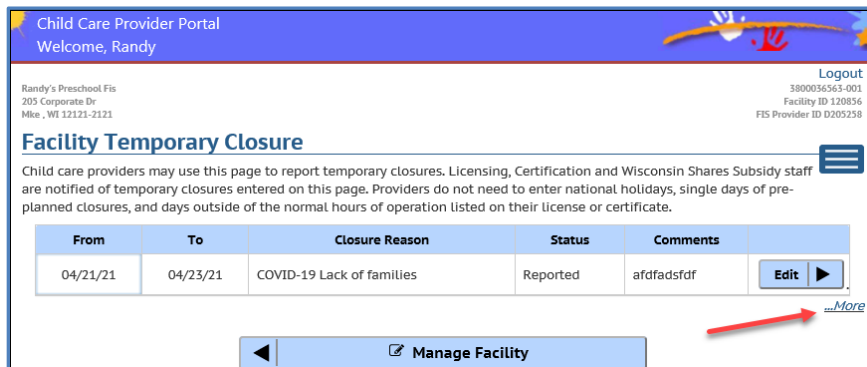
From	To	Closure Reason	Status	Comments	
04/28/21	05/12/21	COVID-19 Exposure of Staff to COVID-19	Official Closure	Enter detail on the reason for the closure.	Edit ▶
04/21/21	04/23/21	COVID-19 Lack of families	Reported	a1dfadsidf	Edit ▶

[More](#)

To access the *Closure Schedules* page, click on the link on the sandwich menu.



The *Facility Temporary Closure* page shows any closures for the current calendar year.



When More is selected, *Add Facility Closure* and *Facility Closure History* buttons will appear.

Add Temporary Closure:

Choose the *Add Facility Closure* button to access the *Add Facility Temporary Closure* page.

Facility Temporary Closure

Child care providers may use this page to report temporary closures. Licensing, Certification and Wisconsin Shares Subsidy staff are notified of temporary closures entered on this page. Providers do not need to enter national holidays, single days of pre-planned closures, and days outside of the normal hours of operation listed on their license or certificate.

From	To	Closure Reason	Status	Comments	
04/21/21	04/23/21	COVID-19 Lack of families	Reported	afdfadsfdf	Edit ▶

[Add Facility Closure](#) ▶

[Facility Closure History](#) ▶

[...Less](#)

On the *Add Facility Temporary Closure* page, enter the date the closure starts. If the closure end date is known, enter it. If the reopening date is not known, leave it blank. Choose a reason from the Primary Closure Reason drop down menu that closest describes the reason for the closure. Finally, in the Comments field enter more details on the closure.

Add Facility Temporary Closure

Use this page to report temporary closures. Licensing, Certification and Wisconsin Shares Subsidy staff are notified of temporary closures entered on this page. Providers do not need to enter national holidays, single days of pre-planned closures, and days outside of the normal hours of operation listed on their license or certificate.

Reportable Communicable Diseases

Any temporary closures due to confirmed cases of reportable communicable diseases, including COVID-19, also **must** be reported to the local health department as required under DHS 145 and to DCF as described in DCF 202, 250, 251 and 252. **Please contact your Licensing Specialist, Regional Office or Certification Worker directly if the closure is due to a reportable communicable disease.**

For additional information about reporting temporary closures, refer to DCF 202, 250, 251 or 252, or contact your Licensing Specialist or Certification Worker.

From Date *

To Date

Primary Closure Reason *

Comments *

[Submit](#)

Modify/Delete Closure Record

To modify/delete a closure record, choose the Edit button next to the closure record that needs to be modified/deleted.

Facility Temporary Closure

Child care providers may use this page to report temporary closures. Licensing, Certification and Wisconsin Shares Subsidy staff are notified of temporary closures entered on this page. Providers do not need to enter national holidays, single days of pre-planned closures, and days outside of the normal hours of operation listed on their license or certificate.

From	To	Closure Reason	Status	Comments	
04/21/21	04/23/21	COVID-19 Lack of families	Reported	afdfadsfdf	Edit ▶

[Add Facility Closure](#) ▶

[Facility Closure History](#) ▶

[...Less](#)

If the closure is Official, the record cannot be deleted. Only the To Date and Comments can be added/modified. From Date and Delete check box are locked.

If the closure is in Reported status, all fields on the page can be modified and the record deleted.

Facility Closure History

To view closure history for past years, select the *Facility Closure History* button.

From	To	Closure Reason	Status	Comments	
04/21/21	04/23/21	COVID-19 Lack of families	Reported	afdafdsfdf	Edit

On the following page, you can change the year you wish to view the temporary closures for.

Facility Closures – Effects on Wisconsin Shares Authorizations

The temporary closure record is brought into the DCF Subsidy system when creating authorizations for a child eligible for Wisconsin Shares, the authorization worker sees a warning that the program is temporarily closed. If the closure is Official, no authorization is allowed to span the closure period. If the Official closure is more than 4 weeks, the subsidy system automatically ends current authorizations in certain scenarios.

Facility Closures – Effects on YoungStar

If the facility closure is Official, the YoungStar service window is automatically extended for the length of the closure.

Facility Closures – Child Care Finder – Public Site

When the facility is temporarily closed, the information is brought to the Child Care Finder system to alert parents that the program is not currently open.

The temporarily closed programs have a yellow banner informing the public that the program is currently closed.

Type of Care	Name	YoungStar Rating
Other	Heidis Head Start - One	★★★★★
Licensed Group	Randy's Preschool Fis This provider is temporarily closed.	★★★★★
Licensed Camp	Lakeland In Rotorua Nz Day Camp	★★
Licensed Family	Mats Matsson	Participating But Not Yet Rated
Licensed Group	DECE Demo Facility This provider is temporarily closed.	Not Participating

The facility details page shows the dates the program is closed. Reason for the closure and comments entered in WISCCRS or CCPP are not brought over to the Child Care Finder. Once the closure period is in the past, the alert automatically disappears.

Provider Details			
Accredited Provider National Association for the Education of Young Children (NAEYC)			
Randy's Child Care, Inc Randy's Preschool Fis 205 Corporate Dr Mke WI 12121-2121 Milwaukee County	Provider # Location # Facility # Regulation Type Applicant/Licensee	3800036563 001 120856 Licensed Group Randy Randall-Smith	Months Open Day Capacity Night Capacity Hours
Contact Information Rita Randall (000) 000-0000	Ages Served 0 Week(s) - 13 Year(s)	Jan - Dec 75 0 Mon-Fri 6:00AM - 6:00PM Sat 6:00AM - 12:00PM	
This provider is closed from 4/28/2021 until 5/12/2021.			

Prices and Parent Fees

See *Current and Future Prices and Parent Fees* section under *Financial*.

