



SHARING THE NEWS

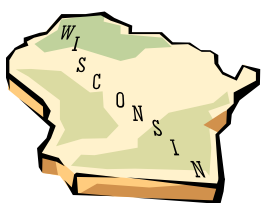
Volume 2, Issue 3, September 2008

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.

- WI Department of Children and Families
- School Bank Hours
- Child Care Provider Information System
- Dually-Regulated Providers
- Correction: "Higher Payments to Accredited Providers"

WI Department of Children & Families

The WI Department of Children and Families (DCF) Secretary Reggie Bicha named Dan Harris as the Division of Early Care and Education Administrator. Dan is from the New Mexico Department of Children, Youth and Families where he was responsible for the quality rating system, the child care assistance program, child care licensing, child care resource and referral, the Child and Adult Care Food Program, and state-funded pre-kindergarten.



Dan oversees the Bureaus of Early Childhood Education (BECE; formerly the DWD Child Care Section) and Early Care and Regulation (BEER; formerly the DHFS Bureau of Regulation and Licensing), as

well as the Head Start Collaboration Project.

While phone numbers and post office addresses have remained the same, there are new staff email addresses (#1 below) and a website (#2 below):

1. firstname.lastname@wisconsin.gov
2. <http://dcf.wisconsin.gov/childcare/default.htm>

School Bank Hours

When the local child care agency creates a child care authorization for children age 4 or older, the automated system creates "School Bank Hours" for the child. Some younger children may also receive School Bank Hours if they are in a program such as Head Start in addition to their child care program.

School Bank Hours are hours available to the parent and provider to pay for extra hours of care the child may need due to a scheduled or unscheduled school closing. For example:

A nine-year old child who normally needs care from 3:30 to 5:30 p.m. needs care from 7:30 a.m. to 5:30 p.m. on a snow day or a school staff training day. The child's authorization is normally ten (10) hours per week on either an attendance or enrollment basis. During the week that there was a school closing, the child was in care for 18 hours, so the provider would claim eight (8) School Bank Hours for the week.

Some children only attend child care when there is a school closing. These children are authorized for zero (0) hours and only use School Bank Hours when there is a school closing.

School Bank Hours can be used only during the school year and only when school is closed. Providers may be required to document school closings when claiming School Bank Hours.

Once the school year is over, children should have new authorizations that reflect their care need during the summer months. School Bank Hours may only be used during the summer if the child is in summer school.

School Bank Hours can be used only after the child has exhausted his or her authorized hours for the week. For example:



A child is authorized for 20 hours per week but is not eligible for School Bank Hours unless they use the full 20 hours first. If the child is sick on Monday/Tuesday, attends the regular four (4) hours on Wednesday/Thursday and ten (10) hours on Friday due to a school closing, the child will have used 18 hours so no School Bank Hours can be used that week.

If you report attendance on-line (CCPI), you will report the School Bank Hours in the column to the right of the column you report regular hours. If the column is shaded and will not accept an entry, the child does not have School Bank Hours available. Contact your local child care agency if that is an error.

If you report attendance on a paper Attendance Reporting Form, you will report the daily use of School Hours in the row beneath the regular hours. If the row is pre-filled with an “x” in each day, the child does not have School Bank Hours available. Contact your local child care agency if that is an error.

Child Care Provider Information System

Many providers use the Child Care Provider Information (CCPI) system to access information about authorizations, attendance, and payments.

Many providers using CCPI have also been granted update access so they can enter their own attendance on-line, which is faster and more direct than the paper Attendance Reporting Form (ARF).



Some counties, including Milwaukee, require CCPI training prior to gaining on-line attendance reporting access – contact your local child care agency for training dates.

In order to gain on-line CCPI access, providers sign an agreement stating they will not share IDs and passwords and accept liability for letting others use their information. Security staff will remove the access if a provider is found to be sharing their access.

If there is a need to have a second person with access to CCPI information, a request for a second ID and password should be completed. Cancellation of security access should also be requested if someone leaves employment.

For questions about authorizations, etc., always check CCPI before calling your local child care agency.

As with the paper ARF, providers are required to enter the children’s actual attendance accurately.

Regardless of the type of authorization, you will be charged an overpayment if the local agency or DCF identify over-reporting of attendance. In addition to correcting the overpayment, sanctions may be applied for over-reporting attendance.

Providers are required to retain daily sign-in/out logs that document the child’s actual time of arrival and departure.

For more information go to:

<http://dcf.wisconsin.gov/childcare/ccpi/pdf/ccpimanual.pdf>.

Dually-Regulated Providers

Some family providers are both licensed and certified. Typically, they are licensed for up to 12 hours per day with an additional 4 hours of certified time.

When providing care during the certified hours, these providers must comply with certification requirements, such as limits to the number of children in care.

***** CORRECTION *****

Higher Payments to Accredited Providers



In the [June issue](#) of the newsletter, there was an error in the article titled, “Higher Payments to Accredited Providers.”

The list of qualifying accreditation bodies for Family Providers **should not** have included the Wisconsin Early Childhood Association (WECA).