



## CHILD CARE PROVIDER INFORMATION WEB SITE

Child Care Provider Information (CCPI) allows providers/center staff to have access to information from the child care subsidy program (also known as Wisconsin Shares) through the Internet. This internet-based access to the Child Care Subsidy System will connect you to a wide variety of information with a mere "point and click" of your mouse. You will be able to view the following:

- View current, past and future **authorizations**, along with detailed authorization information. Included are your specific site **regulation status**, accreditation, rates, address, telephone numbers, etc.
- View current and past **payment** information issued to your site.
- View **announcements** relating to the Child Care Subsidy (e.g., changes in mailing dates due to federal holidays, special actions due to changes in the federal poverty level, etc.) and other statewide or county/tribal items of interest.
- View the most **Frequently Asked Questions** and answers about the Wisconsin Shares Program, the Child Care Subsidy and other child care matters.
- View and print **reports** that summarize the authorizations and payment information for your child care program.
- With the proper access, child care providers can enter **attendance** hours directly into CCPI.

### HOW CAN I GET ACCESS TO THIS WEB SITE?

You can access the Child Care Provider Information web site through the Child Care Home Page at:

<http://dcf.wisconsin.gov/childcare/ccpi/default.htm>

Then click on "**New User**" link under KEY LINKS heading on the right (PDF or Word version). This document has step-by-step instructions on how to create a DWD/Wisconsin User ID.

Once you have successfully created your User ID, click on the "Security Access Form" link to complete the Child Care Provider Information Access Request.

1. Complete the entire 'Web Access' form (Steps 1 and 2) and click on '**Submit**'.
2. Print and sign the form. Note: The form must be signed by the Program Director (group centers.)
3. Submit the completed 'Web Access' form to your county/tribal Child Care Coordinator:  
The list of Coordinators is found at  
<http://dcf.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf>.  
Milwaukee Providers:  
Milwaukee Early Care Administration,  
Attn: Michelle Balistreri,  
819 N 6<sup>th</sup> St, Rm 670,  
Milwaukee, WI 53203  
FAX: 414-220-6840
4. Your 'Web Access' form will be processed through local and state security officers. An e-mail or written verification will be sent to you when your access has been established.

If you provided a valid email address during your account creation, you will receive an email when your request has been approved. Once you receive your confirmation you can go to this site and be able to view all of the information we have for your specific provider location. We feel confident you will find this web site to be useful in organizing the information relating to your child care facility.

**Note:** If your provider or location number changes, you must submit a new Web Access Request form to be able to view information to the new location/provider number. See CCPI FAQs (About CCPI...) for further information.

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For more information, please contact your local agency.

¿Preguntas? Consulte a su especialista.