Mailing Options – Electronic Notices

To save mailing costs and the environment, the department has added electronic options to some automated provider notices triggered by the system. The following provider notices are available in electronic format. When there is a checkbox checked next to the notice, no paper copy is sent by the U.S. Mail. Electronic copies are immediately available in the Documents section in the Portal for both paperless and paper notices.

Child Care Provider Portal
Welcome, Laura

Lakeland Group Centre
334 W Main St
Madison, WI 53703-5115

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID D217957

My Mailing Options

Select to receive electronic notices.

By checking the boxes below you choose to receive online electronic notices instead of paper mailings. You can print your notices from Documents at any time.

Electronic Notices

<input checked="" type="checkbox"/>	Background Check Eligibility Decision Letters
<input checked="" type="checkbox"/>	Background Check Invoices
<input checked="" type="checkbox"/>	Background Check Quarterly Notices
<input checked="" type="checkbox"/>	Fingerprint Instruction Letters
<input checked="" type="checkbox"/>	Provider EBT Authorization Letter

Save

[More](#)

Note that the Background Check Eligibility Decision Letters includes both Preliminary and Final Eligibility and Ineligibility letters to the facility.

Modifying the Mailing Options

If your center wants to modify the mailing options, do the following:

- 1. Opt-in for receiving copies by U.S. Mail**

If your center is defaulted to electronic notices but you want all or some notices to be mailed to you, uncheck the checkbox next to the notice.

In the example below, the center wants to receive paper copies of the Background Check Invoices but wants to continue receiving all other notices electronically.

<input checked="" type="checkbox"/>	Background Check Eligibility Decision Letters
<input type="checkbox"/>	Background Check Invoices
<input checked="" type="checkbox"/>	Background Check Quarterly Notices
<input checked="" type="checkbox"/>	Fingerprint Instruction Letters
<input checked="" type="checkbox"/>	Provider EBT Authorization Letter

- 2. Opt-in to receive electronic notices**

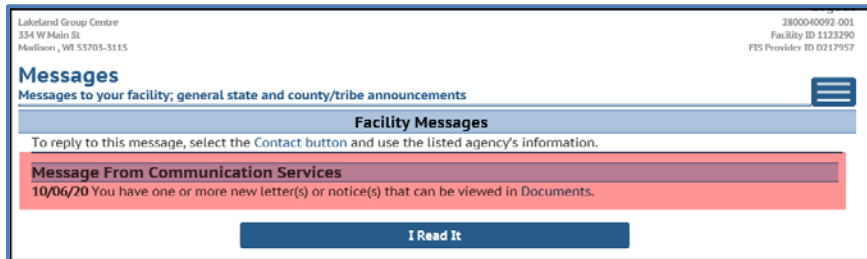
If you are a new CCPP user and your center has been defaulted to receive paper copies of the notices, you are encouraged to change the mailing option to paperless. Access the *Mailing Options* page and put a checkbox next to the notices you want to change to electronic. In the example below, the user wants the Background Check Eligibility Decision Letters, Fingerprint Instruction Letters and Provider EBT Authorization Letter to be electronic, but the provider wants to continue receiving the Background Check Invoices and Background Check Quarterly Notices by U.S. Mail.

<input checked="" type="checkbox"/>	Background Check Eligibility Decision Letters
<input type="checkbox"/>	Background Check Invoices
<input type="checkbox"/>	Background Check Quarterly Notices
<input checked="" type="checkbox"/>	Fingerprint Instruction Letters
<input checked="" type="checkbox"/>	Provider EBT Authorization Letter

Providers who have opted-in to receive paperless notices, will receive a message every time there is a new notice generated for their facility.

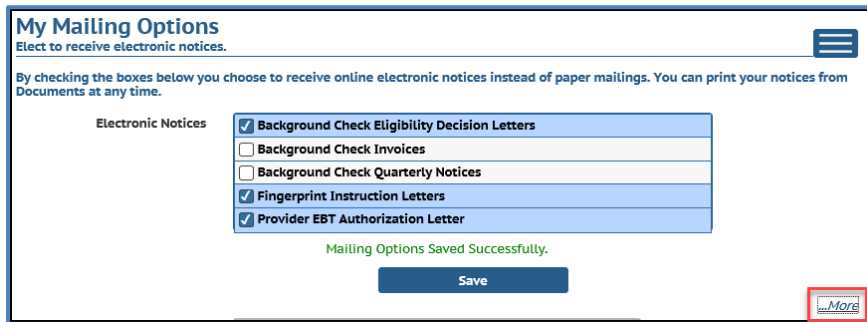


The *Documents* link takes the user to the *Facility Documents* page where the new documents can be viewed.

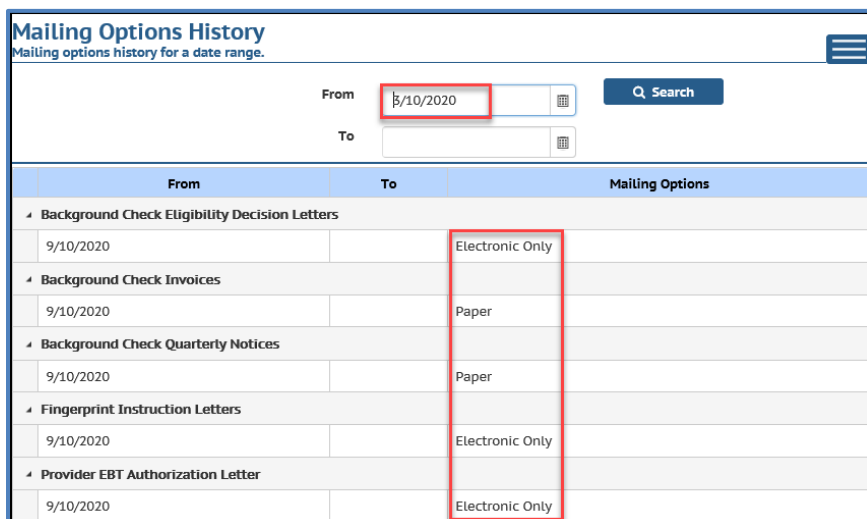


Mailing Options History

You can view historical information on the mailing options for your facility by clicking on the ...More link on the bottom of the *Mailing Options* page. Then choose the *Mailing Option History* button.



The following page shows the date the mailing option was changed. The From Date is defaulted to six months in the past but can be changed to any date.



Users with Access to Multiple Provider Locations

The mailing options are location/facility specific. If you have access to multiple sites and need to modify the settings, you must do this separately for each site.

Users who have Owner/Director or Security Administration user profiles to the Portal can update the mailing options. All users can view the pages below. See the [Security User Guide](#).

Background Check Non Compliance

The purpose of this module is to track fingerprint noncompliance through an automated process. This process will begin when individuals have not submitted their fingerprints at the time the Quarterly Notice is generated and are populated in the “Past Due Fingerprint Background Checks” section. *See Documents – Background Check Quarterly Notice section for more details.

