Child Care Counts: Stabilization Payment Program Round 2

Program C Application Guide

MARCH 2023

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Division of Early Care and Education at 608-422-6002. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

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*, **Program C Promoting Inclusive Spaces.** Program C will be a **one-time application and single payment** opportunity.

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

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

If you are unable to access the Provider Portal, you can contact the Payment Program Support 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 Support Center
If you need any assistance, please send an email to:
<u>DCFDECECOVID19CCPayments@wisconsin.gov</u>.
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 log in to apply, you will see different dates in the **When Can I Apply?/Updates** column. **These dates also differ for every monthly Application/Update week for entering child/staff information and document upload.**
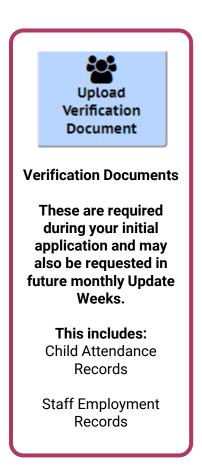
Pre-Application Document Checklist

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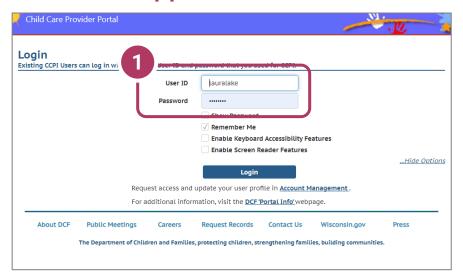
Be sure to have the following documents available when submitting your *Child Care Counts* Application:

☐   Child Attendance Records
☐   Staff Employment Records

Upload Verification Document

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.
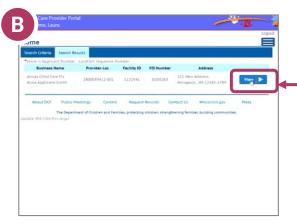
How to Submit an Application

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.
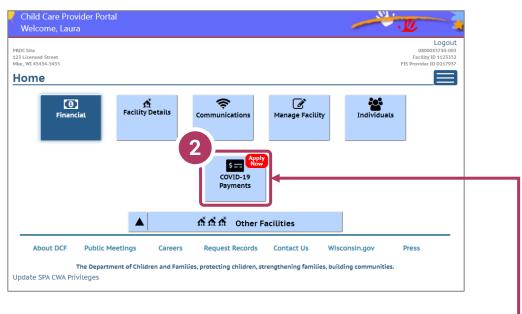

If you have one or more locations, your Home screen may look like option A – multiple locations, or option B – a single location.

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

Child Care Provider Portal
Welcome, Laura

Logout
PROC Site
3070 S 20Th St
Milwaukee , WI 53215-3734

0800035730-003
Facility ID 1123352
FIS Provider ID D217937

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**	
February 2023	February 20 - February 24	Increasing Access To High-Quality Care	Not Applied	Apply ▶
February 2023	February 20 - February 24	Funding Workforce Recruitment And Retention	Not Applied	Apply ▶
February 2023	February 20 - February 24	Promoting Inclusive Spaces	Not Applied	Apply ▶

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There are three 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
- **Payment Program C**: Promoting Inclusive Spaces

3. Start Application

We are applying for **Payment Program C: Promoting Inclusive Spaces**, so click the Apply button beside Program C.

> ❗ **Regulated providers are reminded that Program C will be a *one-time application and single payment* opportunity. 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 Month	When Can I Apply?/Update	Payment Program	Status	
February 2023	February 20 - February 24	Increasing Access To High-Quality Care	Not Applied	**Apply** ▶
February 2023	February 20 - February 24	Funding Workforce Recruitment And Retention	Not Applied	**Apply** ▶
February 2023	February 20 - February 24	Promoting Inclusive Spaces	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, your application status will display as **Incomplete**. Click **Details** to complete your application.

Review Needed if you were approved for the previous month of the current round, 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 Program C Promoting Inclusive Spaces application until the end of the application period. Applications cannot be modified after the application closes.

