



Get Kids Ready

Application Requirements

Definition of Terms

Count Period

The point in time for which child enrollment information is collected for payment calculations. The dates for count periods can be found on the [Get Kids Ready webpage for child care providers](#).

Enrollment

A child is considered enrolled in Get Kids Ready if they have a completed, provider-accepted [Child Application](#) on file with the provider, they are enrolled with the intent to attend all Get Kids Ready instruction offered by the provider, and they attend Get Kids Ready at that provider at least one day during the count period.

Good Standing

The term *good standing* means a provider is in compliance with all legal, financial, and regulatory requirements imposed by law or department rule, including the following:

In compliance with child care background check requirements.

Regulated and in compliance with administrative rules for child care providers as outlined by the DCF Bureau of Early Care Regulation (BECR) and are not currently subject to a revocation, suspension, or denial of a license or certification.

Currently repaying any overpayment or in compliance with any Repayment Agreement, if any Wisconsin Shares, Partner Up!, Child Care Counts, or Child Care Bridge Payments overpayments are owed.

Intent to Participate

The form a child care provider submits by February 1, in the Provider Portal, to signal their intent to participate in Get Kids Ready for the upcoming school year. The Intent to Participate collects the child care program's contact information and the maximum number of slots a child care provider intends to make available for Get Kids Ready. Information collected from the Intent to Participate will be posted publicly on DCF's website. Providers must also acknowledge that they understand the requirements of the program.

Payment Application

The application a child care provider submits to request payment during each service period. This application verifies that the provider has met all program participation requirements for the service period, including child enrollment information.

Payment Days

The days when DCF issues payment for each service period. Providers will receive a payment letter that indicates amount paid on the payment date.

Program

For purposes of Get Kids Ready, a child care program is defined as an individual child care program location.

Program Eligibility Verification Application

The application a child care provider completes to confirm their program location meets all eligibility requirements to participate in the Get Kids Ready program. The application collects information about the program schedule, curriculum, staff qualifications, and compliance with program standards. This is completed annually after the provider submits their Intent to Participate, but before the start of the school year.

School Year

The school year for Get Kids Ready runs yearly from July 1 - June 30.

Service Period

There are four service periods throughout the school year which payments will be distributed for. Service periods are:

1. July-September
2. October-November
3. December- February
4. March-June

Program Eligibility and Standing

In order to be eligible and participate in Get Kids Ready, I understand and agree to the following conditions:

- My program must be licensed under Wis. Stat. § 48.65 or certified under Wis. Stat. § 48.651 and must maintain good standing throughout participation in the program.
- My program must implement a curriculum that meets the Wisconsin Model Early Learning Standards (WMELS) for children participating in Get Kids Ready.
- My program must serve participating children in an elementary school readiness program intended to successfully transition to 5-year-old kindergarten in an elementary school setting.
- Children being served in Get Kids Ready must be 4-years-old on or before September 1st in the school year that the child participates in Get Kids Ready.
 - Children who are five years old, but are not enrolled in 5-year-old kindergarten, can participate in Get Kids Ready.
- Lead teachers providing instruction for Get Kids Ready must have an associate or bachelor's degree.

- Get Kids Ready follows the school year defined under Wis. Stat § 115.001, which is July 1 - June 30.
- My program must provide at least 437 hours of child instruction in elementary school readiness to children participating in Get Kids Ready over the course of the school year.
- My program does not have a contract with a school district to provide a 4-year-old kindergarten for the school year in which the program will participate in Get Kids Ready.
- I understand I must provide updates on the children enrolled in Get Kids Ready during each count period.
- I understand that I cannot charge tuition for Get Kids Ready instruction or fees for Get Kids Ready programming.
- I understand my program must be open and offering Get Kids Ready instruction during the count period in order to receive payment for that service period .
- I understand payments will be based on child enrollment in each of the 4 count periods throughout the year.
- I agree to implement policies in compliance with applicable health and safety administrative rules for child care providers as outlined in [DCF Child Care Regulation](#) and meet the requirements of any applicable local orders.
- I understand if my program has an outstanding Wisconsin Shares, Partner Up!, Child Care Counts, or Child Care Bridge Payments overpayment, I must be in compliance with any DCF Finance Repayment Agreement.
- I understand it is my responsibility to enroll children in the program.
- I understand it is my responsibility to review and abide by program guidance, instructions, and other materials communicated to me or posted on the DCF webpage.
- I understand DCF will calculate my payment amount. The amount may fluctuate based on availability of funding, changes in my enrollment, or changes to statewide Get Kids Ready enrollment.