If there are individuals who are not in compliance with the fingerprint requirement at the time the Quarterly Notice is sent to the childcare program, the Fingerprint Non Compliance Module will automatically begin the first step in the process.

Compliance Step	Action Date	Status	
Enforcement Forfeiture	1/3/2023	Compliance	Individuals ▶
Enforcement Order	12/7/2022	Non Compliance	Individuals ▶
294 Process	11/21/2022	Non Compliance	Individuals ▶
Overdue Fingerprint Checks	10/20/2022	Non Compliance	Individuals ▶
Past Due Fingerprint Checks	9/20/2022	Non Compliance	Individuals ▶

◀ Manage Facility ▶

Progression of Non-Compliance Steps

Below are the steps for background check related enforcements. If an individual comes into compliance by completing the fingerprint requirement, after any of the steps below, the system marks the individual as Compliant, and the individual falls off the future steps.

- 1. Past Due Fingerprint Checks** – This compliance step identifies individuals who are past due for fingerprint checks. These individuals will populate in the “Past Due Fingerprint Background Checks” section of the Quarterly Notice.
- 2. Overdue Fingerprint Checks** – The system will generate an Overdue Fingerprint Notice 30 days after the Quarterly Notice is sent including the individuals who still have not submitted their fingerprints at the time the Overdue Notice is generated.
- 3. Non-compliance and Correction Plan** – The system automatically generates a rule violation and attaches the non-compliant individuals to the violation 30 days after the Overdue Fingerprint Notice is generated. This only includes those individuals who are still not in compliance at the time the violation is created.
- 4. Enforcement Process**
 - a. Licensed Programs:**
 - i. Notice of Order and Imposed Plan of Correction** - 15 days after the rule violation was issued, an Order and Imposed Plan of Correction will be sent for the individuals who are still not in compliance.

- ii. **Forfeiture Assessment** - 15 days after the Order and Imposed Plan of Correction is sent, a Forfeiture Assessment may be issued for the facility, including individuals who are still not in compliance. The Department may set forfeiture amounts ranging from \$10 to \$1000 per day, per violation.
 - iii. **Revocation Process** - 15 days after the Forfeiture Assessment is sent, a Revocation letter may be issued to the facility due to non-compliance.
- b. **Milwaukee County Certified Programs:**
- i. **Suspension Process** - 30 days after the rule violation was issued, a Suspension may be issued for the provider, listing individuals who are still not in compliance.
 - ii. **Revocation Process** - 30 days after Suspension is issued, a Revocation letter may be sent to the facility due to non-compliance.
- c. **Balance of State Certified Programs:**
- i. **Enforcement** - 30 days after the rule violation was issued, an Enforcement may be issued to the provider, listing the individuals who are still not in compliance. Enforcement may include a warning letter, suspension, revocation, or denial of recertification.

Individual Details

To populate the list of individuals who are non-compliant with the fingerprint requirements associated with your facility, click on “Individuals” for the related “Compliance Step”.

Background Check Non Compliance
Background Check Non Compliance Details by Location

Compliance Step	Action Date	Status	
Enforcement Forfeiture	1/3/2023	Compliance	Individuals ▶
Enforcement Order	12/7/2022	Non Compliance	Individuals ▶
294 Process	11/21/2022	Non Compliance	Individuals ▶
Overdue Fingerprint Checks	10/20/2022	Non Compliance	Individuals ▶
Past Due Fingerprint Checks	9/20/2022	Non Compliance	Individuals ▶

Manage Facility

The individuals attached to that compliance step are listed along with a “Details” button. To see the details of any of the individuals, click on the corresponding “Details” button.

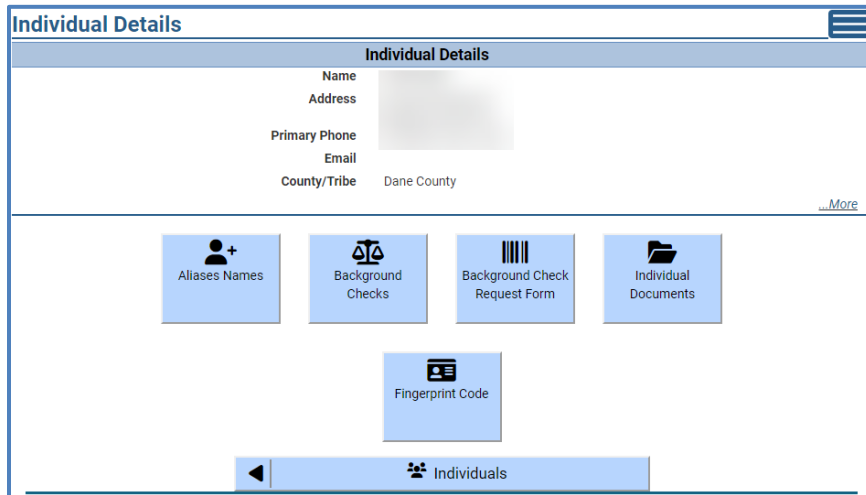
Background Check Non Compliance
Background Check Non Compliance for Individuals

Compliance Step: Enforcement Order
Action Date: 12/7/2022
Status: Non Compliance

Individual#	First Name	Last Name	Status	
001				Details ▶

Background Check Non Compliance

In order to correct the non-compliance step, the individual must complete a fingerprint- based background check. Instructions on how to complete the fingerprint checks are listed in the “Individual” section of this guide.



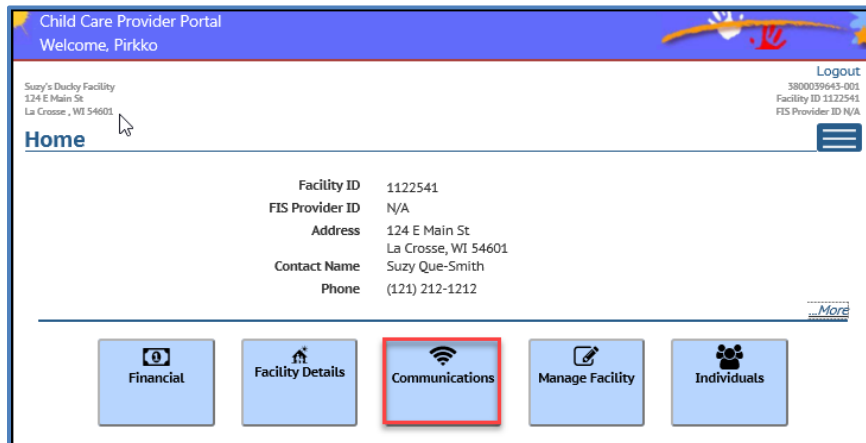
Documents

You can view subsidy, licensing/certification and YoungStar documents in the Provider Portal. There are two levels of documents.

Facility Level Documents

This section includes documents such as authorization notices, YoungStar contract renewals, Fingerprint Instructional letters, and various documents submitted to Licensing/Certification agency.

