Child Care Counts: Stabilization Payment Program Round 2

Application Guide

MARCH 2023

Wisconsin Department of Children and Families

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About This Guide

This guide details how providers will use DCF's Child Care Provider Portal (CCPP) to apply for the ***Child Care Counts: Stabilization Payment Program Round 2***, which has an application opening date of **August 22, 2022**, with an additional application window every month through **April 2023**.

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 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 subawards as that term is defined in 45 CFR 75 and related federal regulations. Use of the word "grant" is incidental.

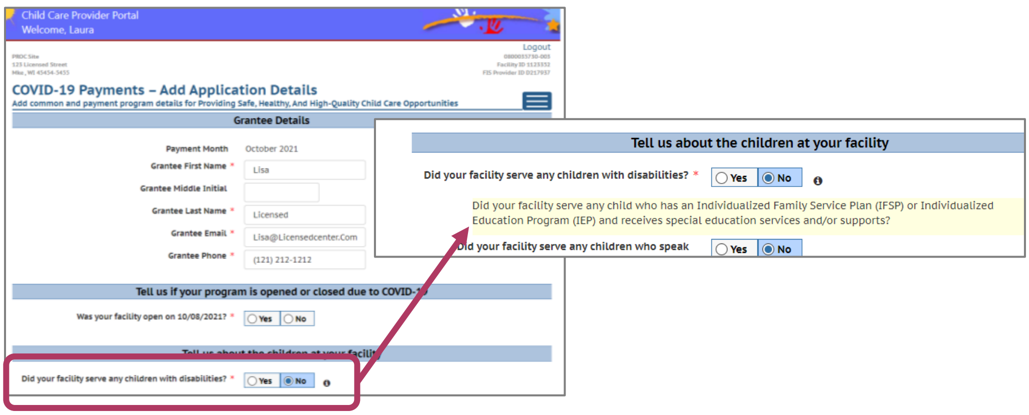
Child Care Counts Call Center

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.

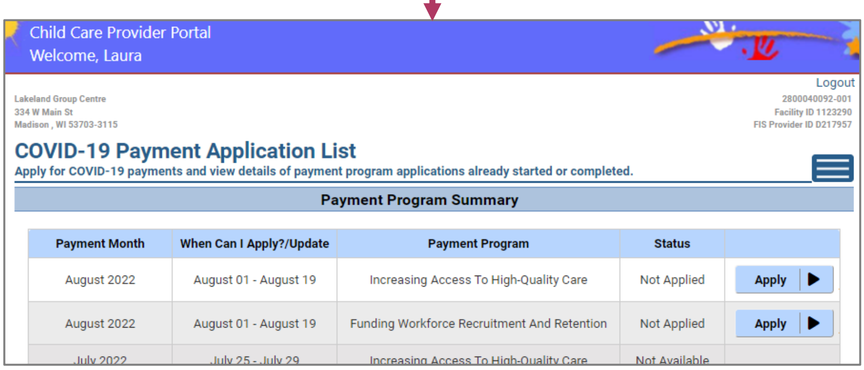
System Notes

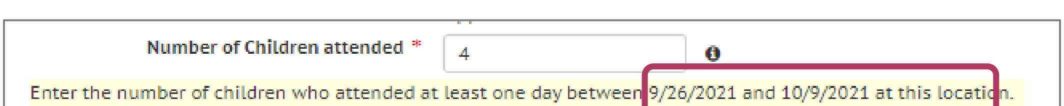
The Child Care Provider Portal will time out after 20 minutes of inactivity, which forces users to log back in.

If you see the ℹ 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 upload.**





Important Notes

The *Child Care Counts: Stabilization Payment Program* is a monthly payment program to support Wisconsin's early care and education community.

- **Providers submit one application (either at initial application opening in August, or in any month during the Application Week).**
- **As long as provider remains eligible and adheres to terms and conditions, payments will continue automatically every month.**
- **Providers must upload verification documents at initial application and when requested during future Update Weeks.**
- **Approved applicants must update staff and child information every month in the application in the Child Care Provider Portal during the monthly Update Week.**
- **Funds must be spent within 120 days of the payment date.**

REMINDER: The dates displayed in this guide may be different than what appears in your application. The dates will be updated in your Child Care Provider Portal Application to reflect the current Application/Update Weeks, and Count Weeks.

Pre-Application 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.

Be sure to have the following documents available when submitting your *Child Care Counts* Application:

- ☐ Child Attendance Records
- ☐ Staff Employment Records

Verification Documents

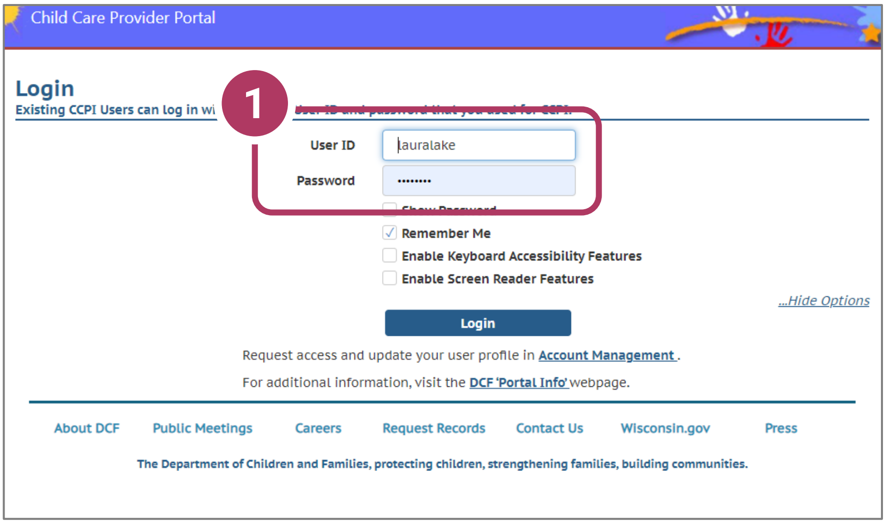
These are required during your initial application and may also be requested in future monthly Update Weeks.

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.

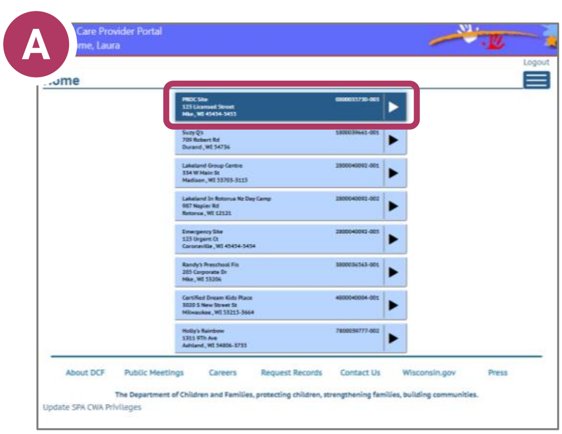
How to Submit an Application

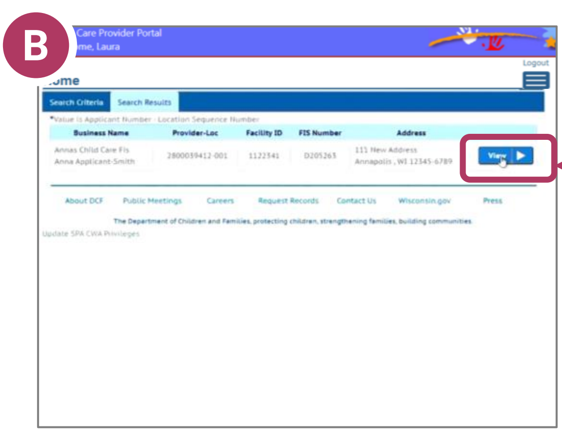


1. Login Screen

Go to https://mywichildcareproviders.wisconsin.gov/

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

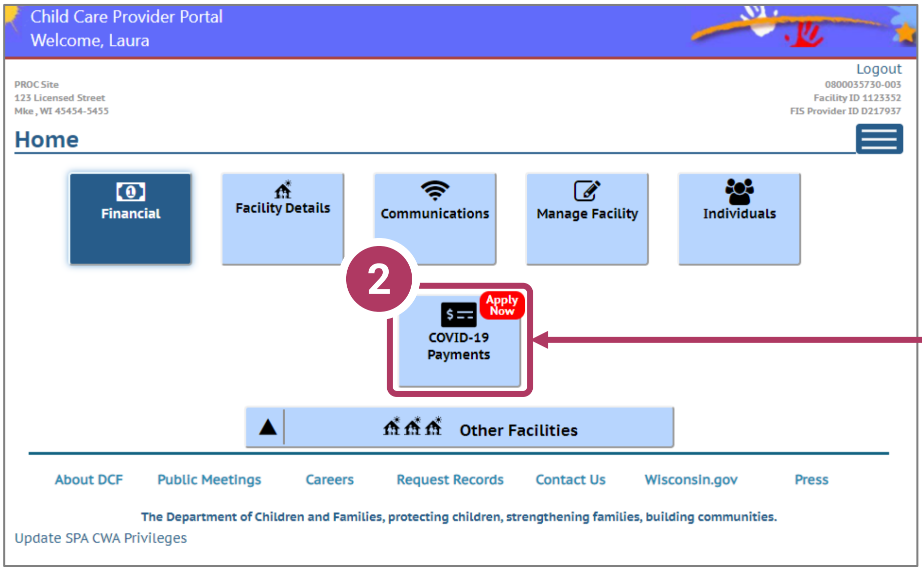




If you have one or more locations, your Home screen may look like option A – multiple locations, or option B – a single location.

Click the location you want to make your application for.

How to Submit an Application

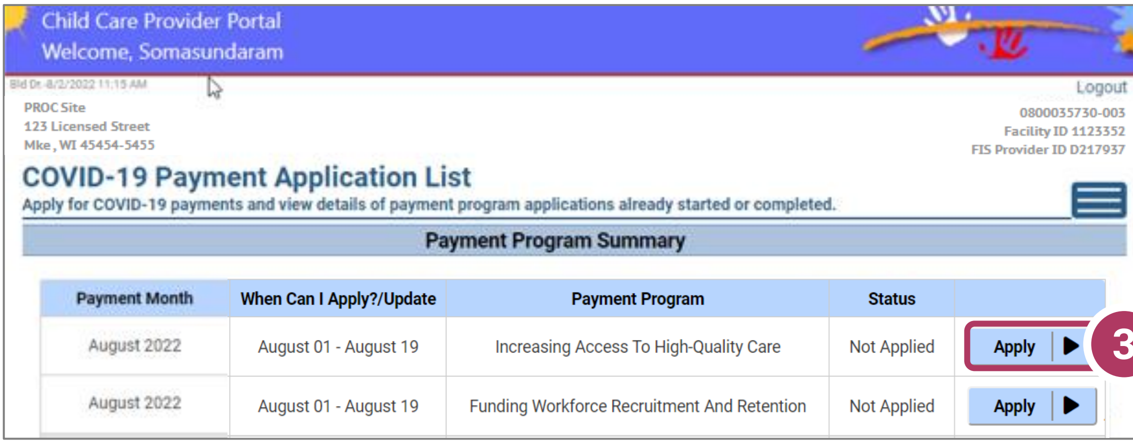


2. Select COVID-19 payments

To proceed to the application page, click the **COVID-19 Payments** button

Beginning Your Application

COVID-19 Payment Application List



There are two payment programs for which a provider can apply.

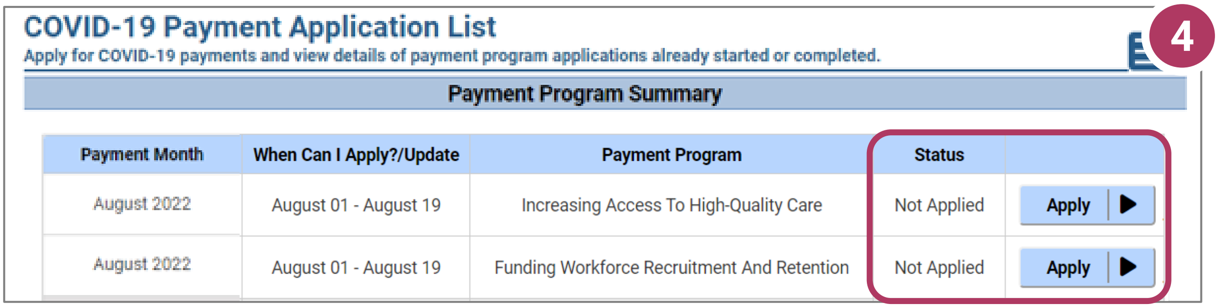
- **Payment Program A**: Increasing Access to High-Quality Care
- **Payment Program B**: Funding Workforce Recruitment and Retention

3. Start Application

To apply for a specific program, click the blue button next to either Program A or Program B.

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](#).

Payment Program Summary Page



COVID-19 Payment Application List

Apply for COVID-19 payments and view details of payment program applications already started or completed.

Payment Program Summary

Payment Month	When Can I Apply?/Update	Payment Program	Status	
August 2022	August 01 - August 19	Increasing Access To High-Quality Care	Not Applied	Apply
August 2022	August 01 - August 19	Funding Workforce Recruitment And Retention	Not Applied	Apply

Beside the Payment Program title, you will also see the **Status** of your application.

Not Applied means you haven't applied for this payment. Click **Apply** to begin your application.

Incomplete If you have started an application for the program, but your application has not been completed or if you were approved for the previous month of the Stabilization Round 1, and have not yet submitted your initial application for Round 2, your application status will display as **Incomplete**. Click **Details** to complete your application.

Review Needed if you were approved for the previous month of Round 2, your status will show as Review Needed at the beginning of each Update/Application Week. You must review and re-submit your applications during Update Week. Click **Review** to begin your review and re-submit 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.

!

Be sure your application status is Submitted after your initial application and monthly updates

COVID-19 PAYMENTS

Feedback Questions

COVID-19 Payments Feedback Questions

New to this round of *Child Care Counts* is a set of Feedback Questions. You will only need to complete these questions once at your initial application to the new Payment Program A or Program B.

- **The information you provide will be used by DCF to understand providers' experiences with the *Child Care Counts* program. This is also an opportunity for you to provide feedback to help inform potential future DCF programs to support child care providers to stabilize and strengthen their child care programs.**
- **This information will not be used for audit purposes.**
- **These questions will ask for approximate amounts and will not be reviewed against any actual documentation that you may be asked to provide in the event of an audit.**
- **Please estimate how much you used. There is no need to gather documentation for this form.**
- **Feedback results will not be published with your facility name or with any identifying information related to your child care program.**

Please visit the *Child Care Counts* webpage for more information about these feedback questions.