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

APPLYING FOR PAYMENT PROGRAM C
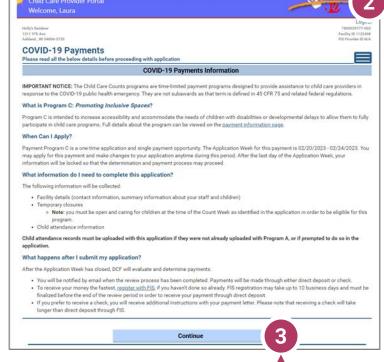# Promoting Inclusive Spaces

Beginning Your Application

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

Payment Month	When Can I Apply?/Update	Payment Program	Status	
February 2023	February 20 - February 24	Increasing Access To High-Quality Care	Not Applied	**Apply** ▶
February 2023	February 20 - February 24	Funding Workforce Recruitment And Retention	Not Applied	**Apply** ▶
February 2023	February 20 - February 24	Promoting Inclusive Spaces	Not Applied	**Apply** ▶

1. Begin Application

Once you have selected Payment Program C – Promoting Inclusive Spaces, you will be taken to the COVID-19 Payments Information page.

2. Review Payment Program Information

Review the payments Information, and then click **Continue** to proceed.

3. Continue

Click Continue to go to the Application Details page.

Add Application Details for Your Location

COVID-19 Payments – Add Application Details
Add common and payment program details for Promoting Inclusive Spaces

Grantee Details

Funding Period Begin Date	02/05/2023
Funding Period End Date	02/18/2023
Grantee First Name *	Lisa
Grantee Middle Initial	
Grantee Last Name *	Licensed
Grantee Email *	Jayamaheshwari1.Prabaharan...
Confirm Grantee Email *	
Grantee Phone *	(121) 212-1212
Do you want to join Wisconsin Early Education Shared Services Network (WEESSN)? *	● Yes ○ No

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

Was your facility open during Count Week 02/05/2023-02/18/2023? *	○ Yes ○ No

Eligibility requires that care is provided at least one day during the identified Count Week. See FAQ for additional COVID guidance.

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 at your location for 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*.

If you are regulated for non-standard hours and have children who attended during the Count Week enter them.

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.

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.

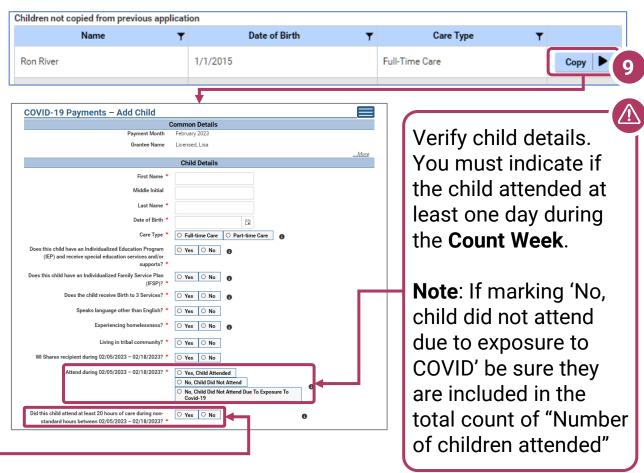You can also add new children to this application.

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.

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 question.

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.

COVID-19 Payments – Child List   **10**

Common Details	
Funding Period	02/05/2023 - 02/18/2023
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 02/05/2023 - 02/18/2023   ○ Yes   ○ No
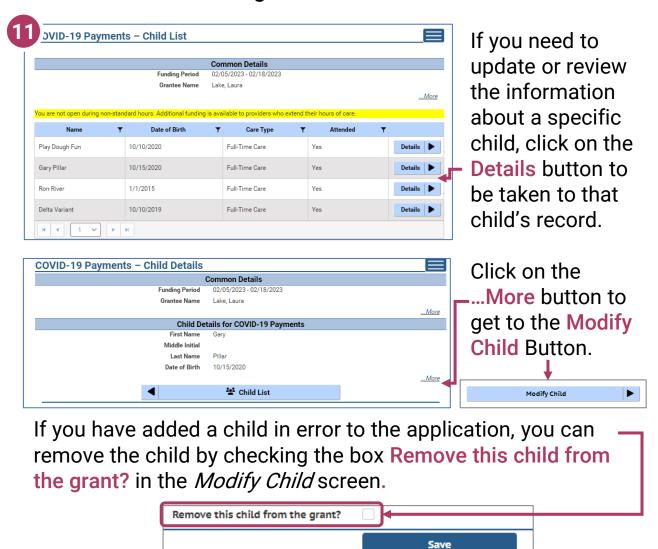
If you are not regulated for non-standard hours, you will be unable to mark 'yes' to that question.