To access the facility documents, choose the *Documents* link in the side sandwich menu or choose the *Communication* button from the main facility page.



Then choose the *Documents* button.



The documents are displayed in chronological order, with the latest document on top. The history allows you to view licensing/certification and YoungStar documents back to 2011.



Background Check Quarterly Notice

The department conducts annual name-based background checks on licensees, certified operators, adult household members, caregiver and non-caregiver employees. The department sends Quarterly Notices to child care programs informing them which individuals are due for an annual name-based background check. The notices are sent to child care programs around the 20th of December, March, June, and September.

Licensees/operators must review these notices carefully to ensure the department has the most up-to-date list of individuals associated with their child care program. Annual name-based checks are conducted on the following individuals:

- Age 18 or older
- Has an employment/residency status of "current" or "prospective"
- Has completed a DCF-conducted fingerprint-based background check (or DOJ Initial on minor employees) within 12 months or earlier.

If the list of individuals included in the notice or employment/residency status is not up-to-date, the licensee/operator needs to update the information in the CCPP as soon as possible. The cost of the annual name-based check is \$10 per individual. The system generates invoices every four months for the cost of any annual name-based checks conducted during the previous four months. The invoices are sent in January, May, and September if there are billable annual checks for the center.

A copy of the notice is available in the CCPP facility documents.

The notice may have multiple sections depending on if any individuals associated with your program fall under the criteria for the section. The sections are explained below.

List of individuals who have a 5-Year fingerprint FBI check due within the next four months

Upcoming Fingerprint Background Checks		
Individual(s) scheduled for a five-year FBI background check within the next four months:		
Name	Role/Position	FBI Check Due
RANDY RANDALL	Applicant/Licensee	08/29/2019

In addition to individuals who are due to have the 5-year fingerprint check done, this section also includes the following individuals:

- Minor employees who have had an Initial DOJ conducted but the minor is turning 18 during the next four months.
- Individuals who reside outside WI must have the Fingerprint check done on an annual basis.

Individuals who are associated with multiple facilities, are listed in the notice to the center where the Apply CBC Fee is set at “Yes.” This indicator is found on the *Individual Details* screen.

Employment/Residency Details	
Effective Period	7/11/2019
Primary Role	Teacher - Assistant
Secondary Role	
Employment/Residency Status	Current
Employment/Residency Period	1/14/2019
Apply Ongoing Background Check Fee to this Location	Yes
Comments for this individual	

The 5-year FBI due date (1-year for individuals residing outside WI) is calculated from the Determination Start Date of the latest background check. The date is found on the *Individual’s Background Check* screen.

Background Check	
Background Check Level	Caregiver
DeterminationStartDateDisplay	12/20/2018
Background Check Type	Initial Fbi
Preliminary Decision	Eligible
Preliminary Decision Date	12/20/2018
Final Decision	Eligible
Final Decision Date	2/20/2019

Note that there can be scenarios when the FBI Check Due is in the past. This may happen with facilities that were licensed prior to the new background check rollout on October 1, 2018, but the center was scheduled to receive the Fingerprint reminders during the later stages of the rollout. If the individual has never had an FBI check done in the past, the system uses the date the first Fingerprint rollout notice was mailed to the facility.

List of individuals who are past due for a fingerprint check:

This section lists individuals associated with the program that are past due for the fingerprint-based background check. The system will generate an Overdue Fingerprint Notice 30 days after the Quarterly Notice for the individuals listed here who have still not submitted their fingerprints at the time the Overdue Notice is generated.

Past Due Fingerprint Background Checks		
The following employee(s)/resident(s) associated with your program are past due for submitting fingerprints. Please have these individuals schedule a fingerprint appointment immediately to avoid a noncompliance.		
Name	Role/Position	FBI Check Due
JOHN JANUARY	Household Member	04/01/2020
SHELLY REED	Contracted teaching staff	10/16/2020
JAN JANUARY	Applicant/Licensee	01/24/2021
EL CAPITANO	Facilities staff	02/24/2021
GLORIA BELT	Contracted teaching staff	03/17/2021

List of individuals who are due for an annual name-based check

This section lists individuals associated with your program that are due to have an annual name-based background check done within the next four months.

Upcoming Annual Name-Based Background Checks		
Individual(s) scheduled for an annual name-based background check within the next four months:		
Name	Role/Position	DOJ Check Due
LENA LANNI	Applicant/Licensee	08/15/2019
SANSA STARK	Teacher - Lead	08/15/2019
DANI TARGARYEN	Teacher - Lead	09/05/2019

The system schedules the name-based DOJ annual check 12 months after the last FBI fingerprint-based check Determination Start date and annually thereafter. The annual name-based check is skipped during the year the 5-year FBI is done. No individual will have both the DOJ and FBI due within the same calendar year.

List of individuals who have had the annual name-based check conducted within last three months

This section lists all individuals associated with your program who have had an annual DOJ name-based check conducted. The initial mailing in December will mostly have minor employees listed.

Completed Background Checks		
Annual name-based background check(s) have been conducted on the following individual(s) associated with your facility within the last three months. You will receive an invoice for any of these checks you are yet responsible to pay for.		
Name	Role/Position	Latest DOJ Check
CAROM CASITTA	Student Intern	12/17/2019

The program will be invoiced for these checks. Note that there are scenarios with newly licensed/certified programs when the \$10 fee has been already paid by the provider/operator. The system will not include these in the invoicing.

List of Individuals in Prospective status associated with the program.

This section lists all individuals associated with your program who have prospective status whether their background check is due or not. Please make sure that their status is updated once the employment/residency status has been made.

Prospective Employees		
The following employee(s)/resident(s) associated with your program have prospective status. Please update the status once the employment/residency decision has been made. Note that annual name based checks are automatically conducted on these individuals and your center may be invoiced for the checks.		
Name	Role/Position	Prospective As Of
BHA RATHI	Administrator	10/26/2018

A copy of the notice is available in Communications - Documents.

Overdue Fingerprint Letter

This letter will be sent to the facility 30 days after the Quarterly Notice has been mailed. This notice will include the individuals who were listed in the “Past Due Fingerprint Background Checks” section of the Quarterly Notice if they have not submitted their fingerprints. If all individuals, who were listed on the Quarterly Notice as past due, are now in compliance, this notice will not be sent.

Overdue Fingerprint Background Checks		
The following employee(s)/resident(s) associated with your program are overdue for submitting fingerprints. Please have these individuals schedule a fingerprint appointment immediately to avoid a noncompliance.		
Name	Role/Position	FBI Check Due
CDA PROVIDER	APPLICANT/LICENSEE	08/28/2014

A copy of the notice is available in Communications - Documents.

Individual Level Documents

This section includes Preliminary and Final Decision letters on individuals whose background checks have been completed. To access the eligibility letters for an individual, choose the individual from the *Individuals List*.