COVID-19 Payments Feedback Questions

The Feedback Questions section requires you to **carefully read the question** and then check **Yes** or **No** for the responses. You will also be invited to leave feedback in other questions. If you didn't receive any funding answer **No** to all questions.

COVID-19 Payments - Feedback

Please fill out all the below questions before proceeding with application

Please answer the following questions about how you used your Child Care Counts Stabilization Payment Program funds. This information will be used by DCF to understand and explain the impact of the Child Care Counts program. This is also an opportunity for you to provide feedback to help inform potential future programs to support child care providers to stabilize and strengthen their child care programs.

- This information WILL NOT be used for audit purposes
- These questions will ask for APPROXIMATE amounts and will not be reviewed against any actual documentation that you may be asked to provide in the event of an audit.
- Please estimate how much you used. There is no need to gather documentation for this form.
- Feedback results will not be published with your facility name, nor with any identifying information related to your child care program.

Please visit the Child Care Counts webpage for more information about these feedback questions.

Q1. **In the last round of the Child Care Counts Stabilization Payment Program, from November 2021 to July 2022, you received $700.00 via Program A, "Increasing Access to High-Quality Care."**

Did you spend, or are you planning to spend any of that funding for...

... physical operating expenses such as mortgage, rent, or utilities?	Yes	No
... building maintenance or upgrades, such as building repairs, or appliance maintenance?	Yes	No
... covering payroll and benefits?	Yes	No
... reducing COVID-19 risk, such as providing personal protective equipment (PPE) or cleaning supplies?	Yes	No
... providing materials or supplies for enhancing program environment and curriculum, such as classroom supplies and equipment?	Yes	No
... providing social and emotional development supports or mental health services for staff?	Yes	No
... providing social and emotional development supports or mental health services for children?	Yes	No

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Update SPA CWA Privileges

After responding appropriately, click next to advance through the questionnaire to get into the main application.

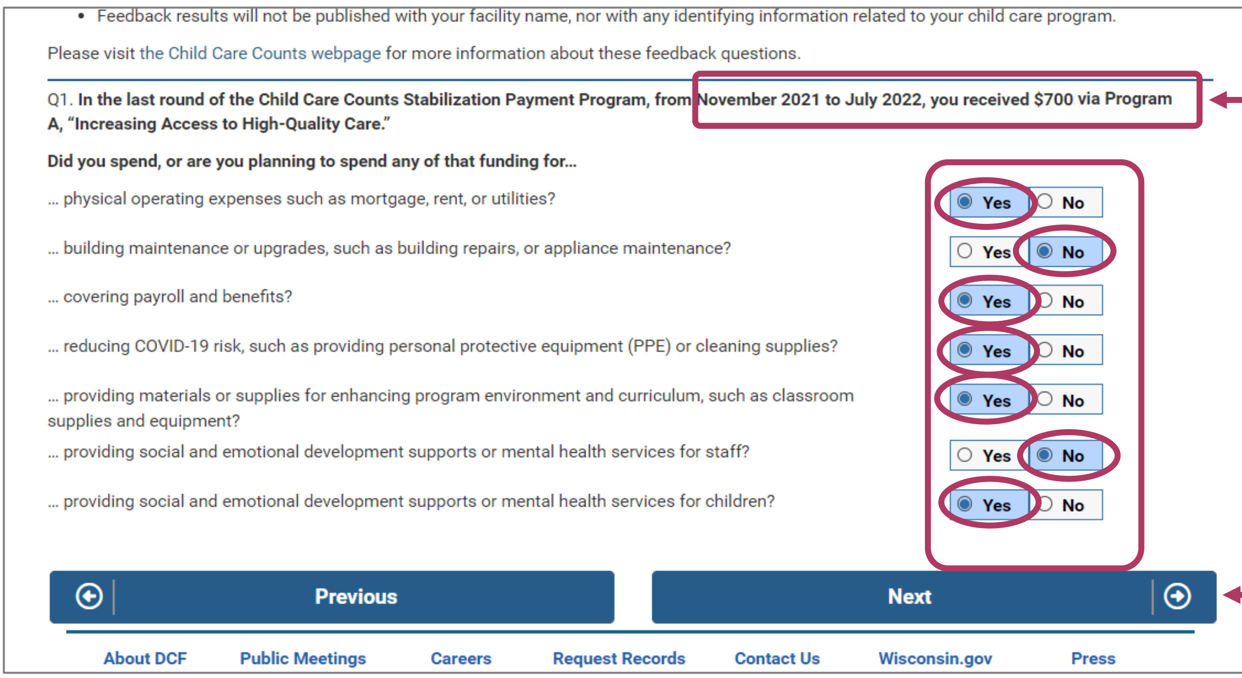
! If you click **Next** without checking **Yes** or **No** to the questions, you will get the following error, and a prompt to make the required selections.

One or more question is unanswered. Please make a selection.

COVID-19 Payments Feedback Questions

You will note that the amount you received for Payment Program A is contained in the question as a reminder. Our example shows you received **$700 via Program A, "Increasing Access to High-Quality Care".**

In the example **Question 1. Did you spend or are you planning to spend any of that funding for…** you can see where we have checked our responses.


- Feedback results will not be published with your facility name, nor with any identifying information related to your child care program.

Please visit the Child Care Counts webpage for more information about these feedback questions.

Q1. **In the last round of the Child Care Counts Stabilization Payment Program, from November 2021 to July 2022, you received $700 via Program A, "Increasing Access to High-Quality Care."**

Did you spend, or are you planning to spend any of that funding for…

… physical operating expenses such as mortgage, rent, or utilities?	Yes	No
… building maintenance or upgrades, such as building repairs, or appliance maintenance?	Yes	No
… covering payroll and benefits?	Yes	No
… reducing COVID-19 risk, such as providing personal protective equipment (PPE) or cleaning supplies?	Yes	No
… providing materials or supplies for enhancing program environment and curriculum, such as classroom supplies and equipment?	Yes	No
… providing social and emotional development supports or mental health services for staff?	Yes	No
… providing social and emotional development supports or mental health services for children?	Yes	No

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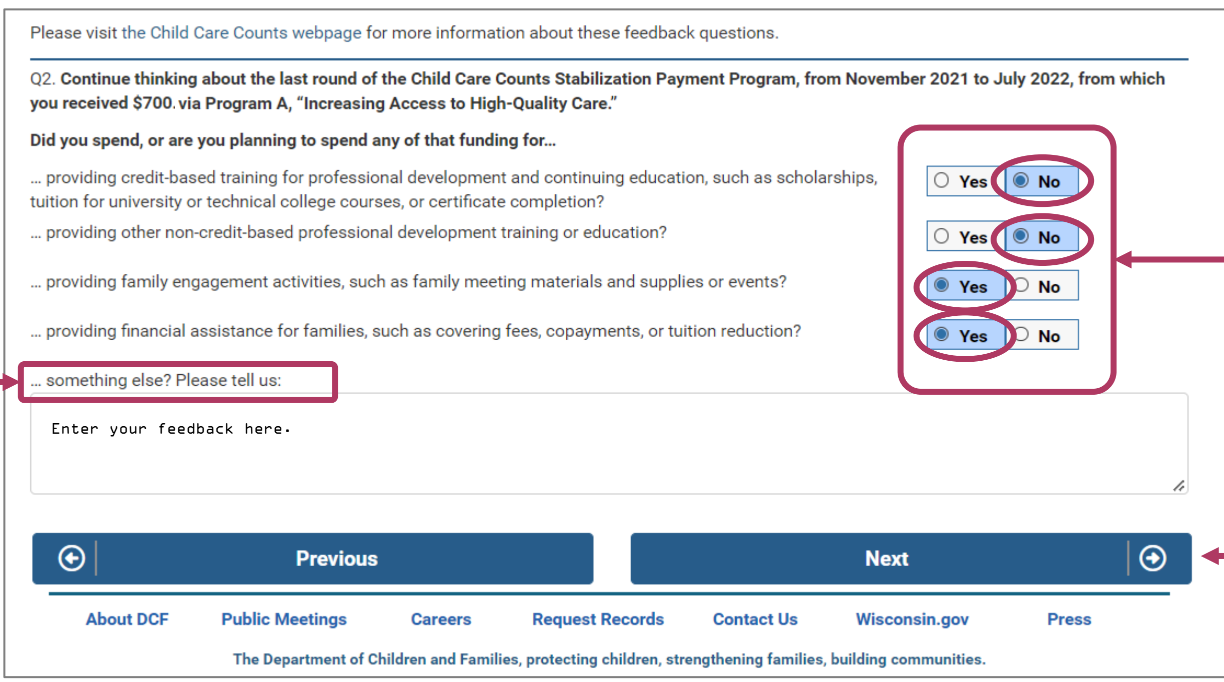
When you are ready to move on to the next set of questions, click the **Next** button.

Question 2. Did you spend or are you planning to spend any of that funding for… continues with four additional questions. Check **Yes** or **No** in the responses.

There is also a comments box where we ask the question **'…something else?'** **Note: the text box has a maximum character length of 1500 characters.**

You can enter a response in your own words outlining any other information about how funds were spent or are planned to be spent.



Please visit the Child Care Counts webpage for more information about these feedback questions.

Q2. **Continue thinking about the last round of the Child Care Counts Stabilization Payment Program, from November 2021 to July 2022, from which you received $700. via Program A, "Increasing Access to High-Quality Care."**

Did you spend, or are you planning to spend any of that funding for…

… providing credit-based training for professional development and continuing education, such as scholarships, tuition for university or technical college courses, or certificate completion?	Yes	No
… providing other non-credit-based professional development training or education?	Yes	No
… providing family engagement activities, such as family meeting materials and supplies or events?	Yes	No
… providing financial assistance for families, such as covering fees, copayments, or tuition reduction?	Yes	No

… something else? Please tell us:

Enter your feedback here.

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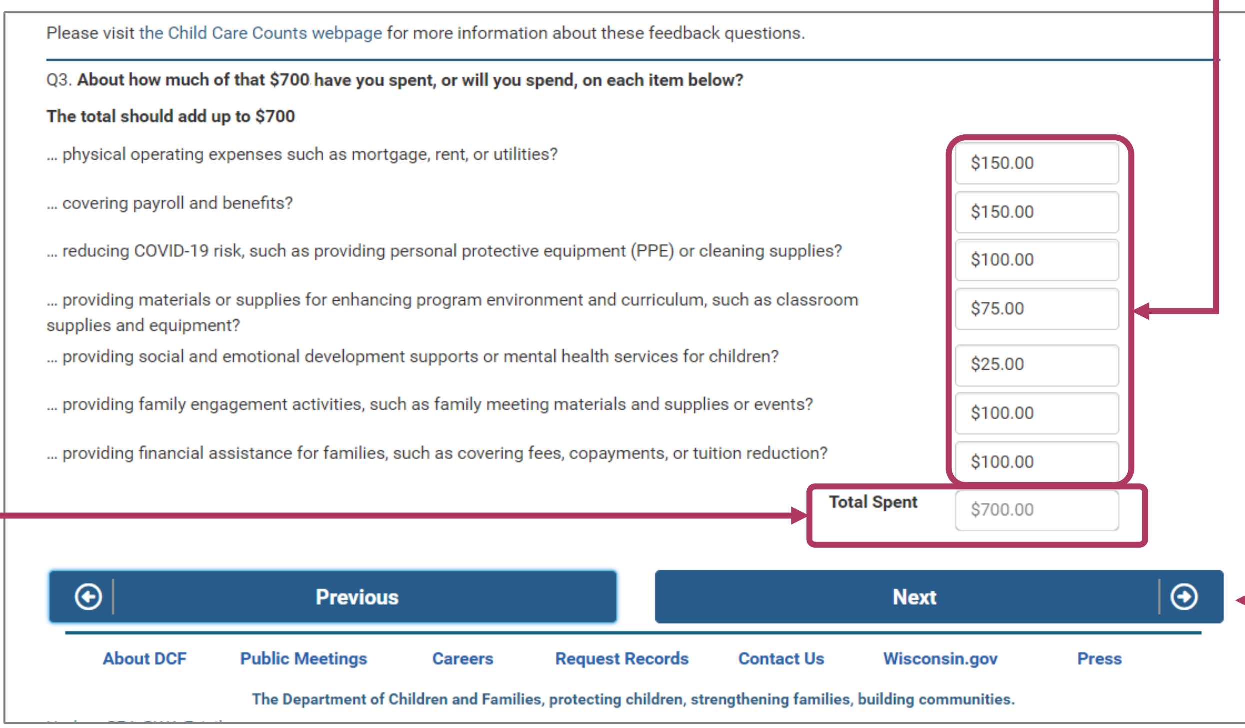
When you are ready to move on to the next set of questions, click the next button.

COVID-19 Payments Feedback Questions

Question 3. About how much of that [Amount] have you spent, or will you spend on each item below. The total should add up to [Amount]. Here you should enter the approximate amounts spent on each of the categories.

Note that the total should add up to the amount you were awarded. If your amount awarded was **$700** as in our example, your amounts combined should match the amount awarded of **$700** in the **Total Spent** box.


Please visit the Child Care Counts webpage for more information about these feedback questions.

