

# Get Kids Ready



## Program Eligibility Verification Application Guide

April 2026

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Wisconsin Department of  
Children and Families

# Get Kids Ready

**Get Kids Ready is a free program for 4-year-olds in child care to get school readiness instruction at their child care provider.**

The program will enhance school readiness instruction in participating child care providers, while state funding makes this program free for families.

The **Program Eligibility Verification Application** is required by child care providers to participate in the Get Kids Ready program. The application collects information about the program schedule, curriculum, staff qualifications, and compliance with [Get Kids Ready Application Requirements](#). This is **completed annually** after the provider submits their Intent to Participate, but before the start of the school year.

For more information on Get Kids Ready and eligibility requirements, visit the [Get Kids Ready webpage](#) for child care providers.

A graphic banner for the 'Get Kids Ready' program. It features a light gray background with decorative wavy lines in yellow, teal, and red. On the left, there is a logo of a stylized house with a heart inside, surrounded by hands. The main text 'Get Kids Ready' is in large, bold, black font. Below it, the subtitle 'Supporting child care providers serving 4-year-olds' is in a smaller, bold, black font. At the bottom, there is a link for 'Información en español' and a paragraph of text explaining the program's purpose and implementation details.

**Get Kids Ready**

**Supporting child care providers serving 4-year-olds**

[Información en español](#)

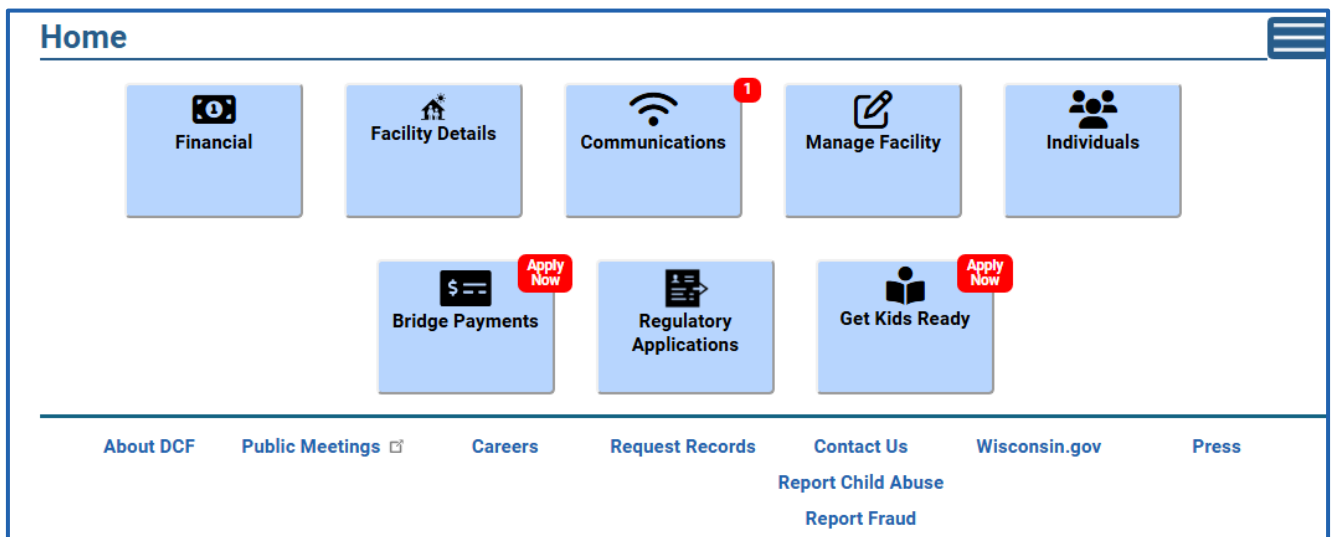
Making sure children have the skills to thrive in school and in life is important. Starting in 2026, Get Kids Ready is a new school readiness initiative to support licensed and certified child care providers serving 4-year-olds. Child care providers who meet the eligibility criteria and decide to participate will receive payments for each eligible child participating in their school readiness program.

DCF will be working in the weeks and months ahead to implement Get Kids Ready as required. Additional information will be shared through the [DCF Child Care Provider Listserv](#), [Tuesday Talks](#), and this webpage.

