



SHARING THE NEWS

Volume 3, Issue 5, December, 2009

This newsletter is for child care providers caring for children in the Wisconsin Shares Child Care Subsidy Program, a program which helps low-income families pay for regulated child care while participating in work activities.

- Holiday Safety – Pretty and Safe
- New Internet Service for Parents
- Rules for Computer IDs
- Phone line closing
- Lead Paint Removal Rule

Enjoy Winter Holidays Safely

Winter holidays are upon us and we hope that you are finding many ways to bring them into your plans and activities.



Holiday time is also a busy time of year and the risk of home and center accidents increases due to multi-tasking, increased activity, high emotions and more clutter. Places that are normally safe may become unsafe during the holidays. In making room for a special decoration, you may move something else to a dangerous location.

The Child Care Information Center has asked us to include the following article:

BOTTLE WARMERS AND CROCK-POTS

A fourteen-month-old child suffered second- and third-degree burns on more than half of his body after pulling the cord of an unsecured crock-pot full of scalding water. **Prevention:** Bottles should be served at room temperature or warmed by submerging in a cup of warm tap water. If child's formula is required to be heated using a crock-pot or bottle warmer, these recommendations should be followed: (1) Never allow water used to heat the bottle to exceed 120° F; (2) Place crock-pot or bottle warmer in an area **completely** inaccessible to children; and (3) Remove slack from excess cords by tying off with a twist tie or zip

Please be aware of what you can do to help prevent injuries in your child care center.

Your source for answers, the Child Care Information Center, 1-800-362-7353.



New Internet Service for Parents !

Beginning in mid-January, parents will be able to do much of their child care subsidy business on line. The new service will allow parents to use the ACCESS Wisconsin web site to apply for Wisconsin Shares, check on their benefits, report changes to their information, and start their 6 and 12 month reviews. Many already use ACCESS for other programs.

We are informing you of this service for two reasons:

1. To let you know that your Wisconsin Shares-funded customers should now have faster information on the status of their cases. Customers with questions should contact their local agency. (Note: This information is still confidential client information. The client may choose to share that information with the provider, but is not obliged to under law.); and
2. To remind you that you should never ask your clients to give you confidential log-on information (e.g., Social Security Number, ACCESS ID, or password), and you should never pose as a client on this system.

Confidentiality and computer security are protected by state and federal laws. Violators may be referred to law enforcement agencies and may be

suspended from the Wisconsin Shares program and other sanctions.

Rules for Computer IDs: Never Share Your ID; Never Share Your Password

Many Wisconsin Shares child care providers use the CCPI (Child Care Provider Information) system to manage their Wisconsin Shares business over the Internet. Providers log into the secure web site to view their authorizations, check reported attendance, and enter attendance for payment. We encourage this, since it provides faster information to providers and takes less staff time than answering in-person inquiries. However, this access to program information and on-line entry of attendance is a privilege that comes with obligations for the provider.

One of the most important requirements is that people who have been granted access to CCPI **ALWAYS** sign in as themselves and **NEVER** give someone else their sign-in information. If someone else signs into the system using your identification, anything they do—legal or illegal—is your responsibility. They are pretending to be you. You could face law enforcement consequences because of what someone else does with your identification.

It is also essential that you **ALWAYS** sign in as yourself and **NEVER** use someone else's sign-in information. If you sign in as someone else, you are pretending to be them. This is illegal.

Information systems, and the data that is stored and managed by the State of Wisconsin, are governed by State and Federal laws, rules and regulations. Violators may be subject to prosecution, fines or other sanctions.

So. Don't let anyone else use your ID. Don't let anyone else even know your password. EVER.

If you need to have someone else view CCPI for your business, or enter information for your business: apply for an ID for this second (or third or fourth) person. They will sign the Security Request Access Form as the applicant and you will sign the document as the provider. The completed Security form should be printed, signed, and sent to your

county Child Care Coordinator or Milwaukee County payment liaison.

If someone has access to your provider information who shouldn't, either because they no longer work for you or you no longer want that employee or other person to be able to access your information: You should contact your County Child Care Coordinator or Milwaukee County payment liaison to request termination of that person's access to your information. You may be asked to submit a Security Access Request form showing the change.

If someone can pose as you because they know your ID and password you should change your password by calling the security desk at 608-261-6317, Option 1, or going into the Account Management page at the CCPI log-in screen or following this link:

<https://www.dwd.state.wi.us/accountmanagement/>.

State's Provider Phone Line Closing

The state-level phone number given providers to call when they had questions about the Attendance Policy is no longer available. The line was opened in 2007 for providers who had questions about a temporary attendance policy that reduced payments when a child used less than half of their authorized hours.

Providers should contact their local child care coordinator or Milwaukee County payment liaisons with these questions.

<http://dcf.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf>

Child Care Facilities Built Before 1978 Affected by New Lead Paint Rule



If you are doing renovation or repair work on your child care site, and it was built before 1978, you are affected by a new rule from the US Environmental Protection Agency (EPA). **If you are renovating or for more information**, click on *Lead-Safe*

Wisconsin [dhs.wisconsin.gov/lead] or call the Wisconsin Childhood Lead Poisoning Prevention Program, 608/266-5817.

If you need this information in an alternate format, need it translated to another language, or have questions/suggestions about the content of this newsletter, please e-mail ChildCare@Wisconsin.gov or contact your local child care coordinator or Milwaukee County vendor liaison. For civil rights questions, call (608) 266-5335 or (866) 864-4585 TTY (Toll Free). Previous issues of this newsletter are located at <http://dcf.wisconsin.gov/childcare/wishares/newsletter.htm>.