Q3. **About how much of that $700 have you spent, or will you spend, on each item below?**

The total should add up to $700

... physical operating expenses such as mortgage, rent, or utilities?	$150.00
... covering payroll and benefits?	$150.00
... reducing COVID-19 risk, such as providing personal protective equipment (PPE) or cleaning supplies?	$100.00
... providing materials or supplies for enhancing program environment and curriculum, such as classroom supplies and equipment?	$75.00
... providing social and emotional development supports or mental health services for children?	$25.00
... providing family engagement activities, such as family meeting materials and supplies or events?	$100.00
... providing financial assistance for families, such as covering fees, copayments, or tuition reduction?	$100.00
Total Spent	$700.00

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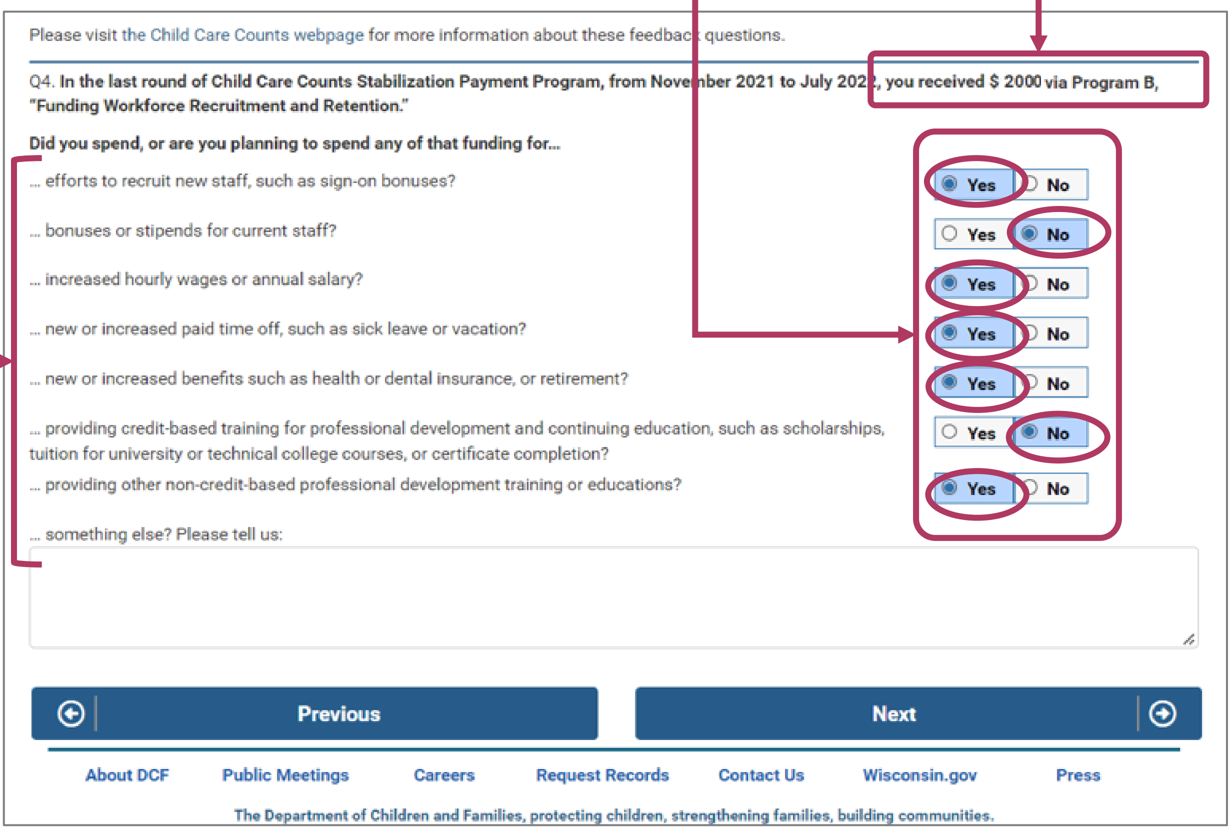
When you are ready to move on to the next set of questions, click the next button.

COVID-19 Payments Feedback Questions

If you applied to **Program B, 'Funding Workforce Recruitment and Retention,'** **Carefully read the questions** and then check **Yes** or **No.**

You will note that the amount you received for that Payment Program is contained in the question as a reminder. **Our example shows $2,000.**

In the example **Question 4, Did you spend, or are you planning to spend any of that funding for…** you can see where we have checked our responses.



Please visit the Child Care Counts webpage for more information about these feedback questions.

Q4. **In the last round of Child Care Counts Stabilization Payment Program, from November 2021 to July 2022, you received $ 2000 via Program B, "Funding Workforce Recruitment and Retention."**

Did you spend, or are you planning to spend any of that funding for…

… efforts to recruit new staff, such as sign-on bonuses?	Yes / No
… bonuses or stipends for current staff?	Yes / No
… increased hourly wages or annual salary?	Yes / No
… new or increased paid time off, such as sick leave or vacation?	Yes / No
… new or increased benefits such as health or dental insurance, or retirement?	Yes / No
… providing credit-based training for professional development and continuing education, such as scholarships, tuition for university or technical college courses, or certificate completion?	Yes / No
… providing other non-credit-based professional development training or educations?	Yes / No

… something else? Please tell us:

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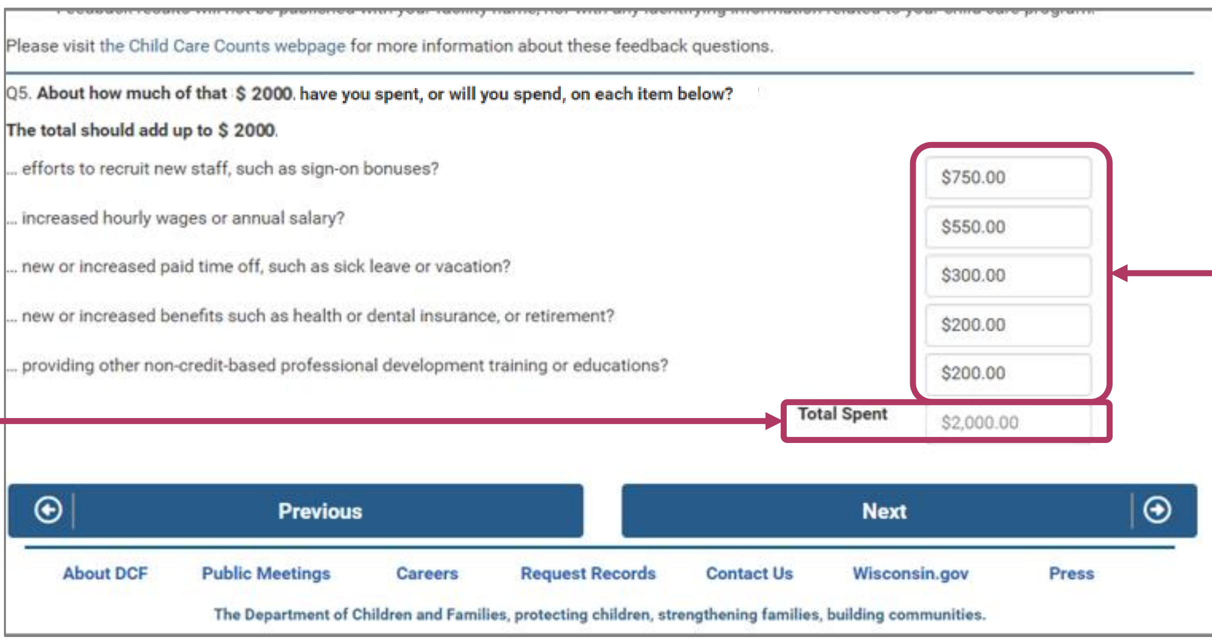
When you are ready to move on to the next set of questions, click the next button.

COVID-19 Payments Feedback Questions

Question 5. About how much of that $2,000 have you spent, or will you spend on each item below? The total should add up to $2000. Here you should enter the approximate amounts spent on each of the categories.

Note that the total should add up to the amount you were awarded. So, if your amount awarded was **$2,000** as in our example, your amounts combined should match the amount awarded of **$2,000** in the **Total Spent** box.


Please visit the Child Care Counts webpage for more information about these feedback questions.

Q5. **About how much of that $ 2000, have you spent, or will you spend, on each item below?**

The total should add up to $ 2000.

... efforts to recruit new staff, such as sign-on bonuses?	$750.00
... increased hourly wages or annual salary?	$550.00
... new or increased paid time off, such as sick leave or vacation?	$300.00
... new or increased benefits such as health or dental insurance, or retirement?	$200.00
... providing other non-credit-based professional development training or educations?	$200.00
Total Spent	$2,000.00

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When you are ready to move on to the next set of questions, click the next button.

COVID-19 Payments Feedback Questions

Question 6. What impacts did the *Child Care Counts Stabilization Payment Program* funding have on your program?
Enter a response here outlining the impact of the funding on your program.

t would help us a great deal to learn your responses to a few more questions.

Q6: What impacts did the Child Care Counts Stabilization Payment Program funding have on your program?

Enter your feedback here.

Question 7. Did you have any program needs that you could not address with the funding from the *Child Care Counts Stabilization Payment Program* because of constraints on how the funding could be used?
Check **Yes** or **No**

Q7: Did you have any program needs you could not address with the funding from the Child Care Counts Stabilization Payment Program because of constraints on how the funding could be used?

- (•) **Yes**
- ( ) **No**

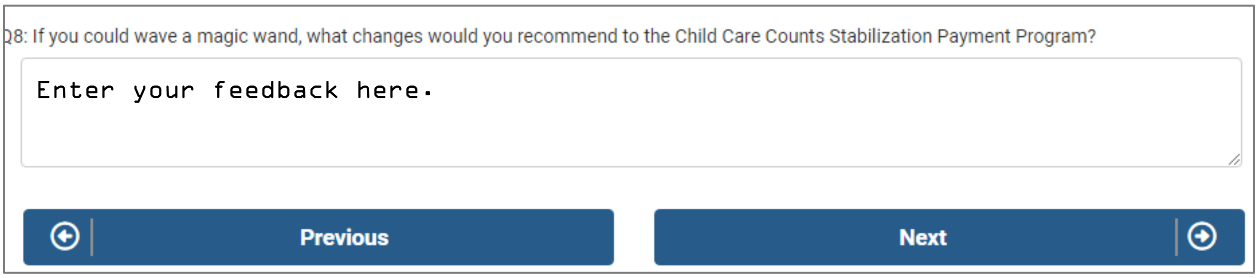
Question 7A. Enter additional information here.

Q7A: If Yes, Please tell us about the program needs you could not address because of constraints on how the funding from the Child Care Counts Stabilization Payment Program could be used.

Enter your feedback here.

COVID-19 Payments Feedback Questions

Question 8. If you could wave a magic wand, what changes would you recommend to the *Child Care Counts Stabilization Payment Program*?



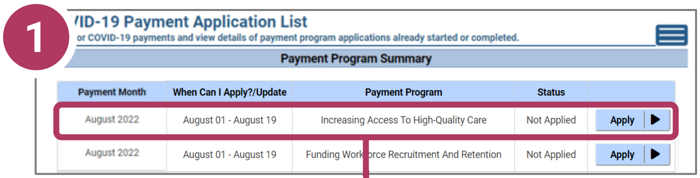
When you are finished entering any feedback, click **Next** to continue. You will be taken to the Payment Program Information page where you can review the details for your selected Payment Program.

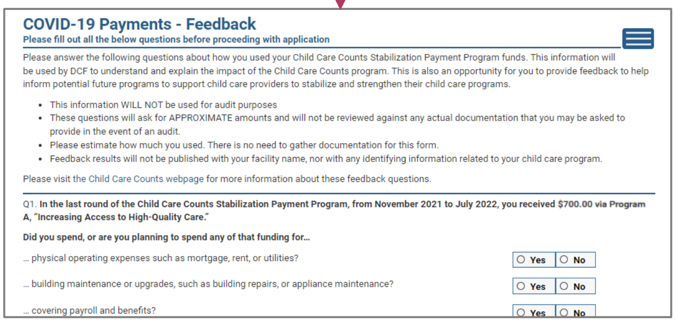
Remember, **these Feedback Questions will only need to be completed once at your initial application** to the new Payment Program A or Program B, irrespective of whether you are a brand-new applicant, or a returning applicant.

APPLYING FOR PAYMENT PROGRAM A

Increasing Access to High-Quality Care

Beginning Your Application





1. Begin Application

Once you have selected your Payment Program and completed the **Feedback Questions**, you will be taken to the COVID-19 Payments Information page. Here you will review the details of the specific program you have selected. In this case, we have chosen *Increasing Access to High-Quality Care* in the Payment Program Summary.

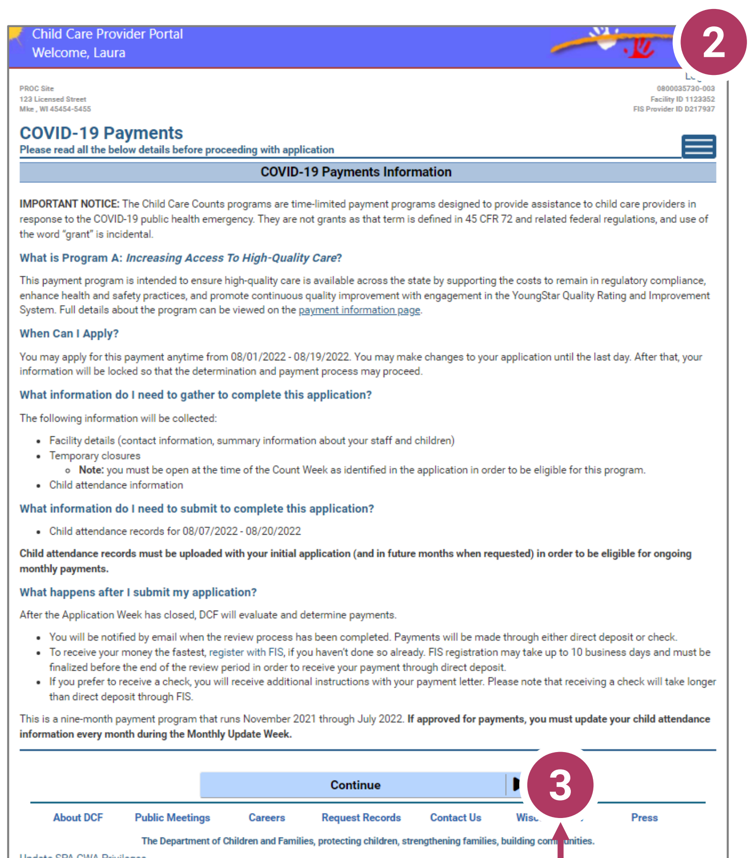
2. Review Payment Program Information

After the Feedback Questions you will come to this screen. It details the following:

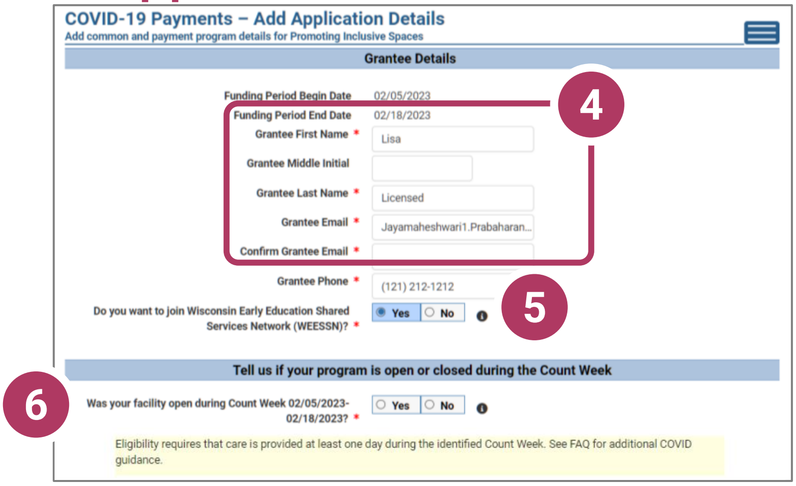
- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

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. Do you want to join Wisconsin Early Education Shared Services Network (WEESSN)

If you are interested in joining Wisconsin Early Education Shared Services Network (WEESSN) or finding out more, select 'Yes' here. Someone from WECA will contact you to follow up. Tier 1 is free.