Name	Role(s)	Employment Period	Background Check Status	
! Test Testington	Teacher - Lead			Details ▶
Tony Text	Driver	08/26/19	Pending	Details ▶
Rin Tintin	Director	01/01/19	Eligible	Details ▶
Theresa Toddler teacher	Teacher - Assistant	09/01/18	Incomplete	Details ▶

Then choose the *Individual Documents* button.

Child Care Provider Portal
Welcome, Pirkko

Lakeland Group Centre
334 W Main St
Madison, WI 53703-3115

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID D217957

Individual Details

Individual Details

Name: Rin Tintin
Address: 201 East Washington Ave
Madison, WI 53708
Primary Phone: (608)444-2623 (Work)
Email: [REDACTED]
County/Tribe: Dane County

Aliases Names | Background Checks | Background Check Request Form | **Individual Documents**

Fingerprint Code

Individuals

The *Individual Documents* page lists the eligibility letters sent to the facility on the individual's eligibility.

Documents			
Date	Document Type	Comments	
10/08/19	Facility-Final Eligibility For Individual		View ▶
10/07/19	Facility-Preliminary Eligibility For Individual		View ▶

Invoicing for Annual Name-Based Background Checks

Every four months (January, May, and September), the system sends an invoice to the provider location if there are pending fees for annual name-based checks conducted on individuals attached to the provider location since the last billing cycle. The invoice may include individuals who are no longer associated with the center if the individual was active at the time when the annual check was done.

Example: Joe was working at Center A starting January 2, 2023. The Annual was conducted on Joe on January 10, 2023. Joe ended employment at Center A on April 30, 2023, and started a new job in Center B. The May invoice will include Joe in Center A's invoice because he was employed by that facility when the annual was done.

You can pay the invoice by either using the e-payment system (Financial screen) in Provider Portal or by sending a check or money order to the address listed on the Remittance slip attached to the invoice.

30/60 Day Invoice Reminders

The payment for the invoice is due within 30 days from the invoice date. If no payment has been received, a 30-day Past Due Notice is sent when 60 days has passed from the invoice date. The 60-day Past Due notice is sent when 90 days has passed from the invoice date. The balance must be paid before a license can be renewed. If payment has not been received and a provider closes, the balance is referred to Department of Revenue for collection.

Child Care Finder Listing – Provider's Website

Providers/programs that have their own websites can now submit a request to have that website address listed on the [Child Care Finder](#). When families are looking for child care, they can now easily access your website from the Child Care Finder. Information provided on your website may be helpful for families to review when considering care for their child. Adding a website to the [Child Care Finder](#) can help to increase visibility and promotion for your child care program.

To add the address for your website, select the *Child Care Finder Listing* button on the *Manage Facility* page.

Child Care Provider Portal
Welcome, Pirkko

Randy's Preschool Fis
205 Corporate Dr
Mke, WI 53206

Logout
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Manage Facility

Facility ID	120856
FIS Provider ID	D205258
Address	205 Corporate Dr Mke, WI 53206
Contact Name	Rita Randall
Phone	() -

MOB

- Regulations
- Closure Schedules
- Prices & Parent Fees
- Mailing Options
- Background Check Non Compliance
- Documents
- Child Care Finder Listing**
- Security

On the following page, click on the ...More link.

Child Care Provider Portal
Welcome, Laura

Lakeland In Rotorua Nz Day Camp
987 Napier Rd
Rotorua, WI 12121

Logout
2800040092-002
Facility ID 1122395
FIS Provider ID 0213322

Provider Website

Approved Provider Website
There is no approved provider website to display.

Entered Provider Website
There is no entered provider website to display.

[...More](#)

Manage Facility

The Add Provider Website button appears.

Child Care Provider Portal
Welcome, Laura

Sally's Sunny Day Care-Hmong
711 Park Ave
Beaver Dam, WI 53916-2203

Logout
4800040084-001
Facility ID 1122335
FIS Provider ID N/A

Provider Website

The child care provider is responsible for keeping the URL up to date if there are any changes.

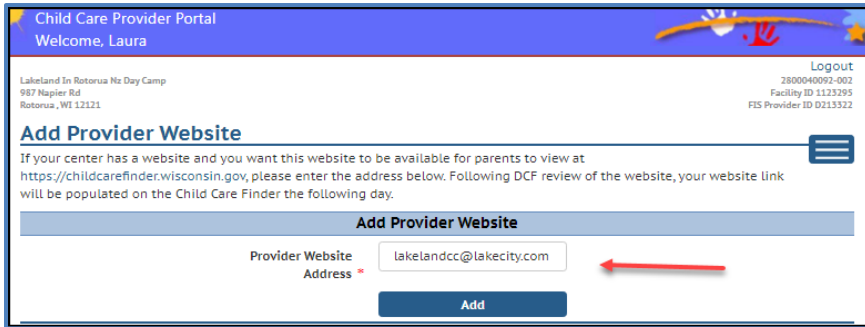
Approved Provider Website
There is no approved provider website to display.

Entered Provider Website
There is no entered provider website to display.

Add Provider Website

[...Less](#)

Clicking on that button will open the page where you can add your program’s URL (website address) in the space provided. **Note: The child care provider is responsible for keeping the URL up to date if there are any changes. You may not use Facebook or any social media page as your child care website.**



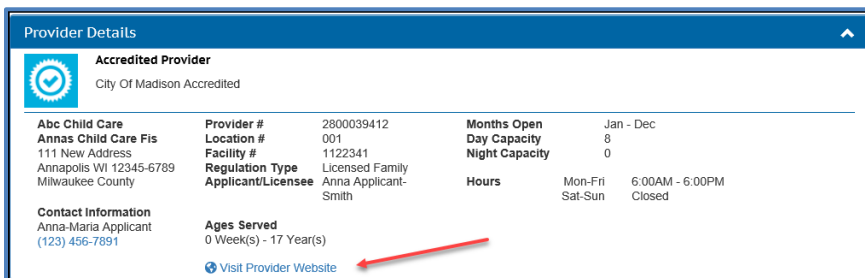
The newly entered website is displayed on the lower section of the Provider Website page until it is validated by DCF staff. **You will be contacted by DCF staff if your website cannot be validated or if there is any issue.**



After DCF staff has validated the web address, the address is displayed on the upper Approved Provider Website section. Allow up to 10 business days for the update to take place. **Note that only one website can be entered for a facility.**



The website is displayed on the Child Care Finder the following day after DCF staff has approved it. The *Visit Provider Website* link takes the user to your website.