# Child Care Provider Portal (CCPP)

After the Intent to Participate, the next step is completing the **Program Eligibility Verification Application**. This can only be done within your [Child Care Provider Portal \(CCPP\)](#) account.

The **CCPP** is a secure website, available 24/7, where regulated Wisconsin child care providers can manage their child care business. View the [Child Care Provider Portal User Guides](#) webpage for more information.



**Note:** *The information in the DCF Child Care Provider Portal is confidential, and everyone using this system must follow confidentiality guidelines.*

Here are **confidentiality guidelines** that **all registered users must follow**:

1. Only those with a User ID and security access to CCPP should be viewing information on CCPP. Each person authorized to use CCPP should have their **own User ID**.
2. Registered users should **not share a User ID/Password** with anyone. Remember that you are responsible for keeping your **User ID and Password secure**.



# **Program Eligibility Verification Application Initial Pages**

# Get Kids Ready on CCPP Home Page

When the application opens, an **Apply Now** sticker will appear on the upper right of the **Get Kids Ready** button on your CCPP home page, just as it was during the Intent to Participate.



Select the **Get Kids Ready** button to begin the **Program Eligibility Verification Application**.

A screenshot of the Child Care Provider Portal home page. The header is blue with the text "Child Care Provider Portal" and "Welcome, Jane". On the right, there is a "Logout" link and user information: "2800040992-001", "Facility ID 1124243", and "FIS Provider ID N/A". The main content area is titled "Home" and contains several blue buttons: "Financial", "Facility Details", "Communications" (with a red notification badge), "Manage Facility", "Individuals", "Bridge Payments" (with an "Apply Now" sticker), "Regulatory Applications", and "Get Kids Ready" (with an "Apply Now" sticker and a red box around it). A red arrow points from the text box above to the "Get Kids Ready" button. At the bottom, there is a navigation bar with links: "About DCF", "Public Meetings", "Careers", "Request Records", "Contact Us", "Wisconsin.gov", "Press", "Report Child Abuse", "Report Fraud", "Ver en Español", and "Update SPA CWA Privileges". The footer includes the Wisconsin Department of Children and Families logo and social media icons for Facebook, Twitter, and Email.

# Begin Program Eligibility Verification

After selecting the **Get Kids Ready** button, an initial page will open. This page provides a summary of your Get Kids Ready forms:

- **Submission Period** date for **Program Eligibility Verification**.
- Upcoming **school year** start and end dates.
- Status of relevant forms or applications.

The screenshot shows the 'Child Care Provider Portal' for Olive. The header includes the user's name 'Welcome, Olive' and a 'Logout' link. The main content area is titled 'Get Kids Ready' and contains a message: 'Your Program Eligibility Application will be available beginning April 06, 2026. You will need to submit this application by May 15, 2026.' Below this message is a button labeled 'Begin Program Eligibility Verification', which is highlighted with a red box and a red arrow. Underneath is a 'Program Summary' section with a table of forms. The table has columns for 'Type of Form', 'Submission Period', and 'Status'. One row is visible for 'Intent To Participate' with a submission period of '01/06/26 - 02/01/26' and a status of 'Submitted'. A 'Details' button is next to this row. At the bottom of the page, there are navigation links for 'Home', 'About DCF', 'Public Meetings', 'Careers', 'Request Records', 'Contact Us', 'Wisconsin.gov', 'Press', 'Report Child Abuse', 'Report Fraud', and 'Ver en Español'. The footer includes the Wisconsin Department of Children and Families logo and social media icons.

Select the **Begin Program Eligibility Verification** button.

# Program Eligibility Verification Application General Information

The next page is an overview of what information the Program Eligibility Verification Application requires. Along with some helpful links, this page also provides the application due date, the date you should receive a notification of your eligibility status by, and a brief statement on the Payment Applications that will occur after your eligibility is confirmed for the upcoming Get Kids Ready school year.

Child Care Provider Portal  
Welcome, Olive

Olives New House  
603 Boxcar Aly  
Madison, WI 53704

Logout  
1800040991-001  
Facility ID 1124242  
FIS Provider ID N/A

## Get Kids Ready Program Eligibility Verification Application

### Program Eligibility Verification Application

Thank you for submitting your **Intent to Participate in Get Kids Ready** for the **2026-2027** school year.