6. Tell us if your program is open or closed during the Count Week

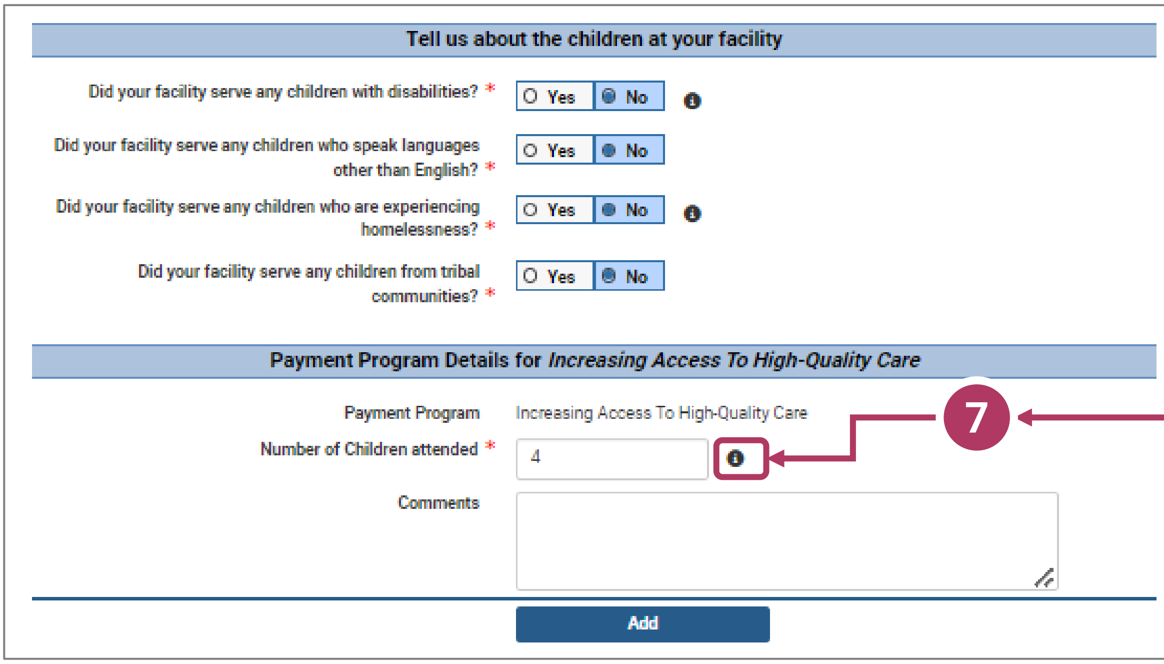
Was your facility open during Count Week?

Check **Yes** if your program was open and care was provided at least one day during the identified Count Week.

Check **No** if you program was closed during the entire count week.

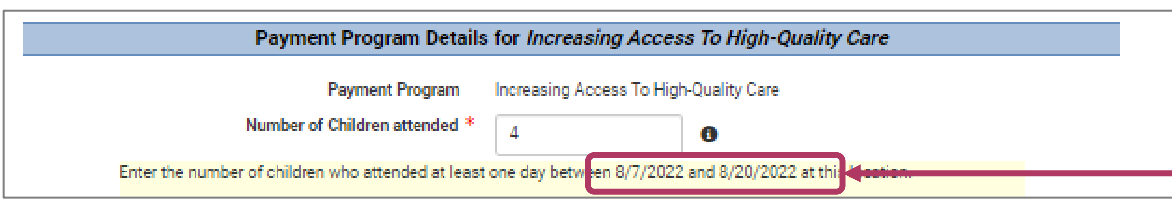
NOTE: If you applied for previous funding through the original *Child Care Counts Payment Program*, many of the fields throughout the application will be filled in automatically. Please review all fields that are filled in to ensure they are still accurate and update as needed.

Add Application Details for Your Location



7. Enter the Number of Children Attended

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 to **enter 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.

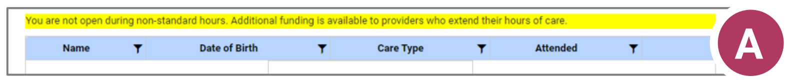
REMINDER: If you see the 🛈 icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked.

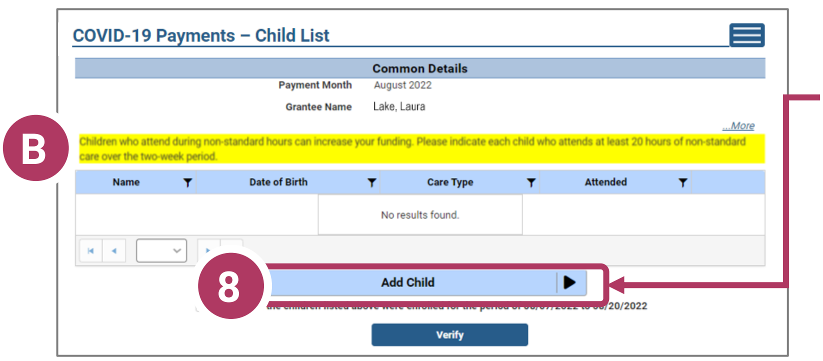
Adding Children Detail

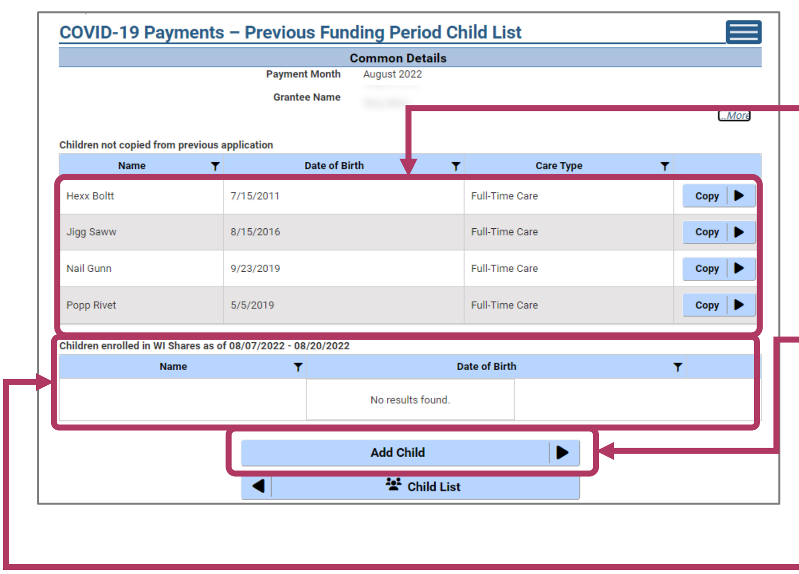
8. Add Children to the Application

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*.

You will see a notice at the top of your Child List Page indicating if you are regulated for non-standard hours – A or B.







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.

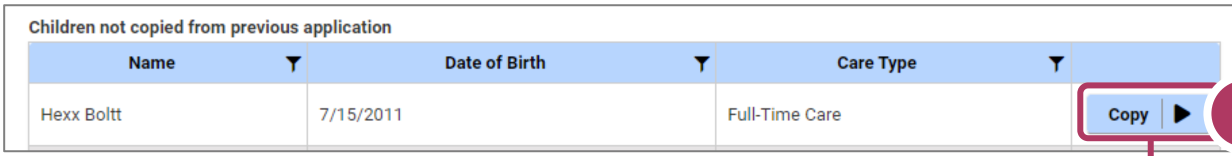
You can also view children who were enrolled in Wisconsin Shares during the **Count Week.**

Click the Add button once you have filled out all information on the page.

Previous Payment Child List

9. Verify Previous Child List

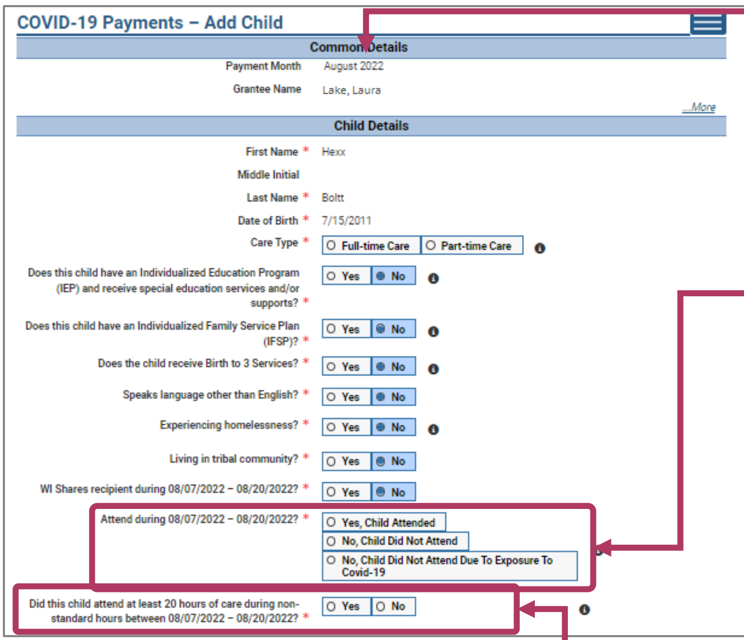
If you applied for a previous round of *Child Care Counts,* children added to your previous application will appear here, and may be copied into your current application. Click **COPY** to add children to your application. This will take you to the *Child Details* page.



Children not copied from previous application

Name	Date of Birth	Care Type	
Hexx Boltt	7/15/2011	Full-Time Care	Copy

9



Verify child details. You must indicate if the child attended at least one day during the **Count Week**.

Note: If marking 'No, child did not attend due to exposure to COVID' be sure they are included in the total count of "Number of children attended"

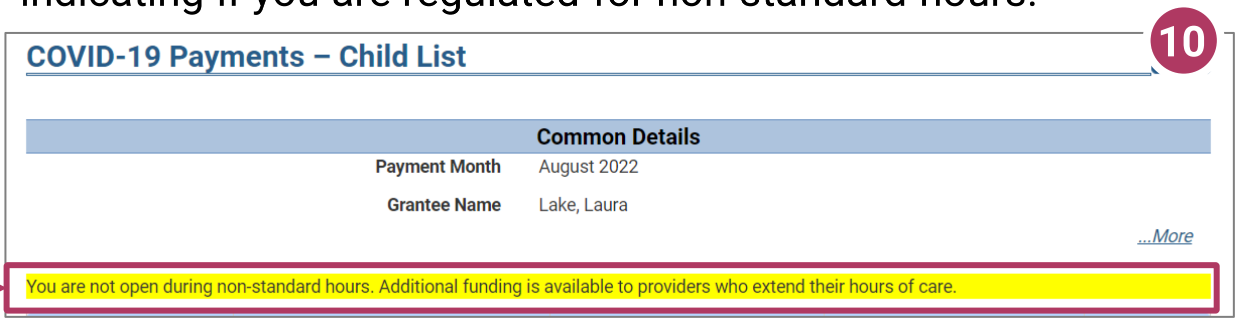
Non-standard hours are defined as any care provided between the hours of 6 p.m. and 6 a.m. Monday through Friday and any hours of care provided on Saturday or Sunday. Check this box if the child **attended at least 20 hours of care during non-standard hours** as defined above. If you are **not regulated** for non-standard hours, you will be **unable to mark 'yes'** to that questions.

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

Child List Page

10. Non-Standard Hours

You will see a notice at the top of your Child List Page indicating if you are regulated for non-standard hours.



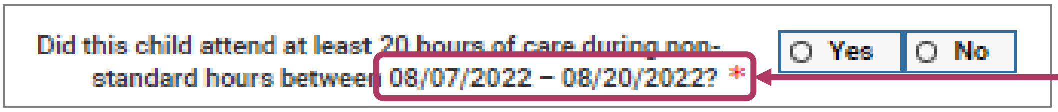
Providers **regulated for non-standard hours** will see this message:

Children who attend during non-standard hours can increase your funding. Please indicate each child who attends at least 20 hours of non-standard care over the two-week period.

Providers **not regulated for non-standard hours** will see this message:

You are not open during non-standard hours. Additional funding is available to providers who extend their hours of care.

Non-Standard Hours Note: The Count Week is a two-week period. A child needs to attend at least **20 total hours** of care during **non-standard hours** during those two weeks to be eligible for the add-on. **The hours do not need to be all in one week.**



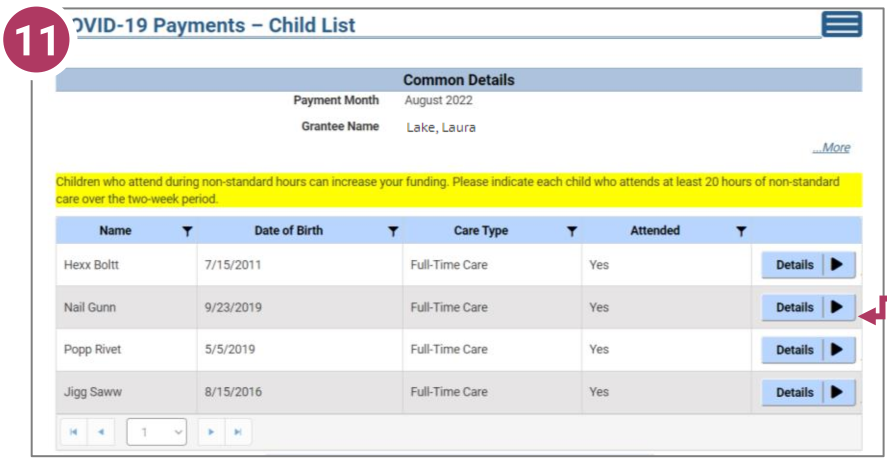
If you are not regulated for non-standard hours, you will be unable to mark 'yes' to that question.

Additional funding is available to providers who extend their hours of care. For more information, visit [***Child Care Counts* page**].