Denial of Program Eligibility

I understand that if my Program Eligibility Verification Application is denied, I may request a review of the decision. The review process is as follows:

- File a written request for review with the Division of Early Care and Education. You must state clearly and specifically what you believe was incorrect in this decision. Please attach any relevant documentation to support your claim. A [Request for Review form](#) is available to assist with requesting a review.
- The review will be limited to the statement and supporting documentation you submit, unless the reviewing authority has questions or seeks clarification from you.
- We strongly encourage you to submit your request for review via email to dcfgetkidsready@wisconsin.gov to avoid any delays in reviewing your request. The subject line of your email should say Get Kids Ready Review Request.
- If you are unable to submit your request via email, you may submit it, along with any supporting documentation, by fax to (608) 266-5473 or via U.S. Mail to:

Wisconsin Department of Children and Families
BOY/OPA
PO Box 8916
Madison, WI 53708-8916

- Requests for review must be emailed, faxed, or postmarked no later than 10 calendar days after the date of the denial letter.

Payment and Reporting

- Failure to provide required updates and accurate information may result in an overpayment, and I agree to return any funds not properly awarded based on actual enrollment in Get Kids Ready.
- Failure to update child enrollment information may result in denial of payment.
- Payments are intended to cover the costs of providing the Get Kids Ready program.
- Payments may be adjusted based on actual enrollment and available funding.
- Payments may be denied if a child care provider location is temporally closed for the duration of a count period.
- If a child care provider location is found to hold a contract with a school district to provide four-year-old kindergarten at that location, the program is no longer eligible to receive Get Kids Ready funding, and may be issued an overpayment.
- The maximum number of slots providers plan to make available for Get Kids Ready as identified in the Intent to Participate shall serve as the maximum number of slots the provider can receive payment for that school year.

Recordkeeping

- I agree to retain all original documentation supporting my application for at least five (5) years from the date of my last payment under the Get Kids Ready program.
- Supporting documentation includes verification of the following:
 - All children enrolled in Get Kids Ready meet the age-based eligibility for participation, and the provider retains the [Child Application](#) form for each child.
 - Evidence, such as a schedule, that my program provided at least 437 hours of instruction in elementary school readiness per school year.
 - Evidence, such as child attendance records, that participating children were enrolled with the intent to attend all Get Kids Ready instruction offered by the provider and that they attended Get Kids Ready at the provider at least one day during the count period.
 - Evidence, such as financial records, that the provider did not charge tuition for Get Kids Ready instructional hours or fees for Get Kids Ready programming.
 - Evidence, such as a Wisconsin Registry certificate, transcript, or diploma, that Get Kids Ready Lead Teachers hold an associate or bachelor's degree.
 - Evidence, such as documentation of meeting the Developmentally Appropriate Environments indicator from YoungStar, accreditation, being a Head Start program, or answers to the "Other" WMELS demonstration questions in the Program Eligibility Verification Application, that my program implemented a curriculum that meets the Wisconsin Model Early Learning Standards (WMELS).

Compliance and Repayment

- If at any time I am found ineligible as outlined by [DCF Child Care Regulation](#), or not adhering to program requirements, a payment can be denied.
- I understand that the department may require repayment of any funds disbursed if these application requirements are not met. I agree to repay such funds as required.

Denial of Payments and Appeals

- I understand that Payment Applications may be denied for reasons including:
 - Failure to update child enrollment information.
 - Serving children who do not meet the age-based eligibility criteria for participation.
 - Lead teachers providing Get Kids Ready instruction do not have an associate or bachelor's degree.
 - Having a contract with a school district to provide four-year-old kindergarten during the same school year in which the provider participates in Get Kids Ready.
 - Noncompliance with the requirement to provide at least 437 hours of child instruction in elementary school readiness per school year.
 - Noncompliance with the requirement to implement a curriculum that meets the Wisconsin Model Early Learning Standards (WMELS) for children participating in Get Kids Ready.
 - Charging tuition for Get Kids Ready instruction or fees for Get Kids Ready programming.
 - Program is not regulated or not in good standing (e.g., not in compliance with all legal, financial, and regulatory requirements imposed by law or by department rule).
 - Outstanding repayment obligations for prior programs or debts to the department.
- I understand that if my Payment Application is denied, I may request a review of the decision. The review process is as follows:
 - File a written request for review with the Division of Early Care and Education. You must state clearly and specifically what you believe was incorrect in this decision. Please attach any relevant documentation to support your claim. A [Request for Review](#) form is available to assist with requesting a review.
 - The review will be limited to the statement and supporting documentation you submit, unless the reviewing authority has questions or seeks clarification from you.
 - We strongly encourage you to submit your request for review via email to dcfgetkidsready@wisconsin.gov to avoid any delays in reviewing your request. The subject line of your email should say Get Kids Ready Review Request.
 - If you are unable to submit your request via email, you may submit it, along with any supporting documentation, by fax to (608) 266-5473 or via U.S. Mail to:

Wisconsin Department of Children and Families
BCCSA/OPA
PO Box 8916
Madison, WI 53708-8916
 - Requests for review must be emailed, faxed, or postmarked no later than 10 calendar days after the date of the denial letter.

Certification

- By submitting this application, I certify that all information provided is true and correct to the best of my knowledge.
- I understand that the department may monitor and review the application at any time and may request documentation for review or audit purposes for up to five (5) years after funds are received.