Child Care Counts:
Stabilization Payment Program
Update Week Guide

JANUARY 2022
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About This Guide

This guide serves as a reminder that there are several tasks you must perform during the Update Week.

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 questions, please email DCFPlicBECRCBU@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 Reminders

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

ℹ️ 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 log in to apply, you will see different dates in the **When Can I Apply?/Updates** column. These dates will also differ for every Monthly Application/Update week for entering child/staff information and document uploads.
Update Week Document Checklist

The *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.

- **Upload Verification Document**

  Update any Common Details for your application that may have changed.

  Was your location open for the Count Week?

  Verify that the children listed in your Child List were enrolled for the Count Week.

  Verify that the staff listed in the Staff List were on the payroll for the Count Week.

  Upload updated documentation from the Count Week. This includes attendance information and payroll documents.

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

1. Login Screen
Go to https://mywichildcareproviders.wisconsin.gov/

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

If 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 review.
How to Begin Your Review

2. Select COVID-19 Payments
   To proceed to the application list page, click the COVID-19 Payments button.

3. Click the Review button where indicated.
   In the above example, review is needed in both Program A & B. Click the Review button to begin reviewing that Program.
Update Common Details

Update any Common Details for your application that may have changed.
Modify Common Details

Update any Common Details for your application that may have changed.

In the **Modify Common Details** screen, make any updates including Grantee Details, if your program was open or closed during the Count Week, or if there were changes to the listed questions regarding the children at your facility.

Click the **Modify button** when you are done reviewing and have made any changes.
Verify Your Child List

After reviewing and modifying Common Details for your application, you will be brought to the Modify Application details screen.

Did the number of children in attendance change? In this field you should enter the number of children who attended at least one day during the Count Week at this location.

When you have made any updates here, click the Modify button and you will be taken to the Child List screen where you can make any needed updates and verify that the children in the list were enrolled for the period of the Count Week.
Was Your Location Open?

Was your location open for the Count Week?

If your location was open, you can leave the response as Yes. If your facility was closed and you need to change your Count Week open status, click Modify Common Details.

Change your Count Week open status by clicking Yes or No in answer to the question.

Eligibility requires that care is provided at least one day during the identified Count Week.
Verify Your Staff List

Verify that the staff listed in the Staff List were on the payroll for the Count Week.

Review your staff list and confirm that each staff member was employed or on payroll, and the care type provided for the Count Week. You can modify by clicking the Details button.

You may add new staff or remove staff who are no longer employed.

When you have completed your review/update, check the ‘I verify...’ checkbox and click the Verify button.
Count Week Documentation

Upload updated documentation from the Count Week. This includes attendance information and payroll documents.

Depending on the Payment Programs you applied for, you may be required to upload any updated files related to children in attendance and staff payroll documentation.

If this is your initial application, you must upload child attendance and staff payroll records from the Count Week before you can submit your application. As you update child attendance or staff payroll information each month, you may be required to provide additional records.

If this is NOT your initial application and there are significant changes in child/staff information, you will be taken to the Document Upload page, and you must upload verification documents for the Count Week.
Submit Update

When you have completed your review/updates, you will be invited to review the Terms and Conditions of your application.

Once you have completed your update/review, you will have to agree to the **Terms and Conditions** for the Payment Program you have reviewed and updated.

Scroll down through the Terms and Conditions and where prompted, check the ‘I agree…’ checkboxes.

Once this is done, click **Submit** to complete your Update Week Review.

You will then be taken back to the **Application Details** page.

To verify that everything is complete, click the **Payment Program Summary** button.
Back on the **Payment Application List** page, you will now see that the **Review Needed** status has changed to Submitted. If you have applied for both Programs A & B, you can now update/review the one that still has **Review Needed** next to it.