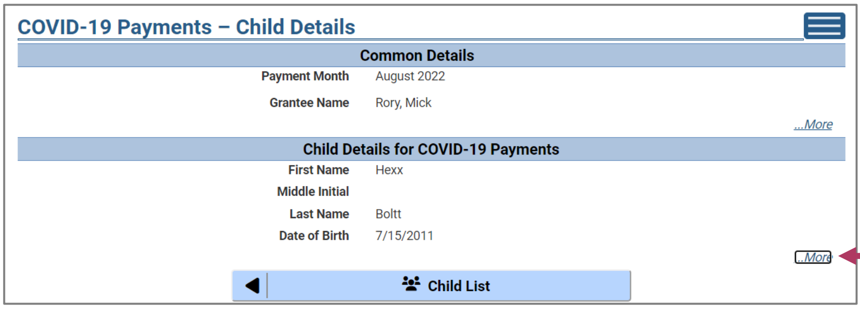
Adding Children Detail

11. Add Children to the Application

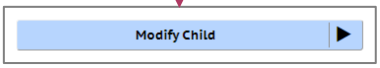
If you have children from a previous application, they will automatically be imported. You should verify and update the details for these children, if needed. If children were not in attendance or are no longer enrolled, you can remove them from this list. You can also view children who were enrolled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



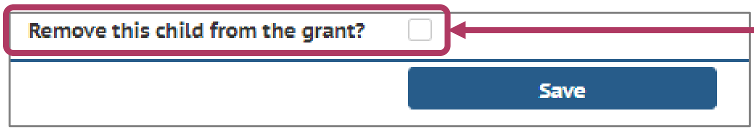
If you need to update or review the information about a specific child, click on the **Details** button to be taken to that child's record.



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



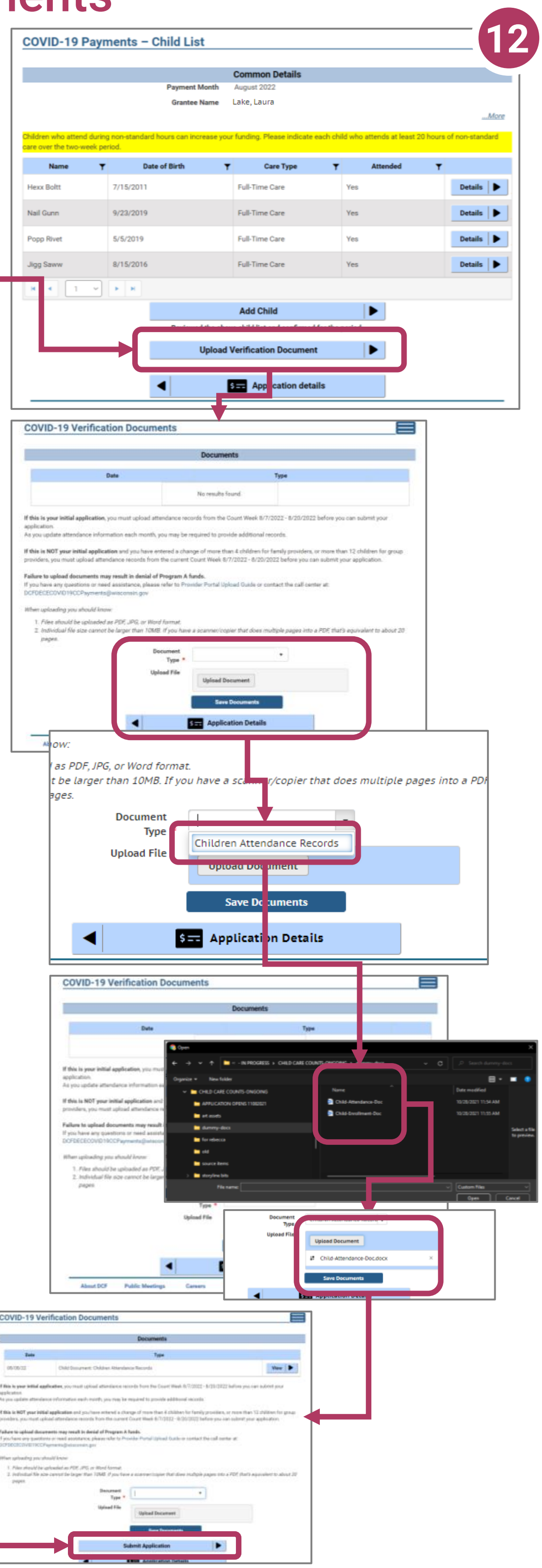
If you have added a child in error to the application, you can remove the child by checking the box **Remove this child from the grant?** in the *Modify Child* screen.



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

12. 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:

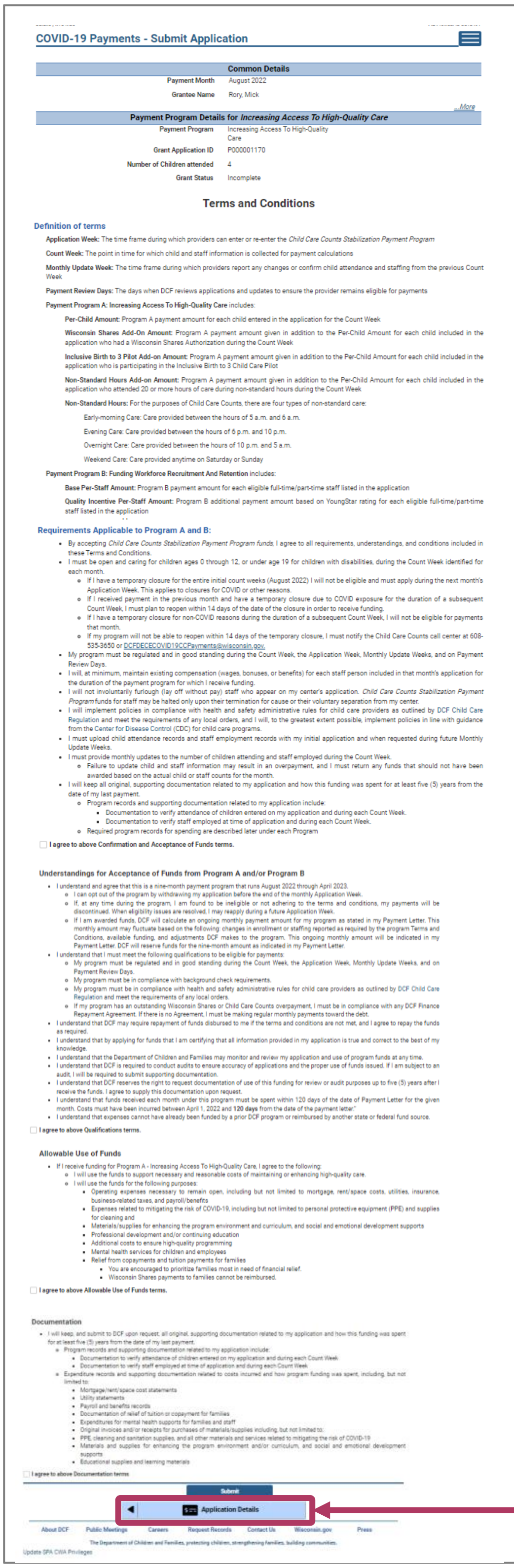
A. Select the file type, from the drop-down – we are choosing Children Attendance Records.

B. Click **Upload** to select the file from your computer.

C. Then choose **Save Documents.**

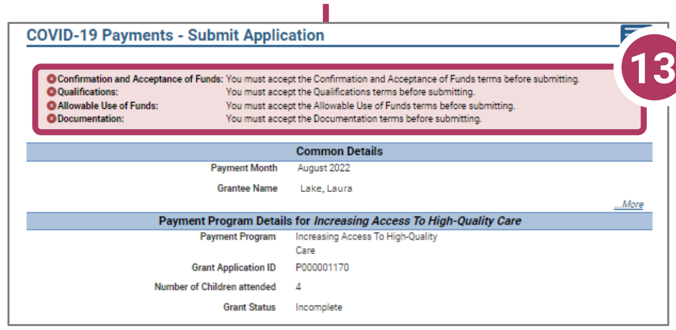
D. The document will be added to your list. When you have uploaded the appropriate documents, click the **Submit Application** button.

Finalizing Your Application



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.



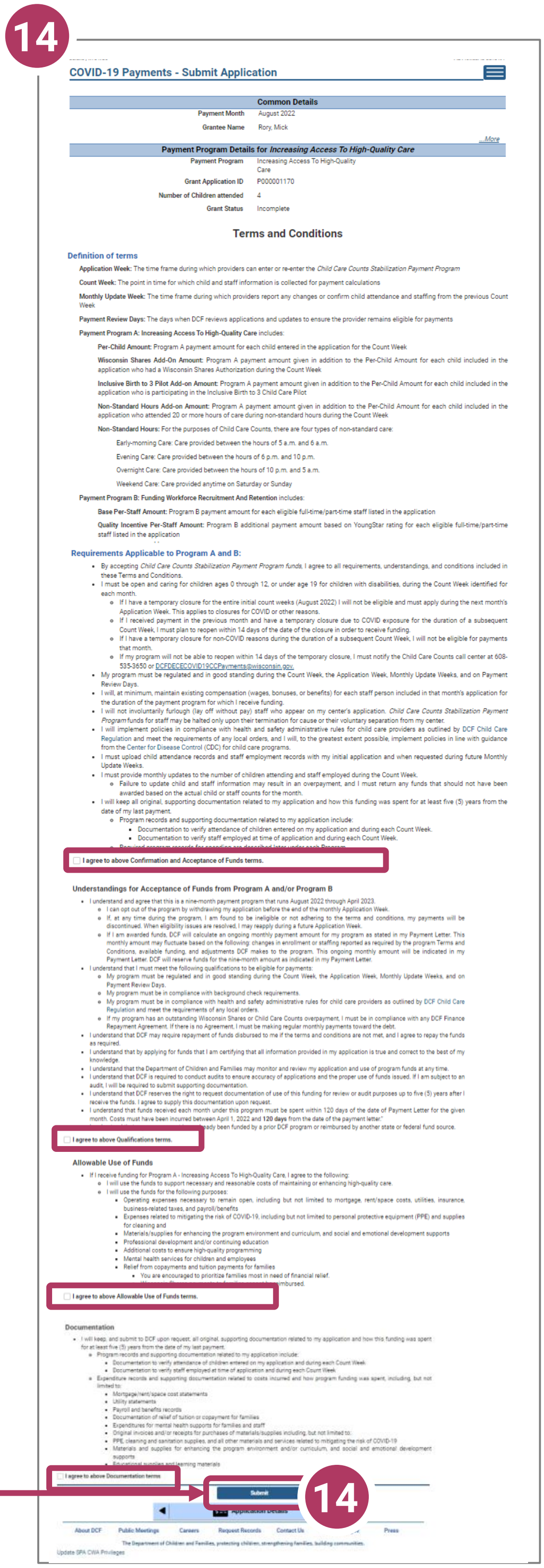
Any text in red indicates that there is an error that needs correcting. Inconsistent and/or incorrect information will delay and could possibly prevent your application from being processed. **It is imperative you go back and fix any issues noted in red**. If you are having trouble fixing/modifying your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

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

Finalizing Your Application

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.*

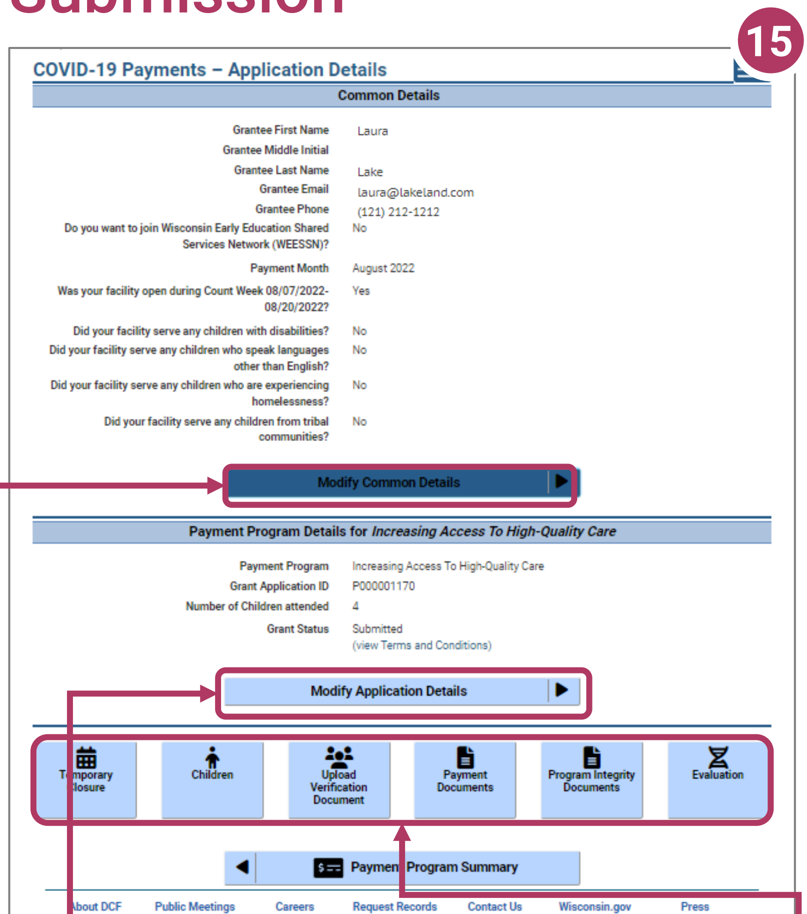
14. Submit Your Application

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

15. 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.

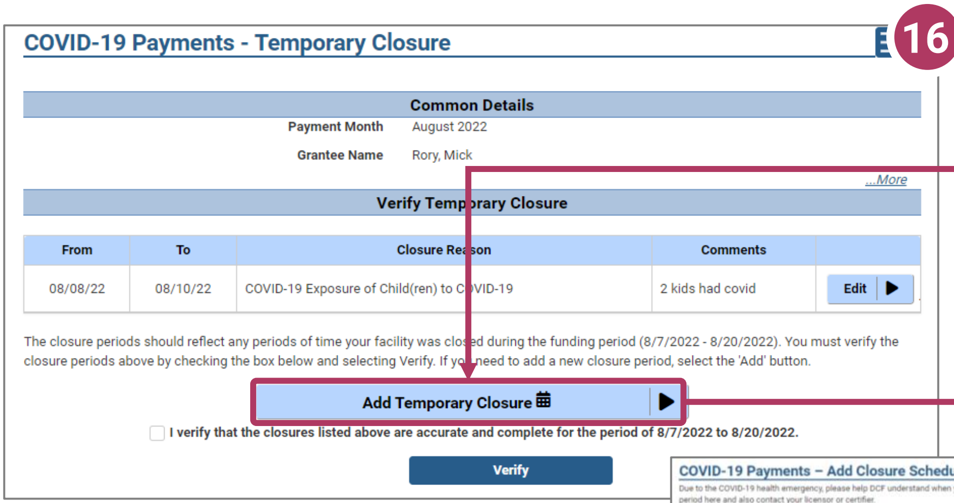
To modify the *Application Details*, specifically the number of children enrolled during the funding period, select the **Modify Application Details** button. Remember, any change in the number of children will affect the number of children who need to be entered in the *Add Children* module.

