Child Care Counts: Stabilization Payment Program
Application Guide
FALL 2021
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About This Guide

This guide details how providers will use DCF’s Child Care Provider Portal to apply for the Child Care Counts: Stabilization Payment Program, which has an application opening date of November 8, 2021, with an additional application window every month through July 2022.

Please review all payment program details, eligibility requirements, and terms and conditions on our webpage before submitting your application.

The Payment Program application is available in the Child Care Provider Portal. Information about applying for access can be found here. For help gaining access to the Child Care Provider Portal, please view the short instructional video that will help you gain access. If you continue to have issues, please email DCFPlcBECRCBU@wisconsin.gov.

If you are unable to access the Provider Portal, you can contact the Payment Program Call Center for assistance filling out your application over the phone.

IMPORTANT NOTICE

Child Care Counts programs are time-limited programs designed to provide assistance to child care providers in response to the COVID-19 public health emergency. They are not grants as that term is defined in 45 CFR72 and related federal regulations, and the use of the word “grant” is incidental.

Child Care Counts Call Center

If you need any assistance, please send an email to: DCFDECECOVID19CCPayments@wisconsin.gov.

If you are unable to email, you may call and leave your detailed questions at: 608-535-3650.

Please note – email is recommended for a faster response.
System Notes

The Child Care Provider Portal will time out after 20 minutes of inactivity, which forces users to log back in.

If you see the icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked to enter.

Because of the ongoing monthly application window, each time you login to apply, you will see different dates in the When Can I Apply?/Updates column. These dates will differ for every Monthly Application/Update week for entering child/staff information and document upload.
What’s New

The Child Care Counts: Stabilization Payment Program is designed to offset the continued impact of the pandemic on costs associated with providing early care and education. The latest round of funding is different than previous rounds.

- Providers submit one application (either at initial application opening in November, or in any month during the Application Week).

- Only if a provider remains eligible and adheres to terms and conditions, will payments automatically continue every month.

- Providers must upload verification documents at initial application and when requested during future Application/Update Weeks.

- Approved applicants must update staff and child information every month in their application in CCPP during the Monthly Update Week.

- Funds must be spent within 120 days of the payment date.
Pre-Application Document Checklist

This new round of *Child Care Counts: Stabilization Payment Program* requires you to upload **Verification Documents** when submitting your initial application, and when requested during future Monthly Update Weeks.

**Verification Documents**

These are required during your initial application and may also be requested in future Monthly Update Weeks.

**This includes:**
- Child Attendance Records
- Staff Employment Records

Check out our Child Care Counts: **Provider Portal Upload Guide** for more information and tips on how to upload your documents.
How to Submit an Application

1. Login Screen
Go to [https://mywichildcareproviders.wisconsin.gov/](https://mywichildcareproviders.wisconsin.gov/)

Type your User ID and Password into the appropriate fields. Click the Login button to continue.

Depending on whether you have one or more locations, your Home screen may look like option A – multiple locations, or option B – a single location.

Click the location you want to make your application for.
2. Select COVID-19 payments
To proceed to the application page, click the **COVID-19 Payments** button
3. Start Application
To apply for a specific program, select the Apply button on the Summary page.

4. Review COVID-19 Payment Information
You will now see an informational screen that details the program you have selected, including:

- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after submission of the application

5. Continue
Click Continue to go to the Payment Application Details page.
6. COVID-19 Payment Application List
This is a nine-month payment program that runs November 2021 through July 2022. If approved for payments, you must update your child attendance information every month during the Monthly Update Week.

There are two payment programs for which a provider can apply.
A. Payment Program A: Increasing Access to High-Quality Care
B. Payment Program B: Funding Workforce Recruitment and Retention

Regulated providers may be able to apply for BOTH payment programs each month. Please review Eligibility and Requirements details on the Payment Program web page.

Beside the Payment Program title, you will also see the Status of your application. Incomplete indicates you have started an application for the program, but your application has not been completed. Click Details to return to your application. Not Applied means you haven’t applied for this payment. Click Apply to begin your application.