Security

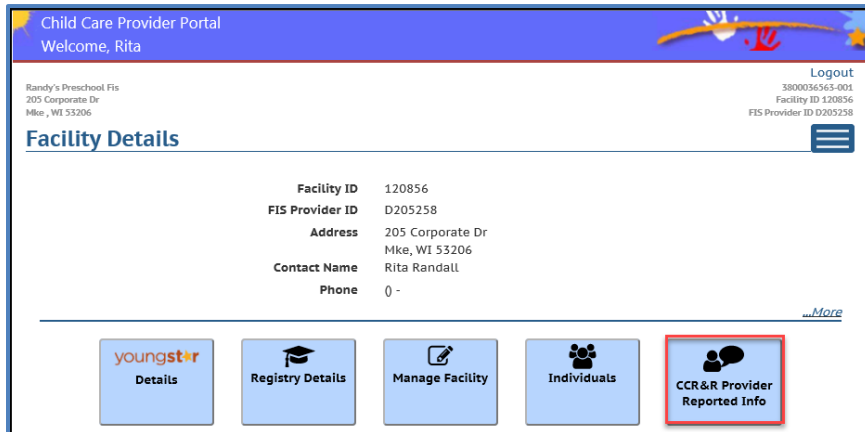
The system security for facility/provider location is explained in the [CCPP Security Module Guide](#).

CCR&R Provider Reported Information

Certain information from the provider’s local Child Care Resource and Referral (CCR&R) agency is brought over to the DCF Provider Portal. When the provider/center reports information using the Business Information Form (BIF) to the local CCR&R, certain information is brought over to CCPP overnight. This section explains the screens and information in detail.

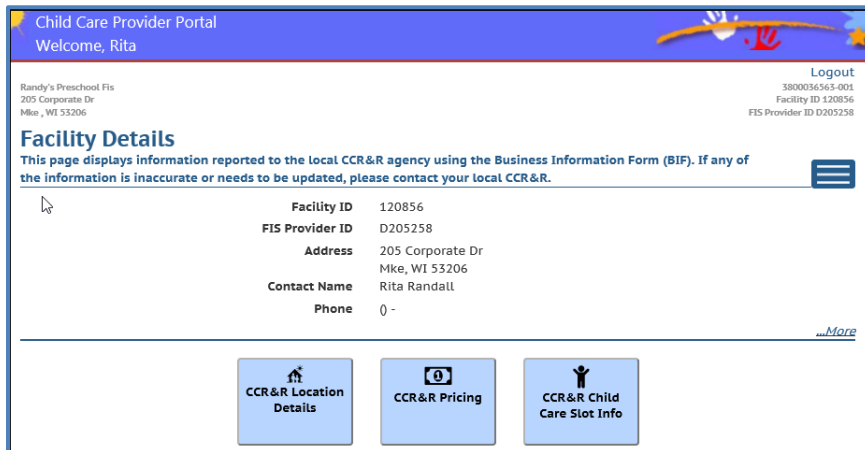
Note that any information in this module cannot be updated using the CCPP portal. If changes are needed, contact your local CCR&R agency.

To access the CCR&R Provider Reported Info module, select the button below from the *Facility Details* screen or the navigation menu.



Facility Details

The *Facility Details* has links to CCR&R Location Details, Pricing and Slots.



CCR&R Location Details

This page has links to Type of Care, Philosophy, and Preschool/4K information reported to the local CCR&R.

Types of Care

This page shows 'Yes' if the program offers any of the types of care listed. If 'Yes' is displayed on this screen, that information is also displayed on the Child Care Finder for the public to see.

Philosophy

This page shows the program philosophy and date the information was updated in the CCR&R system. If 'Yes' is displayed on this screen, that information is also displayed on the Child Care Finder for the public to see.

Philosophy Type	Yes/No	Updated On
Cognitive Based Philosophy	No	6/22/2021
High Scope	No	6/22/2021
Montessori	Yes	8/24/2021
Parent Co-op	No	6/22/2021
Reggio Emilia	No	6/22/2021
Religious	No	6/22/2021
Waldorf Steiner	No	6/22/2021

Preschool/4K

This page shows information on preschool/4K if applicable.

Preschool/4K
 This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Details	
Program Type	Pre School
Updated On	8/25/2021
Morning Program	Yes 9:00 AM - 12:00 PM
Afternoon Program	No
Program Type	4K
Updated On	6/22/2021
Morning Program	No
Afternoon Program	No

CCR&R Pricing

This page has links to Discounts, Fees, and Prices reported to the local CCR&R agency. This information is **not** brought to the Child Care Finder.

CCR&R Pricing
 This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Facility ID	120856
FIS Provider ID	D205258
Address	205 Corporate Dr Mke, WI 53206
Contact Name	Rita Randall
Phone	() -

[...More](#)

%
Discounts

🏠
Fees

\$
Prices

Discounts

This page shows various discounts that the program has reported to the local CCR&R and the date when the information was updated in the CCR&R system. This information is brought over to the Wisconsin Shares system.

Discounts
 This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Discount Type	Yes/No	Updated On
Employee Discount	Yes	8/24/2021
Family Discount	Yes	8/24/2021
Scholarship	No	6/22/2021
Sliding Scale Fee	Yes	8/24/2021

Fees

This page shows various fees that the program charges and the date the information was updated in the CCR&R system.

Fees
 This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Fee Type	Yes/No	Updated On
Activity Field Trip Fee	Yes	8/24/2021
Holding Fee	No	6/22/2021
Late Pickup Fee	Yes	8/24/2021
Meal Snack Fee	No	6/22/2021
One Time Enrollment Registration Fee	No	6/22/2021
Other Fees	No	6/22/2021
Security Deposit	No	6/22/2021
Supply Fee	No	6/22/2021
Transportation Fee	No	6/22/2021
Yearly Enrollment Registration Fee	Yes	8/24/2021

Prices

This page shows the prices the provider reported to the local CCCRR. Note this pricing information is not transferred to the WI Shares. If you care for Shares children and your prices have changed, please update your prices using the *Financial* button or contact your local subsidy agency.

CCR&R Provider Prices
 This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Prices

This pricing information is not transferred to the WI Shares . If you care for Shares children and your prices have changed, please update your prices using the Financial button or contact your local subsidy agency.

Age	Price	Updated On
Weekly Full Time		
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	\$200.00	08/24/2021
1 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	\$200.00	08/24/2021
2 Year(s) 0 Month(s) - 2 Year(s) 11 Month(s)	\$190.00	08/24/2021
3 Year(s) 0 Month(s) - 3 Year(s) 11 Month(s)	\$190.00	08/24/2021
4 Year(s) 0 Month(s) - 4 Year(s) 11 Month(s)	\$190.00	08/24/2021
5 Year(s) 0 Month(s) - 5 Year(s) 11 Month(s)	\$180.00	08/24/2021
6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	\$150.00	08/24/2021
Weekly Part Time		
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	\$120.00	08/24/2021
1 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	\$120.00	08/24/2021
2 Year(s) 0 Month(s) - 2 Year(s) 11 Month(s)	\$110.00	08/24/2021

Page 1 of 2 1 - 10 of 16 items


CCR&R Child Care Slot Information


This page has links to enrollment, vacancy and wait-list information reported to the local CCR&R.