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

Adding Children Detail

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 needed.

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.

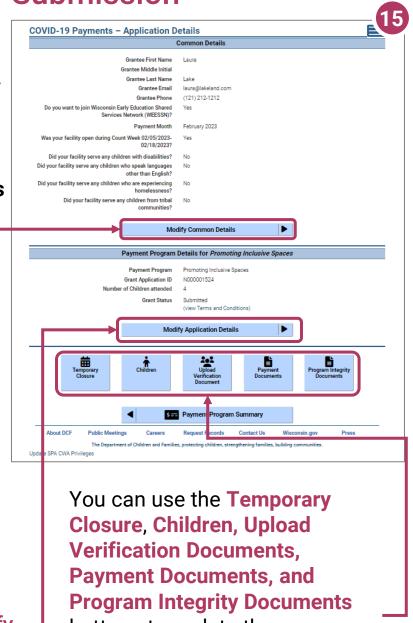To modify the *Application Details*, specifically the number of children enrolled during the funding period, select the **Modify Application Details** button. Remember, any change in the number of children will affect the number of children who need to be entered in the *Add Children* module.

COVID-19 Payments – Application Details

Common Details

Grantee First Name	Laura
Grantee Middle Initial	
Grantee Last Name	Lake
Grantee Email	laura@lakeland.com
Grantee Phone	(121) 212-1212
Do you want to join Wisconsin Early Education Shared Services Network (WEESSN)?	Yes
Payment Month	February 2023
Was your facility open during Count Week 02/05/2023-02/18/2023?	Yes
Did your facility serve any children with disabilities?	No
Did your facility serve any children who speak languages other than English?	No
Did your facility serve any children who are experiencing homelessness?	No
Did your facility serve any children from tribal communities?	No

Modify Common Details ▶

Payment Program Details for *Promoting Inclusive Spaces*

Payment Program	Promoting Inclusive Spaces
Grant Application ID	N000001524
Number of Children attended	4
Grant Status	Submitted (view Terms and Conditions)

Modify Application Details ▶

Temporary Closure	Children	Upload Verification Document	Payment Documents	Program Integrity Documents

◀ 💲 Payment Program Summary

About DCF   Public Meetings   Careers   Request Records   Contact Us   Wisconsin.gov   Press

The Department of Children and Families, protecting children, strengthening families, building communities.

Update SPA CWA Privileges

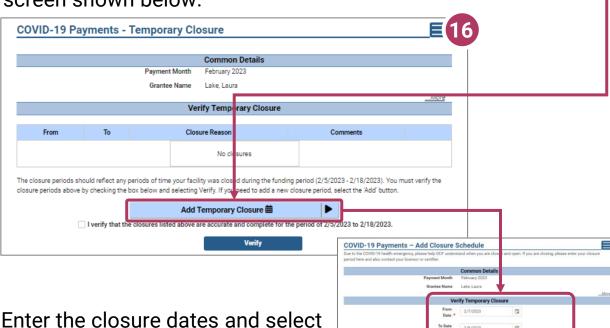You can use the **Temporary Closure**, **Children, Upload Verification Documents, Payment Documents, and Program Integrity Documents** buttons to update those specific sections of the application. Refer to the previous instructions in this guide for specifics.

Update or verify Temporary Closure
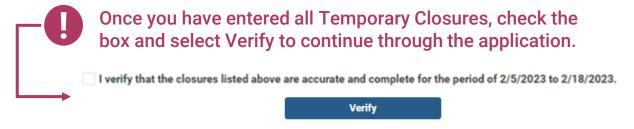
16. Temporary Closures

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.

☐ I verify that the closures listed above are accurate and complete for the period of 2/5/2023 to 2/18/2023.

Verify