You may make corrections to your application until the end of the application period each month. Applications cannot be modified after the application closes.
APPLYING FOR PAYMENT PROGRAM A

Increasing Access to High-Quality Care
Beginning Your Application

1. Begin Application
On the Payment Program Summary page, apply for a specific program by clicking the appropriate Apply button. In this case, we will click the Apply button next to the Increasing Access to High-Quality Care.

2. Review Payment Program Information
After selecting to apply for a payment program, you will see an informational screen that details the following:
- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

3. Continue
Click Continue to go to the Application Details page.
Add Application Details for Your Location

4. Add Grantee Details
   There is a single funding period for this application.

   Be sure to check Yes or No to the questions marked with a red star. ✗

   If inaccurate details are entered, this could delay your application.

5. Tell Us About Program Open/Closures due to COVID-19
   Was your facility open during Count Week?

   You should check Yes if your program is in open status (as opposed to Temporarily Closed), even if you were closed on this day for a vacation day or similar reason. Check No if your program was in Closed or Temporarily Closed status on this date.

   NOTE: If you applied for previous funding through the original Child Care Counts Payment Program, many of the fields throughout the application will be filled in automatically. Please review all fields that are filled in to ensure they are still accurate and update as needed.
6. Tell Us About the Children in Your Program
In this section, you can click on the icon for more information about what the question is asking.

In this case, clicking the more information icon tells you that you need to add the number of children who attended your location AT LEAST one day during the Count Week.

Click the Add button to move on to the next page.

REMINDER: If you see the icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked.
7. Add Children to the Application

You will be asked to add every child who attended at least one day during the **Count Week**. The number of children added in this section must equal the number of children that you indicated were in attendance on the first page of the application: *Add Application Details*.

Click the **Add Child** button to get started adding children to your application.

Here you can add children from a previous application. Click **Copy** to add them to your application.

You can also add new children to this application.

You can also view children that were enrolled in Wisconsin Shares during the **Count Week**.

Click the **Add** button once you have filled out all information on the page.
8. Verify Previous Child List

If you applied for funding in a previous Child Care Counts application, children added to your previous application will appear here, and may be copied into your current application. Click COPY to add children to your application. This will take you to the Child Details page.

Verify child details that were copied and indicate if the child attended at least one day during the Count Week.

Click the Add button once you have filled out or updated all information on the page.
9. Add Children to the Application

After adding a child to the application, you will be taken to the Child List that shows you all the children you have added to your application. Click the Add Child button to continue adding children to your application. Remember, the number of children displayed here should match the number of children that you listed as attended in the Grant Details section.

If you need to update or review the information about a specific child, click on the Details button to be taken to that child’s record.

Click on the ...More button to get to the Modify Child Button.

If you have added a child in error to the application, you can remove the child by checking the box Remove this child from the grant? in the Modify Child screen.

Click Save on the Modify Child Details page if you have changed any information. You can continue adding children, as needed, or check the I verify... checkbox and click the Verify button.
Upload Verification Documents

10. When you are done adding children, click the I verify... checkbox and click the Verify button.

You will be taken to the Verification Documents page. Here, you will upload documentation that shows evidence that the children entered in this application are enrolled and in attendance for this facility.

For example:
A. Select the file type, from the drop-down – we are choosing Children Attendance Records.
B. Click Upload to select the file from your computer.
C. Then choose Save Documents.
D. The document will be added to your list. When you have uploaded the appropriate documents, click the Submit Application button.
11. Review Your Submission

You must correct any entries with red text. The system gives you specific details about a mismatch or other problem with the entry.

Any text in red indicates that there is an error that needs correcting. Inconsistent and/or incorrect information will delay and could possibly prevent your application from being processed. **It is imperative you go back and fix any issues noted in red.** If you are having trouble fixing/modifying your application, please email or call for assistance.

Click **Application Details** to return to the application and correct the information, as necessary.
Finalizing Your Application

12. Review the Terms and Conditions

After ensuring that your application is accurate and complete, you will review the Terms and Conditions for the program.

