

The Wisconsin Department of Children and Families

COVID-19 EMERGENCY CHILD CARE NEED REQUEST PROVIDER PORTAL

UPDATED: 03/30/2020



COVID-19 Child Care Need Request PROVIDER PORTAL

Due to the COVID-19 pandemic, DCF and its partners want to help Wisconsin's Essential Workforce Families fill their urgent child care needs so that they can continue to serve our communities' health care needs.

As a child care provider, this guide is intended to walk you through the process of keeping your Provider Portal information up-to-date so we can best work together to fill urgent child care needs for Essential Workforce Families.



If you need help or have questions, please
send an email to:

DCFDECEBOPIT@wi.gov

Provider Portal Login

Child Care Provider Portal



Login

Existing CCPI Users can log in with the **User ID and password that you used for CCPI.**

1

User ID

Password

Show Password

Remember Me

Enable Keyboard Accessibility Features

Enable Screen Reader Features

[...Hide Options](#)

Login

Request Access: Click on the following link [Request Access](#)

Help: For problems logging in or to update your user profile, click on the following link [Account Management](#)

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1. Login Screen

Go to <https://mywchildcareproviders.wisconsin.gov/> in your web browser.

Type your User ID in the *User ID* field.

Type your password in the *Password* field.

Click the *Login* button to continue.

My Facilities

Child Care Provider Portal
Welcome, Sally



Logout



My Facilities

2

201 E Rowdey Green Bay, WI 54311	2800039422-001	▶
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Child Care Provider Portal
Welcome, Sally



Logout



My Facilities

2.1

201 E Rowdey Green Bay, WI 54311	2800039422-001	▶
21 Grant St Madison, WI 53702	2800039422-002	▶

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2. Select Your Facility

Most providers have only one facility.

2.1 Multiple Facilities

However, if you have more than one facility, your *My Facilities* may look like the above.

From the list, select the facility you want to update and click to continue to the *COVID-19 Update* screen.

COVID-19 Emergency Information

COVID-19 Emergency Information

Due to the COVID-19 pandemic, please complete the following and keep it up-to-date so that DCF and its partners can help Healthcare workers and others performing critical functions fill urgent child care needs. Press "Save" once you have completed filling out or updating the information.



Address 201 E Rowdey
Green Bay, WI 54311

3

Is this location currently open?

Yes No

Are you able to provide care for more children with special needs?

Yes No

Describe the openings at this location. How many open slots are available...

For children under 2 years?

0

For 2 and 3 year-olds?

0

For 4 and 5 year-olds?

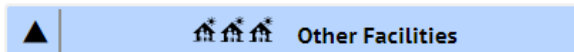
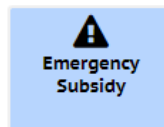
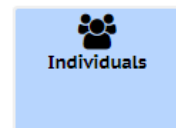
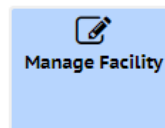
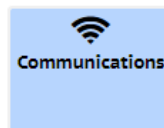
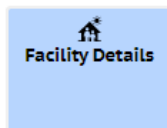
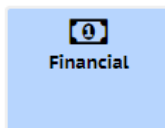
0

For 6 year-olds and older?

0

Save

Home



3. Update Your Details

Is this location open?

Select **Yes** or **No** by checking the appropriate radio button.

Are you able to care for more children with special needs?

Select **Yes** or **No** by checking the appropriate radio button.

COVID-19 Emergency Information

Describe the openings at this location. How many open slots are available...

4

For children under 2 years?

For 2 and 3 year-olds?

For 4 and 5 year-olds?

For 6 year-olds and older?

Save

4. How Many Slots are Available?

In this section you should enter the number of openings you have for the indicated age groups.

For children under 2 years

For 2 and 3 year-olds

For 4 and 5 year-olds

For 6 year-olds and older

Example:

If you have **5** slots for children under 2 years, **6** slots for 2 and 3 year-olds, **4** slots for 4 and 5 year-olds, and **1** slots for 6 year-olds and older, it would look like this.

Describe the openings at this location. How many open slots are available...

For children under 2 years?

For 2 and 3 year-olds?

For 4 and 5 year-olds?

For 6 year-olds and older?