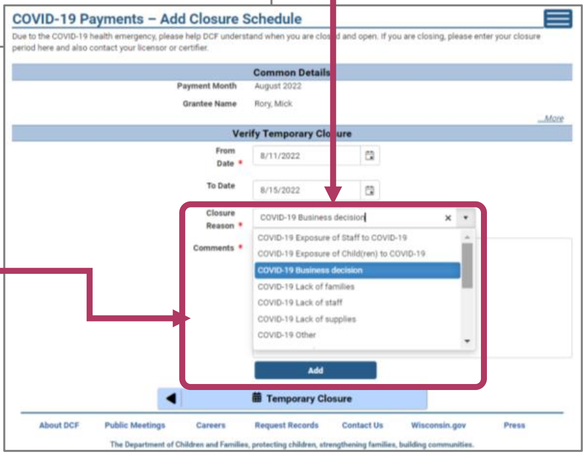
You can use the **Temporary Closure**, **Children**, **Upload Verification Documents**, **Payment Documents**, and **Program Integrity Documents** buttons to update those specific sections of the application. Refer to the previous instructions in this guide for specifics.

Update or verify Temporary Closure

16. 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.

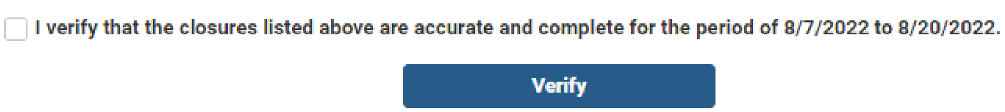




Enter the closure dates and select the appropriate reason for the closure from the drop-down menu.

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.

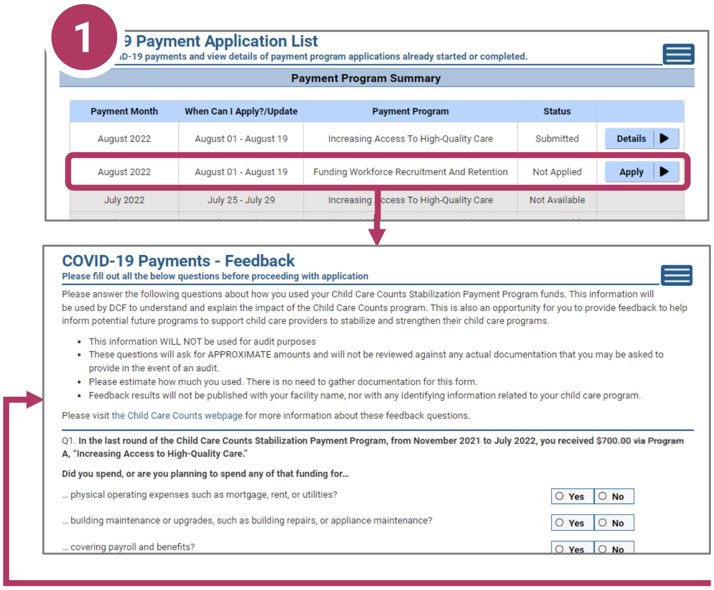
Once you have entered all Temporary Closures, check the box and select Verify to continue through the application.



APPLYING FOR PAYMENT PROGRAM B

Funding Workforce Recruitment and Retention

Beginning Your Application



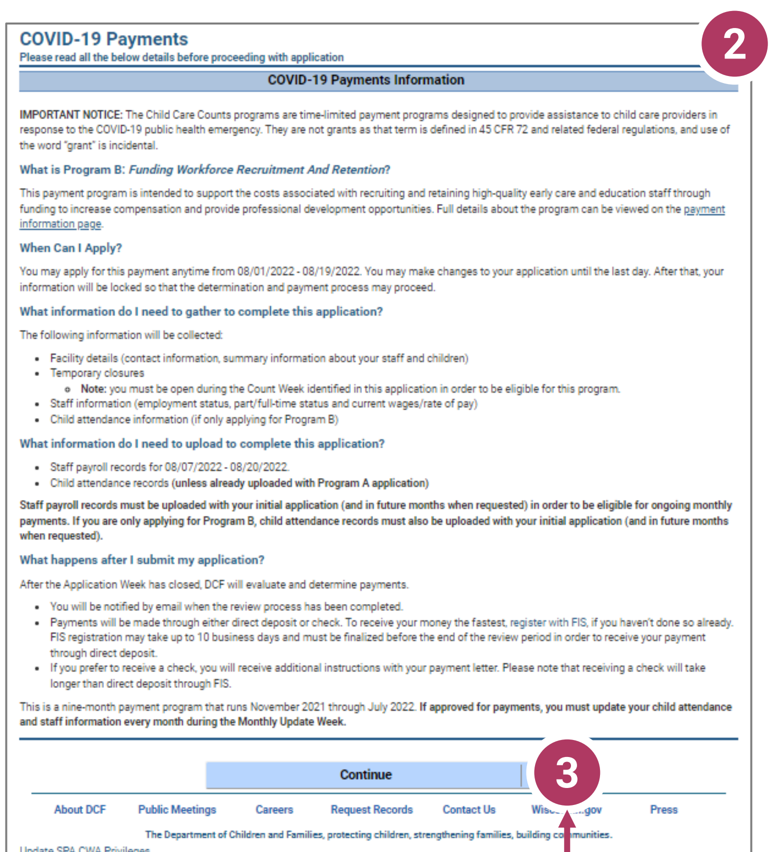
1. Begin Application

Select the Funding Workforce Recruitment and Retention payment program by clicking Apply. If you have already applied for Increasing Access to High-Quality Care, you will have completed the **Feedback Questions.** If you did not apply for this program, you will complete it now before you are taken to the Payment Program Information.

2. Review Payment Program Information

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

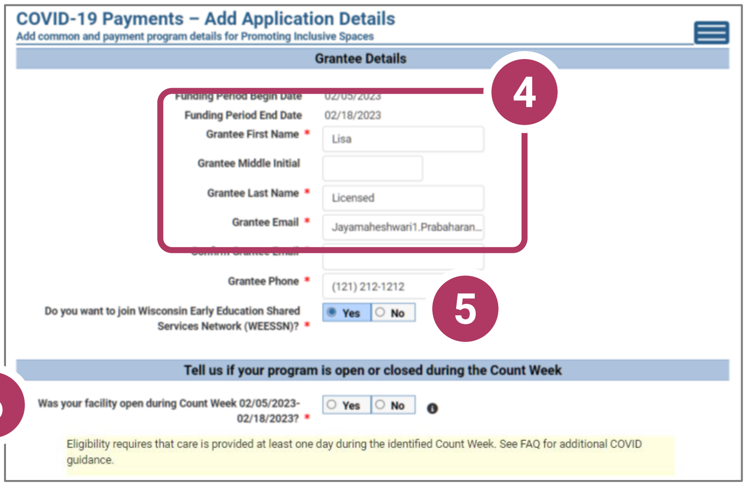
- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application



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. Do you want to join Wisconsin Early Education Shared Services Network (WEESSN)

If you are interested in joining Wisconsin Early Education Shared Services Network (WEESSN) or finding out more, select 'Yes' here. Someone from WECA will contact you to follow up. Tier 1 is free.

6. Tell us if your program is open or closed during the Count Week

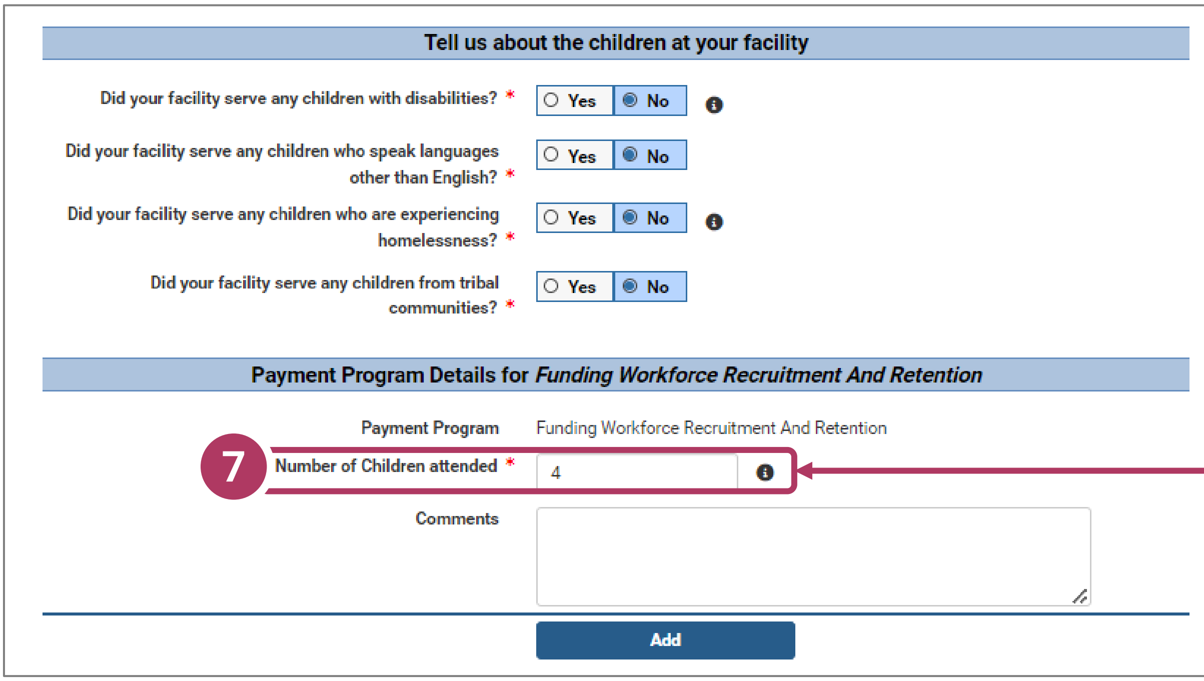
Was your facility open during Count Week?

Check **Yes** if your program was open and care was provided at least one day during the identified Count Week.

Check **No** if you program was closed during the entire count week.

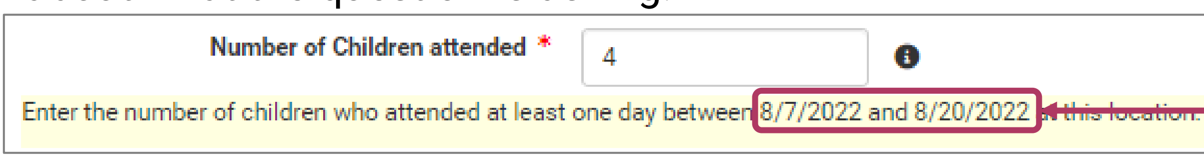
NOTE: If you applied for previous funding through the original *Child Care Counts Payment Program*, many of the fields throughout the application will be filled in automatically. Please review all fields that are filled in to ensure they are still accurate and update as needed.

Add Application Details for Your Location



7. Enter the Number of Children Attended

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



In this case, clicking the more information icon tells you to **enter the number of children who attended AT LEAST one day during the Count Week.**

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

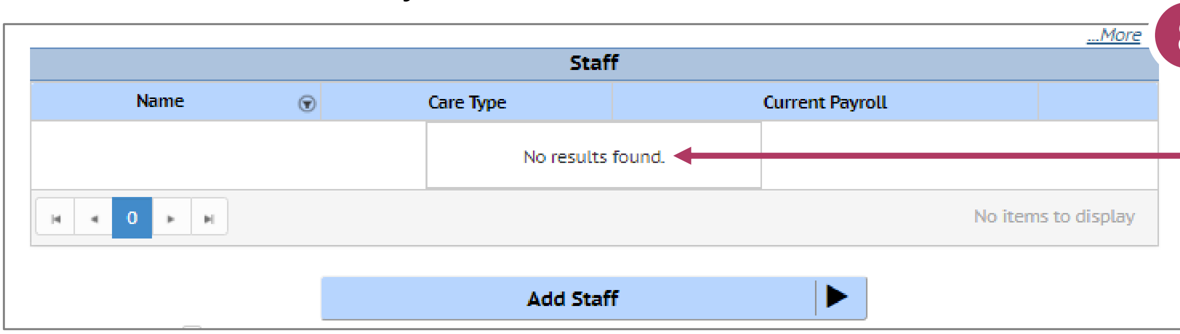
NOTE: If you see the ℹ icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked to enter.

Attaching Staff to the Program

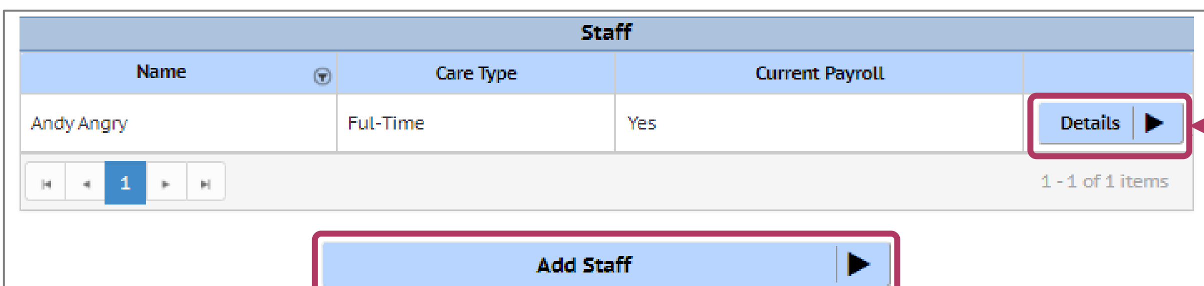
8. Review Staff Associated with Location

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**.

8



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.

