The Wisconsin Department of Children and Families

COVID-19 EMERGENCY CHILD CARE NEED REQUEST PROVIDER PORTAL

UPDATED: 04/13/2020

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

1. Login Screen

Go to https://mywichildcareproviders.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 ▶

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

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

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 ▶

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

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

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   2414 E Cakery Dr
Dane, WI 53214-4144

(3)

Is this location currently open?   ○ Yes   ● No

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

Enter the number of open slots you have available at this location below.

For children under 2 years?	0
For 2 and 3 year-olds?	2,939
For 4 and 5 year-olds?	3
For 6 year-olds and older?	3

Enter the total number of open slots (i.e., available slots) you have available at this location below.

Total available slots

List here all essential emergency supplies you need   ⓘ

Save

Home

Financial	Facility Details	Communications	Manage Facility	Individuals

Emergency Subsidy

▲   Other Facilities

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 button.

COVID-19 Emergency Information

Enter the number of open slots you have available at this location below.

④ For children under 2 years?   5

For 2 and 3 year-olds?   4

For 4 and 5 year-olds?   6

For 6 year-olds and older?   1|

Not the total number of slots you have. Just the open ones at this time.

Enter the total number of open slots (i.e., available slots) you have available at this location below.

Total available slots   17

4. Ages and availability

Enter the number of openings you have for the indicated age groups.

Example:

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

For children under 2 years?   5

For 2 and 3 year-olds?   4

For 4 and 5 year-olds?   6

For 6 year-olds and older?   1|

Update total slot availability

In this section you should enter the number of **available slots** you have. So if you have 300 slots, but only 17 available because the other 283 are filled, enter 17.

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	2414 E Cakery Dr Dane, WI 53214-4144
Is this location currently open?	○ Yes ⦿ No
Are you able to provide care for more children with special needs?	⦿ Yes ○ No

Enter the number of open slots you have available at this location below.

For children under 2 years?	5
For 2 and 3 year-olds?	4
For 4 and 5 year-olds?	6
For 6 year-olds and older?	1

Enter the total number of open slots (i.e., available slots) you have available at this location below.

Total available slots	17
List here all essential emergency supplies you need	**5**

Save

5. List your Essential Emergency Supply needs

Let DCF know what shortages you have for essential supplies, such as cleaning supplies, gloves, masks, formula, diapers, wet wipes, or toilet paper. We are requesting support, **but we cannot guarantee supplies**. Click the *Info* icon for more details.
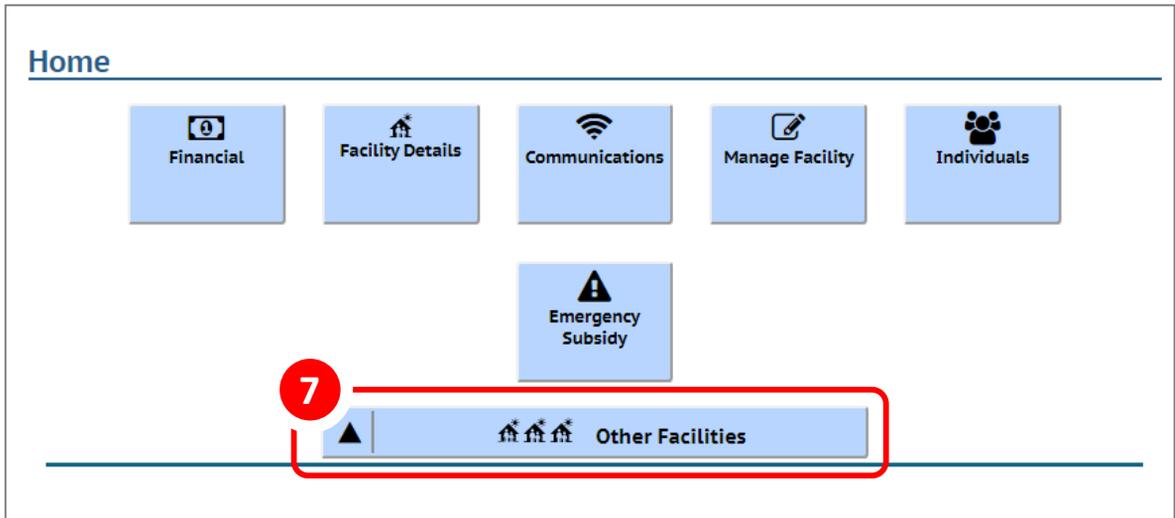
6. Saving Your Update

When you have finished updating your center's information, click *Save*.

Save **6**

That is the end of the update for a single facility. If anything changes, you must manually go in and update the location details.
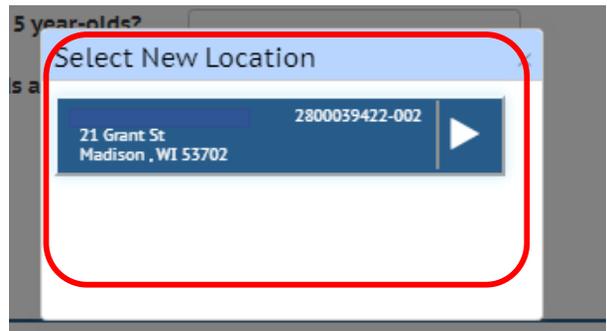
COVID-19 Emergency Information

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 licensor or certifier.

Don't forget to **SAVE.**

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.

8

Address	2414 E Cakery Dr Dane, WI 53214-4144
Is this location currently open?	○ Yes ◉ No
Are you able to provide care for more children with special needs?	○ Yes ◉ No

Enter the number of open slots you have available at this location below.

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

Enter the total number of open slots (i.e., available slots) you have available at this location below.

Total available slots	300
List here all essential emergency supplies you need	

Save

Home

Financial	Facility Details	Communications	Manage Facility	Individuals