5. Saving Your Update

When you have finished updating your available slots, click *Save* and you will see this message.

Describe the openings at this location. How many open slots are available...

For children under 2 years?

For 2 and 3 year-olds?

For 4 and 5 year-olds?

For 6 year-olds and older?

5

Saved Successfully

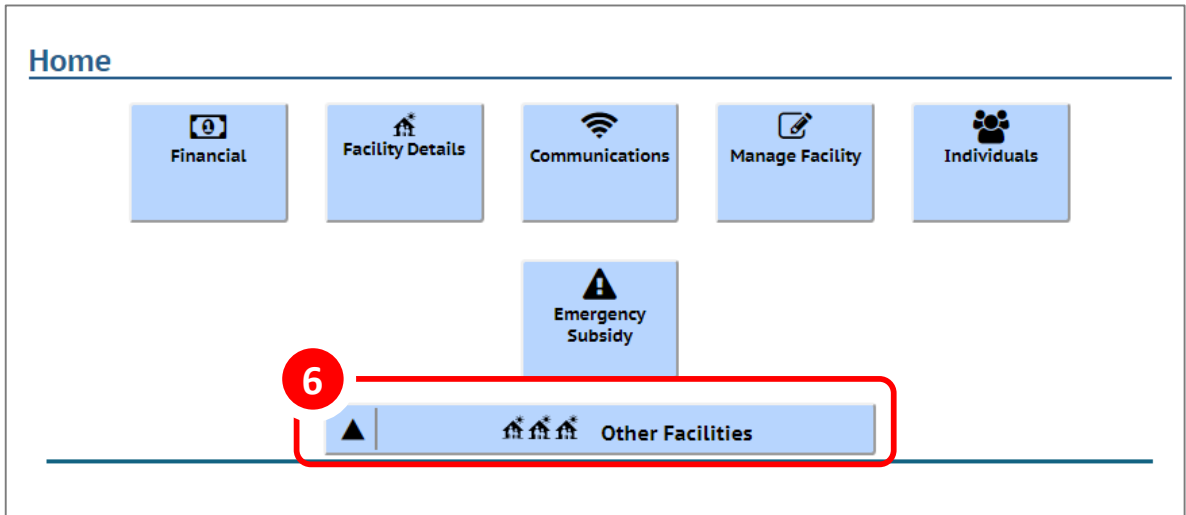
Save

That is the end of the update for a single facility. If anything changes, you must manually go in and update the location details.

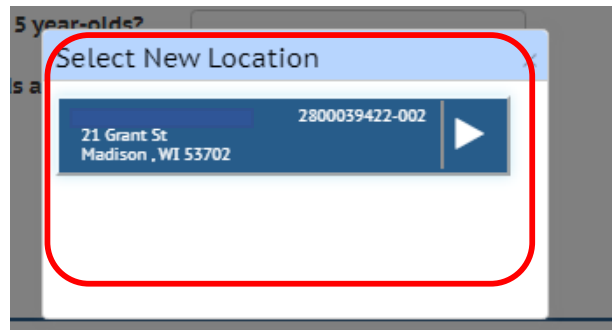
COVID-19 Emergency Information

6. Additional Facilities

If you have more than one facility, after you finish updating one, you must update any others. Simply click the link at the bottom of the screen.



A dialog will appear on screen instructing you to *Select New Location*.



In the case of our original example, just click on the displayed location and update the details for that location.

Repeat this step for all of your facilities. Please **SAVE** your changes each time.



Note: You must go in and manually update your details as slots fill or become available for all of your locations.

COVID-19 Emergency Information

7. If Due to COVID-19 You Have to Close

If you do close your facility due to exposure to COVID-19, make sure you update your settings to match the screen below.

You still need to update your location(s) even if you are closing, and report any closures to your licenser or certifier.

Remember to **SAVE**.

COVID-19 Emergency Information

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Green Bay, WI 54311

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Are you able to provide care for more children with special needs? Yes No

Describe the openings at this location. How many open slots are available...

For children under 2 years?

For 2 and 3 year-olds?

For 4 and 5 year-olds?

For 6 year-olds and older?

Save

Home

Financial Facility Details Communications Manage Facility Individuals