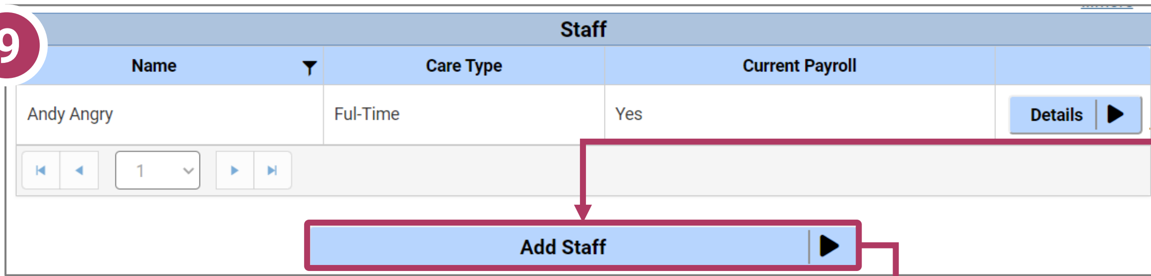
If you are a family provider, and you are the only employee at your location, you will only need to add yourself.

Adding Individual Staff

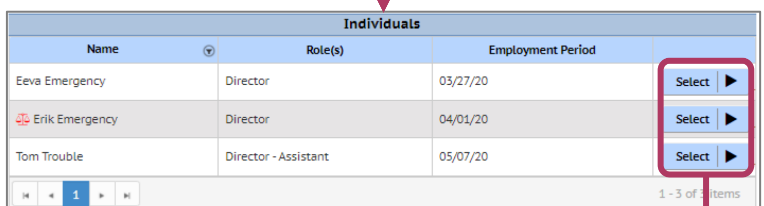
9. Add Staff to Be Considered for Funding

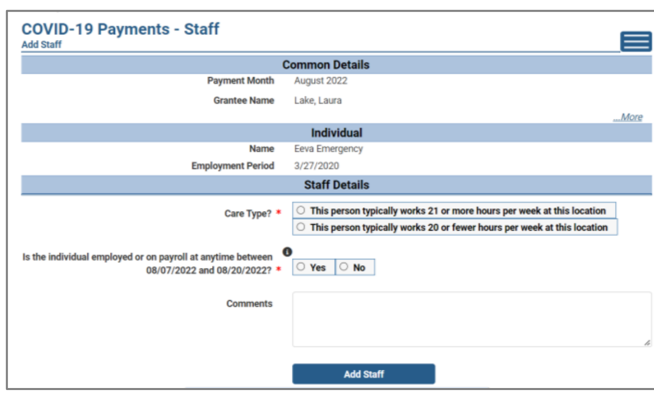
You are then taken to the *Staff* page to review all the individuals attached to the application.

9

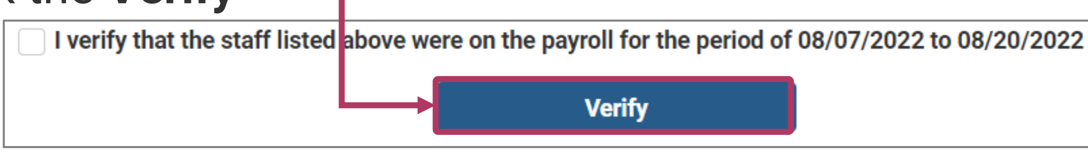


To add a staff member to be considered for program funding, use the Select button to fill out the staff-level details.

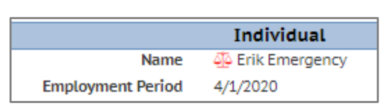




Once you have finished adding all individuals to the application, check the *I verify...* checkbox and click the **Verify** button.



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.**

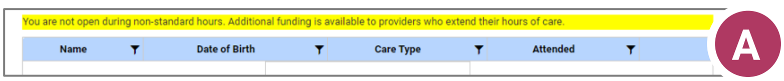


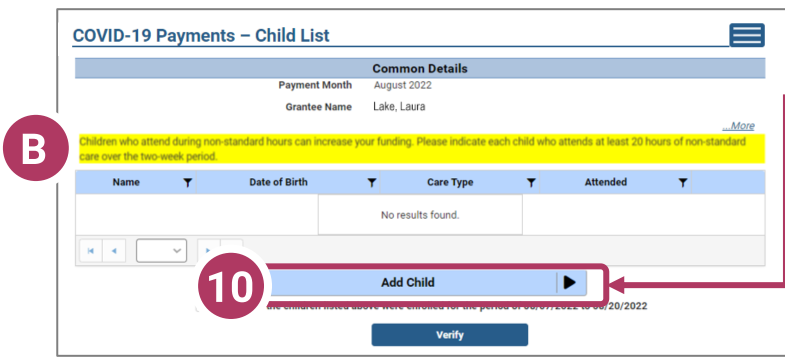
Adding Children Detail

10. Add Children to the Application

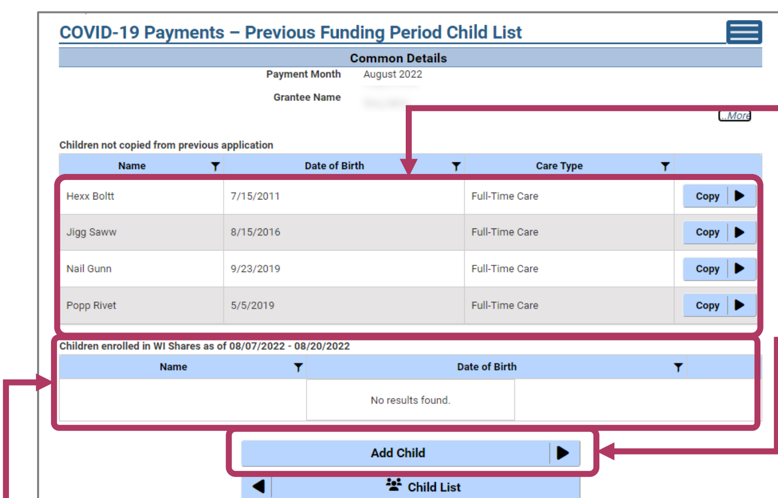
You will be asked to add *every child who attended at least one day* during the **Count Week**. The number of children added in this section must equal the number of children that you indicated were in attendance on the first page of the application: *Add Application Details*.

You will see a notice at the top of your Child List Page indicating if you are regulated for non-standard hours – A or B.





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 who were enrolled in Wisconsin Shares during the **Count Week.**

Click the Add button once you have filled out all information on the page.

Previous Payment Child List

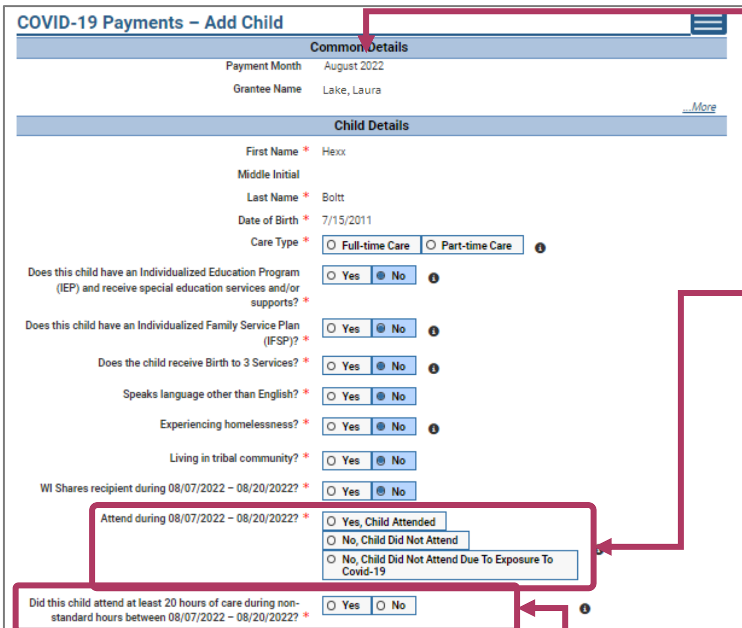
11. Verify Previous Child List

If you applied for a previous round of *Child Care Counts,* 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.

Children not copied from previous application

Name	Date of Birth	Care Type	
Hexx Boltt	7/15/2011	Full-Time Care	Copy

11



Verify child details. You must indicate if the child attended at least one day during the **Count Week**.

Note: If marking ‘No, child did not attend due to exposure to COVID’ be sure they are included in the total count of “Number of children attended”

Non-standard hours are defined as any care provided between the hours of 6 p.m. and 6 a.m. Monday through Friday and any hours of care provided on Saturday or Sunday. Check this box if the child **attended at least 20 hours of care during non-standard hours** as defined above. If you are **not regulated** for non-standard hours, you will be **unable to mark 'yes'** to that questions.

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

Child List Page

12. Non-Standard Hours

You will see a notice at the top of your Child List Page indicating if you are regulated for non-standard hours.

12

COVID-19 Payments – Child List

Common Details	
Payment Month	August 2022
Grantee Name	Lake, Laura

...More

You are not open during non-standard hours. Additional funding is available to providers who extend their hours of care.

Providers **regulated for non-standard hours** will see this message:

Children who attend during non-standard hours can increase your funding. Please indicate each child who attends at least 20 hours of non-standard care over the two-week period.

Providers **not regulated for non-standard hours** will see this message:

You are not open during non-standard hours. Additional funding is available to providers who extend their hours of care.

Non-Standard Hours Note: The Count Week is a two-week period. A child needs to attend at least **20 total hours** of care during **non-standard hours** during those two weeks to be eligible for the add-on. **The hours do not need to be all in one week.**

Did this child attend at least 20 hours of care during non-standard hours between 08/07/2022 – 08/20/2022? * ○ Yes ○ No

If you are not regulated for non-standard hours, you will be unable to mark 'yes' to that question.

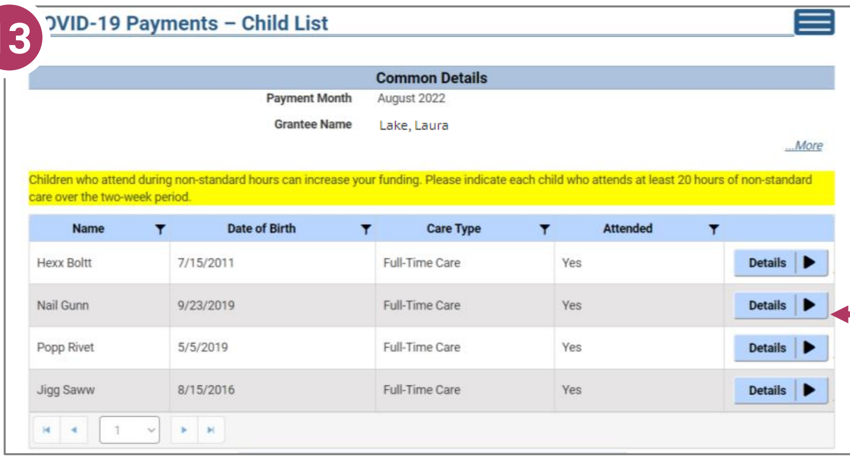
Additional funding is available to providers who extend their hours of care. For more information, visit [*Child Care Counts* page].

Adding Children Detail

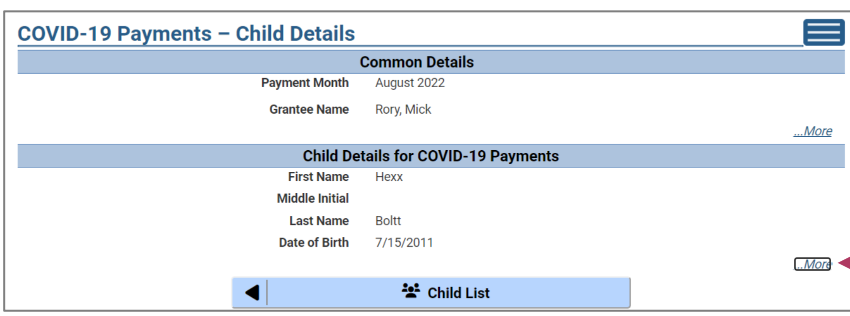
13. Add Children to the Application

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 who were enrolled in Wisconsin Shares **during the Count Week.**

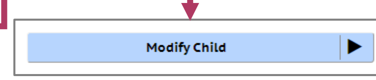
13



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.



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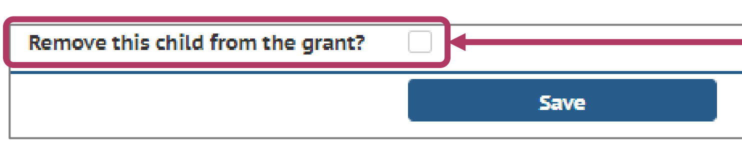
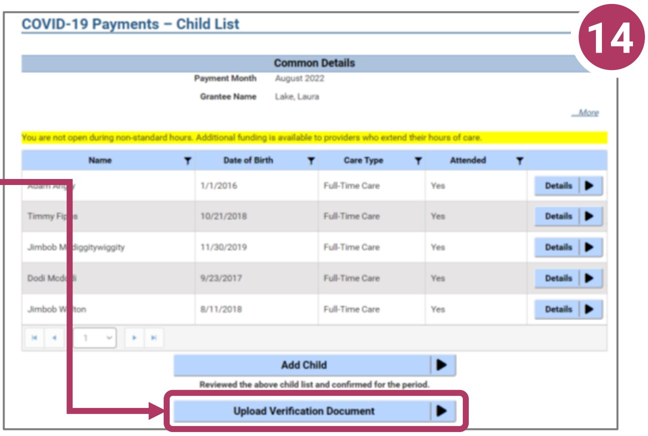


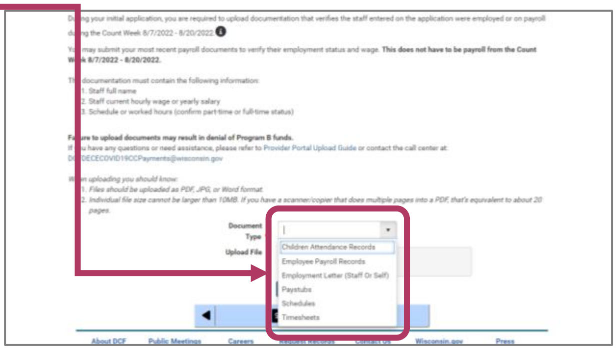
Click **Save** on the *Modify Child Details* page if you have changed any information. You can continue adding children, as needed, or check the I verify... checkbox and click the **Verify** button.

Upload Verification Documents



14. 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.