Please note we strongly recommend printing and/or saving these Terms and Conditions and filing all related expenditure documents in a safe place.

13. Submit Your Application

As you read through the Terms and Conditions you will be required to check several boxes agreeing to the terms. Once you have agreed to all of them, you can click the Submit button to submit your application for the program.
Modifying After Submission

14. Updating After Submitting

You will have the ability to update your application after submission, until the application period ends at midnight. You will need to modify each section and its detail level information.

To modify the **Common Details**, click the **Modify Common Details** button.

To modify the **Application Details**, specifically the number of children enrolled during the funding period, select the **Modify Application Details** button. Remember, any change in the number of children will affect the number of children who need to be entered in the **Add Children** module.

You can use the **Temporary Closure**, **Children**, **Upload Verification Documents**, **Payment Documents**, and **Program Integrity Documents** buttons to update those specific sections of the application. Refer to the previous instructions in this guide for specifics.
Update or verify Temporary Closure

15. Temporary Closures
You will be asked to verify any temporary closures during the funding period. If the closures were already updated in the Provider Portal, those details will be shown here. If you need to add a temporary closure period, select the Add Temporary Closure button, and you will be taken to the Closure Schedule screen shown below.

Enter the closure dates and select the appropriate reason for the closure from the drop-down menu. Enter your comments in the Comments box. After including all temporary closures, click the checkbox indicating that you have accurately recorded and verified the temporary closures for your location.

Once you have entered all Temporary Closures, check the box and select Verify to continue through the application.
APPLYING FOR PAYMENT PROGRAM B
Funding Workforce Recruitment and Retention
Beginning Your Application

1. Begin Application

On the Payment Program Summary page, apply for the program by clicking the appropriate Apply button. In this case, we will click the Apply button next to Funding Workforce Recruitment and Retention program.

2. Review Payment Program Information

After selecting to apply for a payment program, you will see an informational screen that details the following:

• Overview of the specific payment program
• When the provider can apply
• Information that will be collected in the application
• What happens after the submission of the application

3. Continue

Click Continue to go to the Application Details page.
Add Application Details for Your Location

4. Add Grantee Details
There is a single funding period for this application.

Be sure to check Yes or No to the questions marked with a red star.★

If inaccurate details are entered, this could delay your application.

5. Tell Us About Program Open/Closures
Was your facility open during the Count Week?

Check Yes if your program is in open status (as opposed to Temporarily Closed), even if you were closed on this day for a vacation day or similar reason. Check No if your program was in Closed or Temporarily Closed status on this date.

NOTE: If you applied for previous funding through the original Child Care Counts Payment Program, many of the fields throughout the application will be filled in automatically. Please review all fields that are filled in to ensure they are still accurate and update as needed.
6. Tell Us About the Children in Your Program

In this section, you can click on the icon for more information about what the question is asking.

In this case, clicking the more information icon tells you that you need to add the number of children who attended your location AT LEAST one day during the Count Week.

Click Add to move on to the next page.

**NOTE:** If you see the icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked to enter.
Attaching Staff to the Program

7. Review Staff Associated with Location
You will be asked to verify every staff member who worked at your location during the funding period. All individuals attached to your location will be displayed on this page. If you have not applied previously, the page may initially display ‘No results found,’ in which case, you will click Add Staff.

Here you can view and add staff. To add staff, click the Add Staff button.

- Click here to add staff.
- Click here to view staff details if you have staff carry over from a previous application.

If you are a family provider, and you are the only employee at your location, you will only need to add yourself.
Adding Individual Staff

8. Add Staff to Be Considered for Funding

You are then taken to the Staff page to review all the individuals attached to the application.

To add a staff member to be considered for program funding, use the Select button to fill out the staff-level details.

Once you have finished adding all individuals to the application, check the I verify... checkbox and click the Verify button.

**Note:** Individuals with 🗠 symbol next to their name need a fingerprint-based background check. **Only individuals in compliance with background check laws are eligible for Child Care Counts staff payments.**
9. Add Children to the Application

You will be asked to add every child who attended at least one day between **during the Count Week**. The number of children added in this section must equal the number of children that you indicated were in attendance on the first page of the application: **Add Application Details**.

