



# SHARING THE NEWS

Important Information for Child Care Providers  
caring for children in the Wisconsin Shares Child  
Care Subsidy Program

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The purpose of the Wisconsin Shares Child Care Subsidy Program is to assist low income working families in paying for the cost of quality child care for the time needed to participate in work and work activities.

## In This Issue

- A reminder that providers can ask for access to the Child Care Provider Information (CCPI) automated data system.
- A reminder that providers can get their Wisconsin Shares payments faster if they use direct deposits.
- Update on the April 1 attendance policy changes.
- Paying enrollment authorizations on an attendance basis if the actual attendance is less than 50% of the authorized hours became effective April 1, 2007. Notice was sent March 19, 2007. For further questions, please contact your local child care administrative agency at the county or tribe or refer to the Child Care Website at: <http://dwd.wisconsin.gov/dws/programs/childcare/wishares/policychanges2007.htm>. Effective March 26, 2007, DWD has a statewide hotline for child care provider questions about the under utilization attendance policy at: 1-888-499-3464.



### Child Care Provider Information System

The Department keeps most of its child care provider information in a system called the Child Care Provider Information (CCPI) System. Information in this system is available for providers, counties, tribes, the Department, and a few other entities to use. Information stored in the system includes

- Provider address and capacity data.
- Authorizations to each provider.
- Attendance for each child in the program.
- Payments made to providers for each child and authorization.

The system can be used to look up information (query access) as well as to add or change information (update access). Different users have access to different areas of the data and different types of changes they can make. For example, a child care provider will usually have query or update access for their own records only. At this time, about 1580 child care providers have query access to CCPI and 2250 child care providers have update access to CCPI.

Providers with query access to CCPI can view all the current and historic authorizations to their program, payments made to them (including details about those payments), and the status of various requests for payment. For example, a provider who has requested payment for holding a slot for a child during a medical leave can look at their authorization page to see whether the request has been approved. Having query access to CCPI reduces the number of times that a provider needs to call their local agency for this type of information.

Providers with update access to CCPI can view all of these materials, AND enter attendance on line. Many providers feel that entering attendance on line helps them meet deadlines, which speeds up payment.

If a provider wants access to CCPI, and has access to the Internet, they should send an application to their county or tribal child care coordinator. The application and more system information is located at <http://www.dwd.state.wi.us/dws/programs/childcare/ccpi/default.htm>.

A list of local child care coordinators is located at <http://www.dwd.state.wi.us/dws/programs/childcare/wishares/pdf/coordinators.pdf>.

## Electronic Funds Transfers

Another way that providers can get their money sooner is to receive their payments by electronic funds transfer (EFT). EFT deposits the payment automatically into your bank account. Providers who receive their payments by EFT usually receive their payment the same day it is issued. In addition, there are fewer problems with lost payments when an EFT is used to move your money rather than a paper check.

If you are interested in signing up for EFT, see the form at [http://dwd.wisconsin.gov/dwd/forms/dws/pdf/DWS\\_10791.pdf](http://dwd.wisconsin.gov/dwd/forms/dws/pdf/DWS_10791.pdf). After you complete the form, give it to your county or tribal child care coordinator or liaison.

## What's Coming Next?

1. The attendance policy that went into effect April 1, 2007 continues in effect. The Department operates a provider hotline for questions about the policy. **The toll-free number is 1-888-499-3464.** Calls are answered from 8:00 to 4:00 on week days.
2. Some refinements and updates on the policy have occurred since implementation. In particular, children whose enrollment-based authorization indicates "special needs" are exempt from the attendance policy. "Special needs" is a designation that occurs when a child's physical or mental condition is documented by a physician or other appropriate health care professional, and as a result of the condition, the child needs additional supervision or resources in the child care setting. This automatic exemption applies only to children designated in the system as "special needs".
3. On May 15, the Department filed The Administrative Rules that will make the new attendance policy permanent. A public hearing is scheduled for June 20<sup>th</sup>.
4. The brochures and letters that the Department sent to explain the policy to parents and to providers are on the Child Care web site. These materials include versions translated into Spanish and Hmong. The following link will take you to the 2007 Policy Change page that includes additional links to all of these materials.  
<http://www.dwd.state.wi.us/dws/programs/childcare/wishares/policychanges2007.htm>.

## Program Integrity Update

Many people, including child care providers, have asked the Department to save money by preventing fraud and errors and recovering payments made because of fraud and errors. Providers, parents, and local agencies want us to save money this way so we can minimize the other program changes made to save money and keep the program operating.

The Department agrees that reducing improper payments is an essential part of the program. For that reason, we are working with county and tribal agencies to:

- Improve verification of participant employment.
- Verify child attendance reporting.
- Increase the extent to which employers, parents and providers give the local agency the needed records about income, approved activities, who lives in the house, and the child's attendance.

Overall, the goal of these activities is to assure that every payment is correct for an eligible family, whose authorization accurately reflects the needed child care, and is based on accurate attendance reporting.

It is too soon to count any savings from these efforts. We know there are numerous overpayment findings, but collecting overpayments takes time. Still, we are confident that by taking these basic, good business steps, we can contribute some savings to the overall Wisconsin Shares program.

In your own business, we again remind you to

- always record daily attendance accurately
  - always report weekly attendance accurately
- keep daily attendance logs on site and provide them immediately if requested by staff from the county or tribal child care administrative agency or the Department of Workforce Development.

## Coming in July . . .

The DWD Child Care Section pages will have a new web address **effective 7/1/07**. The new address will be <http://dwd.wisconsin.gov/childcare/default>. The department will have redirect pages from the old web addresses so those will work for a few months, however, please update your bookmarks (or favorites). More information will follow in the September newsletter.

DWD is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format; need it translated to another language, or you have questions about the content of this newsletter, please contact your county child care coordinator or call the Child Care Help Desk at (608) 261-6317, option #2.

For civil rights questions call (608) 266-6889 or (866) 864-4585 TTY (Toll Free).  
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