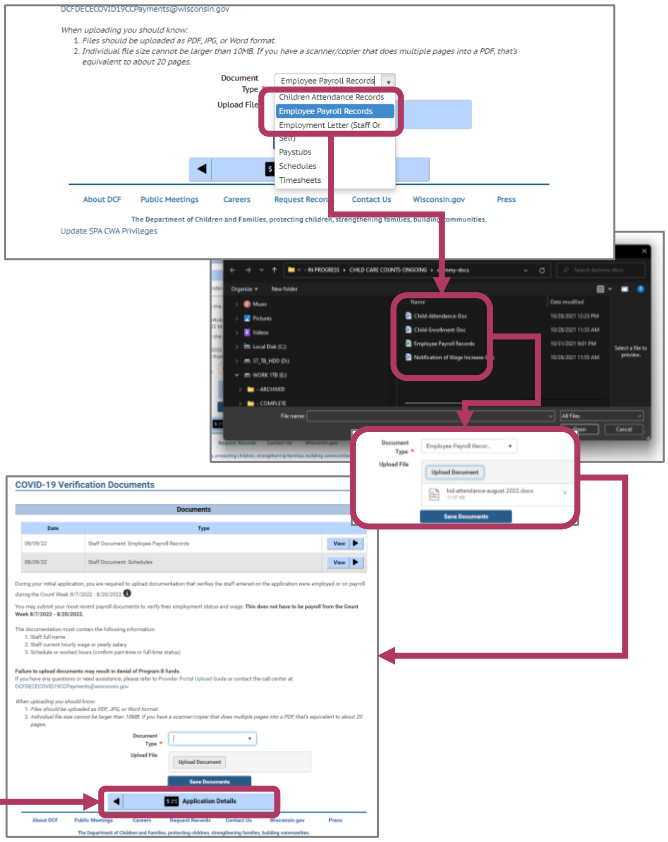
For example:

A. Select the file type, from the drop-down – we are choosing **Employee Payroll Records**.

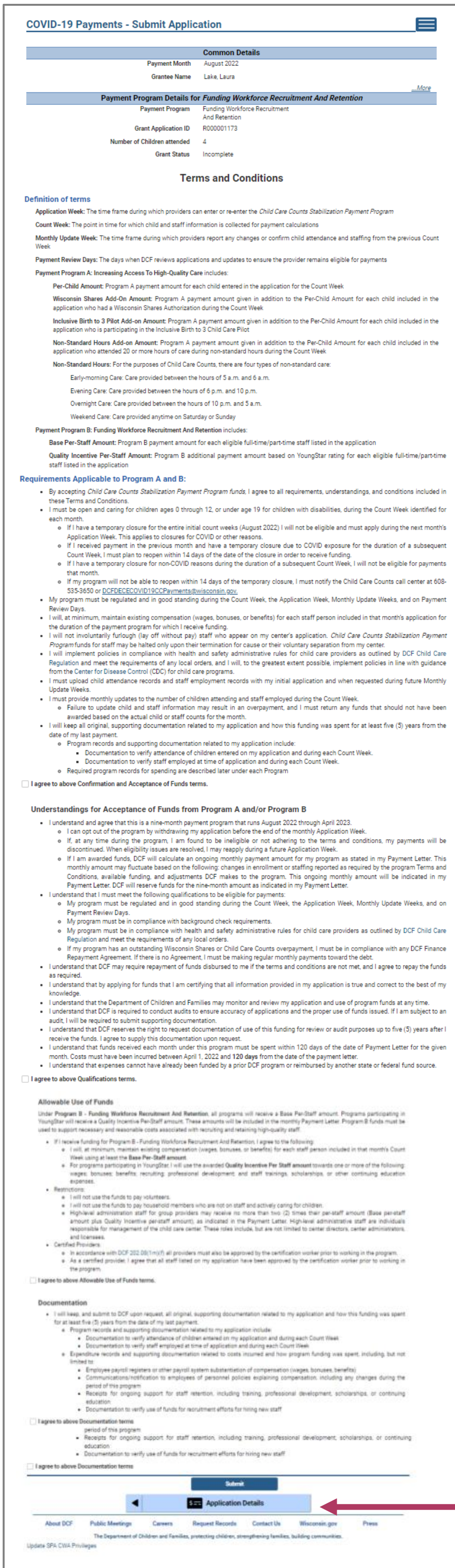
B. Click upload to select the file from your computer.

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.



Finalizing Your Application



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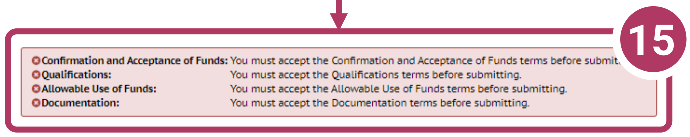

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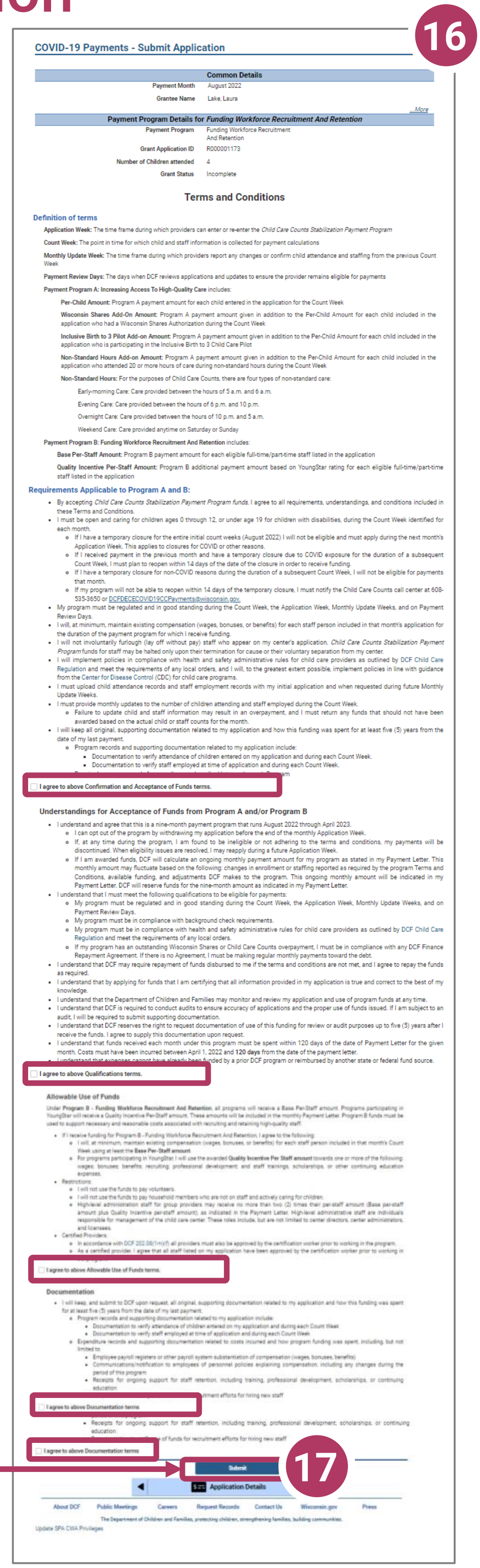
17. Submit Your Application

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.



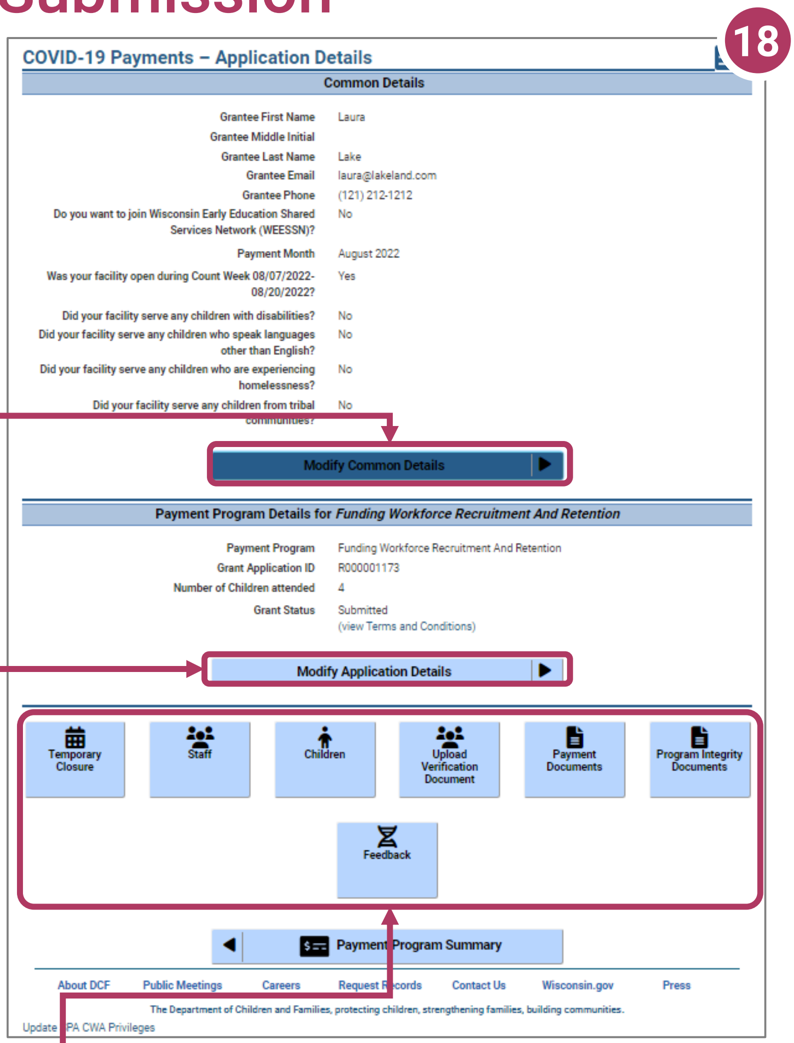
Modifying After Submission

18. 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.

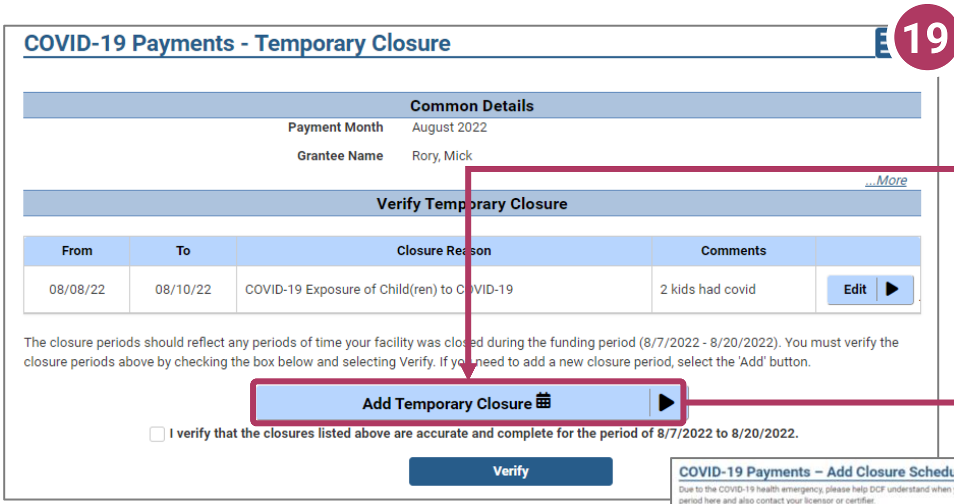


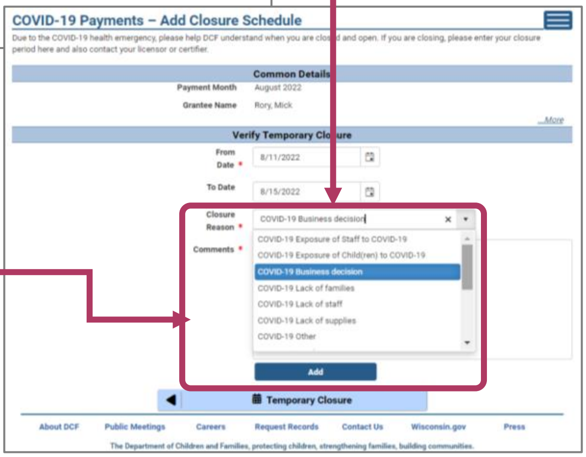
You can use the **Temporary Closure**, **Children, Upload Verification Documents, Payment Documents, and Program Integrity Documents** buttons to update those specific sections of the application. Refer to the previous instructions in this guide for specifics.

Update or Verify Location Temporary Closures

19. 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.

☐ I verify that the closures listed above are accurate and complete for the period of 8/7/2022 to 8/20/2022.

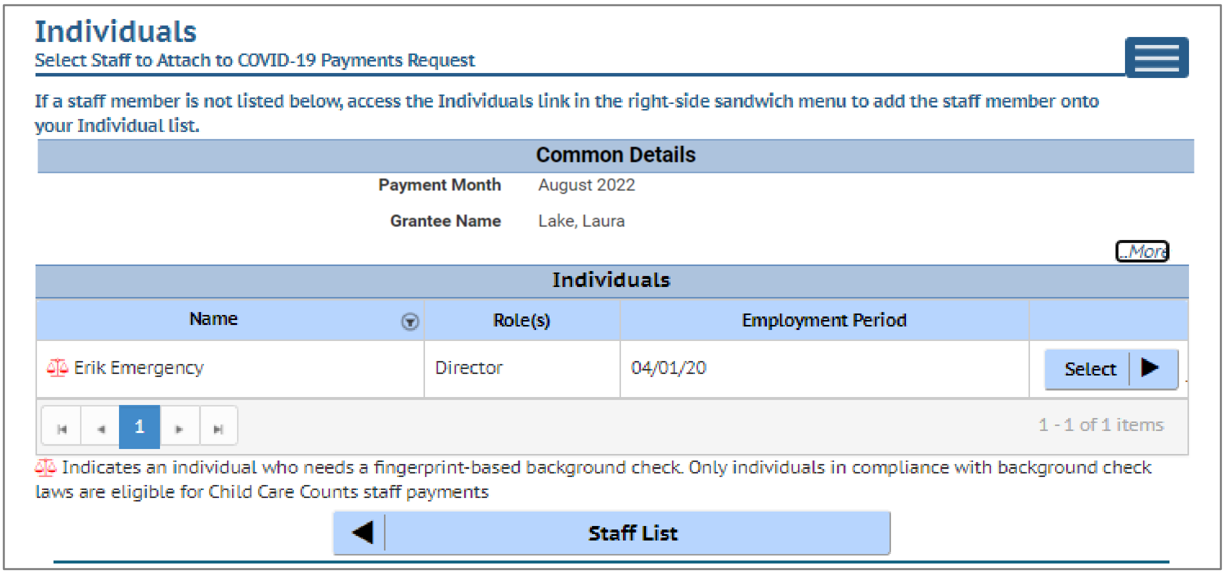
Verify

Appendix

APPENDIX I

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**.

https://dcf.wisconsin.gov/files/publications/pdf/5221.pdf