Click the **Add Child** button to get started adding children to your application.

If you have children from a previous application, they will automatically be imported. You should verify and update the details for these children, if needed. If children were not in attendance or are no longer enrolled, you can remove them from this list.

You can also view children that were enrolled in Wisconsin Shares during **during the Count Week**.
Children Detail

10. Add Children to the Application
Remember, the number of children displayed here should match the number of children that you listed as enrolled in the *Grant Details* section. If you need to add a child, click the **Add Child** button.

If you have added a child in error to the application, you can remove the child by checking the box **Remove this child from the grant?** in the *Modify Child* screen.

Click **Save** on the *Modify Child Details* page if you have changed any information. You can continue adding children, as needed, or check the *I verify...* checkbox and click the **Verify** button.
11. Verify Children Copied From Previous Application

If you applied for funding in a previous *Child Care Counts* application, children added to your previous application will automatically copy to your application.

Click **Details** to review these children’s details. This will take you to the *Child Details* page.

Review the child details, click **Modify Child**, update any information, and verify that they attended at least **One Day** during the Count Week.

Click the **Save** button once you have filled out or updated all information on the page.
12. When you have added or updated the details of your children, click the Upload Verification Document button to proceed to the next step in the process.

You will be taken to the Verification Documents page. Here, you will upload documentation that shows evidence that the staff entered in this application are on the payroll for this facility.

For example:

A. Select the file type, from the drop-down – we are choosing Employee Payroll Records.
B. Click Upload to select the file from your computer.
C. Then choose Save Documents.
D. The document will be added to your list. When you have uploaded the required documents, click the Submit Application button.
13. Review Your Submission

You must correct any entries with red text. The system gives you specific details about a mismatch or other problem with the entry.

Any text in red indicates that there is an error that needs correcting. Inconsistent and/or incorrect information will delay and could possibly prevent your application from being processed. It is imperative you go back and fix any issues noted in red. If you are having trouble fixing/modifying your application, please email or call for assistance.

Click Application Details to return to the application and correct the information, as necessary.
14. Review the Terms and Conditions
After ensuring that your application is accurate and complete, you will review the Terms and Conditions for the program.

Please note we strongly recommend printing and/or saving these Terms and Conditions and filing all related expenditure documents in a safe place.

15. Submit Your Application
As you read through the Terms and Conditions, you will be required to check several boxes agreeing to the terms. Once you have agreed to all of them, you can click the Submit button to submit your application for the program.
Modifying After Submission

16. Updating After Submitting
You will have the ability to update your application after submission, until the application period ends at midnight. You will need to modify each section and its detail level information.

To modify the Common Details, click the Modify Common Details button.

To modify the Application Details, specifically the number of children enrolled during the funding period, select the Modify Application Details button. Remember, any change in the number of children will affect the number of children who need to be entered in the Add Children module.

You can use the Temporary Closure, Children, Upload Verification Documents, Payment Documents, and Program Integrity Documents buttons to update those specific sections of the application. Refer to the previous instructions in this guide for specifics.
17. Temporary Closures
You will be asked to verify any temporary closures during the funding period. If the closures were already updated in the Provider Portal, those details will be shown here. If you need to add a temporary closure period, select the Add Temporary Closure button, and you will be taken to the Closure Schedule screen shown below.

Enter the closure dates and select the appropriate reason for the closure from the drop-down menu. Enter your comments in the Comments box. After including all temporary closures, click the checkbox indicating that you have accurately recorded and verified the temporary closures for your location.

Once you have entered all Temporary Closures, check the box and select Verify to continue through the application.
Appendix
Adding Individuals to the Child Care Provider Portal

This module allows child care providers to enter current and prospective employees and household members for background check purposes.

If you do not see an individual who worked on your staff during the funding period, you must add them through this module if you want them to be considered for funding.

Individuals will not be able to be attached until they have a background check request on file.

Follow the link below to download the latest Child Care Provider Portal (CCPP) User Guide.