CCR&R Child Care Slot Information
This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Facility ID	120856
FIS Provider ID	D205258
Address	205 Corporate Dr Mke, WI 53206
Contact Name	Rita Randall
Phone	0 -

[More](#)


Enrollment


Vacancies


Wait-List

Enrollment

If the provider has reported enrollment information to the local CCR&R agency, this page shows the information and the date the information was entered into the CCR&R system. This information is brought over to the Child Care Finder.

Enrollment
This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Age	Children Enrolled	Updated On
Full-Time		
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	4	08/24/2021
1 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	4	08/24/2021
2 Year(s) 0 Month(s) - 2 Year(s) 11 Month(s)	8	08/24/2021
3 Year(s) 0 Month(s) - 3 Year(s) 11 Month(s)	8	08/24/2021
4 Year(s) 0 Month(s) - 4 Year(s) 11 Month(s)	16	08/24/2021
5 Year(s) 0 Month(s) - 5 Year(s) 11 Month(s)	16	08/24/2021
6 Year(s) 0 Month(s) - 8 Year(s) 11 Month(s)	20	08/24/2021
9 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	5	08/24/2021
Part-Time		
5 Year(s) 0 Month(s) - 5 Year(s) 11 Month(s)	12	08/24/2021
6 Year(s) 0 Month(s) - 8 Year(s) 11 Month(s)	12	08/24/2021
9 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	16	08/24/2021

1 items per page 1 - 11 of 11 items

Vacancies

If the provider has reported vacancy information to the local CCR&R agency, this page shows the information and the date the information was entered into the CCR&R system. This information is brought over to the Child Care Finder.

Vacancies
This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Age	Vacancies	Updated On
Full-Time		
Details		
3 Year(s) 0 Month(s) - 3 Year(s) 11 Month(s)	3	08/24/2021
4 Year(s) 0 Month(s) - 4 Year(s) 11 Month(s)	3	09/16/2021
Summary		
2 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	3	08/24/2021

1 items per page 1 - 3 of 3 items

Wait-List

If the provider has reported wait-list information to the local CCR&R agency, this page shows the information and the date the information was entered into the CCR&R system. This information is brought over to the Child Care Finder.

Wait-List
 This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Do you offer a Wait-List? Yes

Age	Total Children on Wait-List	Updated On
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	3	09/16/2021

Age	Children on Wait-List	Updated On
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	1	08/24/2021
1 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	2	09/10/2021

1 - 2 of 2 items

CCR&R Information on the Child Care Finder – Public Search

The following information is brought over to the [Child Care Finder](#). The vacancies and wait-list have the date when the information was most recently updated.

Provider Reported Details

The following details are reported by the child care provider. These details are not verified by the Department of Children and Families. These details are updated by the provider and may not be up to date. Please contact the provider for the latest information.

<p>Special Types of Care Available</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Before School Care provided. <input checked="" type="checkbox"/> After School Care provided. <input checked="" type="checkbox"/> Drop In Care provided. 	<p>Program Philosophy</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Montessori.
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<p>Vacancies</p> <p>3 vacancies have been reported. Last updated on 9/16/2021.</p> <table border="1"> <thead> <tr> <th>Vacancies</th> <th>Age Range</th> </tr> </thead> <tbody> <tr><td>X</td><td>2-year-olds</td></tr> <tr><td>X</td><td>5-year-olds</td></tr> <tr><td>X</td><td>6-year-olds</td></tr> <tr><td>X</td><td>Under 1 Year</td></tr> <tr><td>X</td><td>1-year-olds</td></tr> <tr><td>✓</td><td>3-year-olds</td></tr> <tr><td>✓</td><td>4-year-olds</td></tr> </tbody> </table>	Vacancies	Age Range	X	2-year-olds	X	5-year-olds	X	6-year-olds	X	Under 1 Year	X	1-year-olds	✓	3-year-olds	✓	4-year-olds	<p>Waitlist</p> <p>This provider keeps a waitlist. 3 children are on the waitlist. Last updated on 9/16/2021.</p> <table border="1"> <thead> <tr> <th>Age Range</th> <th>Children on Waitlist</th> </tr> </thead> <tbody> <tr><td>Under 1 Year</td><td>1</td></tr> <tr><td>1-year-olds</td><td>2</td></tr> <tr><td>2-year-olds</td><td>0</td></tr> <tr><td>3-year-olds</td><td>0</td></tr> <tr><td>4-year-olds</td><td>0</td></tr> <tr><td>5-year-olds</td><td>0</td></tr> <tr><td>6-year-olds</td><td>0</td></tr> </tbody> </table>	Age Range	Children on Waitlist	Under 1 Year	1	1-year-olds	2	2-year-olds	0	3-year-olds	0	4-year-olds	0	5-year-olds	0	6-year-olds	0
Vacancies	Age Range																																
X	2-year-olds																																
X	5-year-olds																																
X	6-year-olds																																
X	Under 1 Year																																
X	1-year-olds																																
✓	3-year-olds																																
✓	4-year-olds																																
Age Range	Children on Waitlist																																
Under 1 Year	1																																
1-year-olds	2																																
2-year-olds	0																																
3-year-olds	0																																
4-year-olds	0																																
5-year-olds	0																																
6-year-olds	0																																

Communications

This page has links to various pages that include communication-related topics such as documents, announcements, etc.



Documents

See the *Documents* section under *Manage Facility*.

Contacts

The *Contact* screen displays the following:

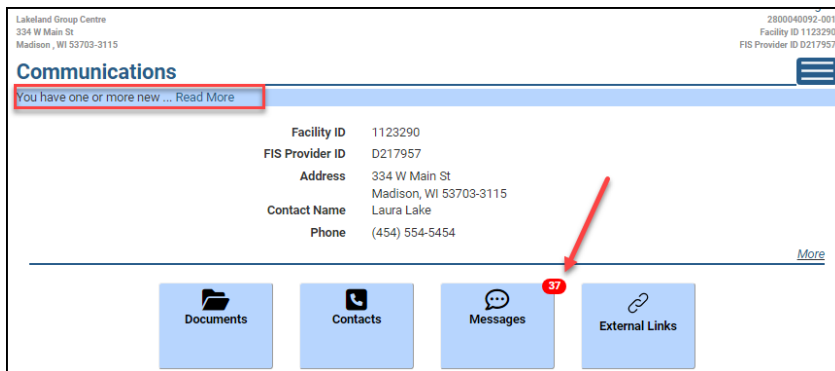
- **Regulation (certification or licensing):** Name of the Licensing/Certification Specialist assigned to your center. If your center is licensed, the phone and address for the licensing contact is also displayed.
- **Background Check Questions - Child Care Background Check Unit:** General contact information for the DCF CBU is provided.
- **YoungStar:** If a Technical Consultant has been assigned to your program, the name of the consultant with office address, phone, and fax are displayed.
- **Wisconsin Shares:** Contact your local Child Care Coordinator. [View the list of Coordinators.](#)

Messages

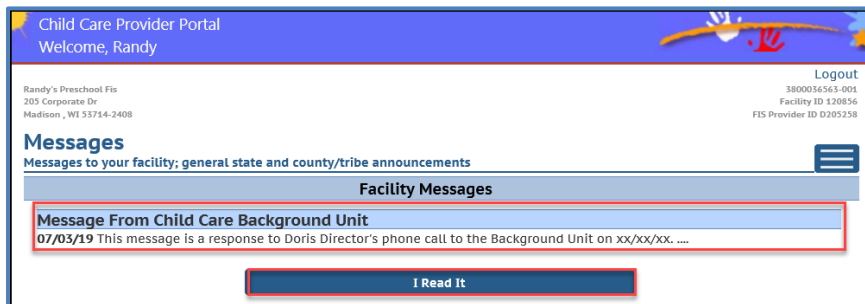
Providers can now view messages sent from the DCF Child Care Background Unit pertaining to background check related issues. At this time, the provider cannot respond to the messages using the Portal. The responses can be submitted to:

DCF Child Care Background Check Unit
PO Box 8916
201 W. Washington Ave
Madison, WI 53708-8916
Phone: 608-422-7400
Fax: 608-422-7155
Email: DCFPLicBECRCBU@wisconsin.gov

If there is an unread message in the Provider Portal, the *Communications* button has a message indicator (red circle with a number of unread messages). Also, partial text of the message is displayed below the *Communications* page title.

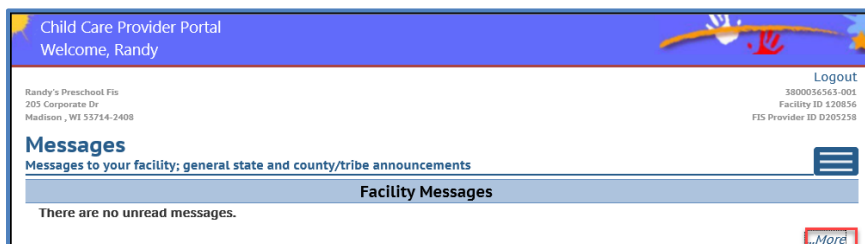


You can access the message by either choosing 'Read more...' link or by choosing the *Communications* button. The *Messages* page shows the entire message.

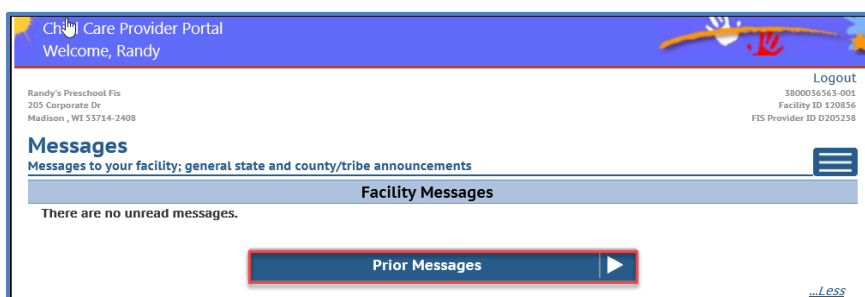


After you have read the message, choose 'I read it' button. By marking the message read, the message cannot be modified or cancelled by the worker.

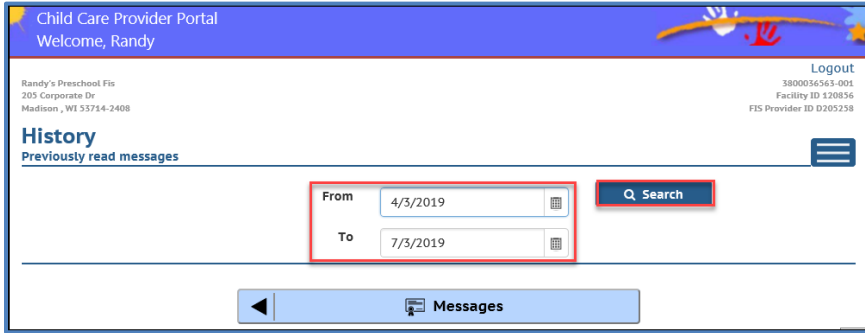
After the message is marked read, it is moved to the message archive. To access prior messages in the archive, choose the '...More,' link on the bottom of the *Messages* page.



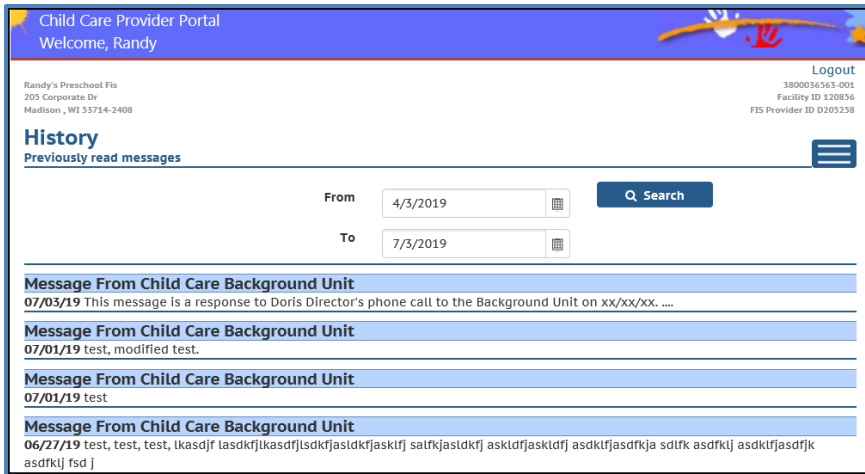
Then choose the *Prior Messages* button.



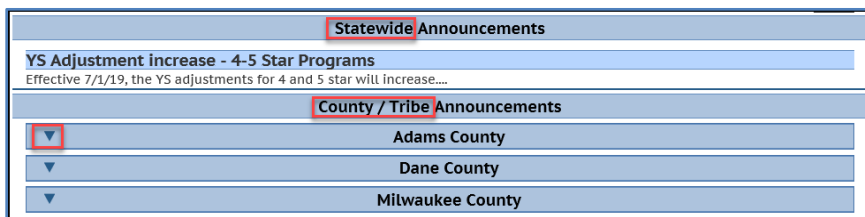
The following page defaults the search time period for the last three months, but the time period can be modified by changing the dates in the From and To date fields.



The *History* page lists all read messages received within the time frame.



The lower portion of the *Message* page displays County/Tribal and Statewide announcements. To expand the messages, choose the arrow.



External Links

This button takes you to various external links.