Throughout the application, you can select this icon ⓘ for additional information and clarification.

To confirm your child care program's eligibility to participate in Get Kids Ready, please complete the 2026-2027 Program Eligibility Verification Application **by May 15, 2026**. During this step, you need to:

- Verify contact information for your child care program.
- Confirm the maximum number of slots you intend to make available in the Get Kids Ready program for the 2026-2027 school year. This number must be **equal to or less than** the maximum number of slots reported for your child care program in the previously submitted Intent to Participate in Get Kids Ready.
- Agree to Get Kids Ready Application Requirements.
- Verify and/or upload required evidence of meeting eligibility requirements, including:
  - That Get Kids Ready lead teachers have an associate or bachelor's degree, if you already have a lead teacher identified. ⓘ
  - A schedule showing at least 437 hours of Get Kids Ready instruction between July 01, 2026, and June 30, 2027.
  - An indication of how your curriculum meets Wisconsin Model Early Learning Standards (WMELS).

DCF will review all Get Kids Ready Program Eligibility Verification Applications and notify you of your eligibility status on a rolling basis and no later than **June 2, 2026**.

The next step for child care providers, that DCF determines are eligible for Get Kids Ready, will be to submit a Get Kids Ready Payment Application for each of 4 Service Periods for which they want to receive payment. More information about Payment Applications is available on the **Get Kids Ready webpage**.

Click "Continue" to begin your Get Kids Ready Program Eligibility Verification Application.


If you'd like more information before getting started, please visit the **Get Kids Ready Webpage** for child care providers.

If you don't finish your application in one sitting, you can **save your progress** and return later.

**Continue**

◀ **Cancel**

After reading the information provided, select **Continue**.



# Provider Information, Curriculum, and Schedule

# Provider Information for Public Posting

Selecting **Continue** on the general information page will open the **Eligibility Verification** page. On the top of the page, you have the ability to update the contact information for public posting that you provided in your Intent to Participate.

Child Care Provider Portal  
Welcome, Olive

Olives New House  
603 Boxcar Aly  
Madison, WI 53704

Logout  
1800040991-001  
Facility ID 1124242  
FIS Provider ID N/A

## Eligibility Verification

For helpful guidance, reference [Get Kids Ready Resources](#) for providers. For any questions or if you have problems updating your information, please see the [Get Kids Ready](#) page or submit a [Get Kids Ready Inquiry](#) form.

### Provider Information for Public Posting

Below is the child care program contact information you entered during the Intent to Participate for Get Kids Ready. By law, DCF is required to publicly post the following information on the DCF website. You do not have the option of opting out of sharing this information.

Please review and update your contact information, if needed.

Type of Form	Program Eligibility Verification
School Year	07/01/26 - 06/30/27
Submission Period	03/02/26 - 05/15/26
Contact First Name *	<input type="text" value="Olive"/>
Contact Last Name *	<input type="text" value="Newport"/>
Contact Email *	<input type="text" value="olivenew@email.com"/>
Contact Phone *	<input type="text" value="(608) 000-0000"/>

Below is the information you entered in your Intent to Participate form for Get Kids Ready indicating the maximum number of slots you intend to make available to serve children for Get Kids Ready for the 2026-2027 school year.

If the maximum number of slots you intend to make available for Get Kids Ready for the 2026-2027 school year has not changed from what you entered into the Intent to Participate, no action is needed.

You cannot increase the maximum number of slots you intend to make available for Get Kids Ready for the 2026-2027 school year from what you entered into the Intent to Participate.

**IMPORTANT NOTICE:** The number you enter here will be the *maximum* number of slots you can receive payment for during each payment period. This will likely not be the same as your regulated capacity for all ages served.

Remember that by law, **DCF is required to publicly post this contact information on the DCF website.** You do not have the option of opting out of sharing this information and must provide the required information to submit this application.

# Maximum Number of Slots adjustment

Below the provider public posting information section, you have the ability to confirm or lower the **maximum** number of slots you intend to make available in your Get Kids Ready program for the upcoming school year. At this stage, you can **confirm** or **lower** the number you provided when submitting your Intent to Participate but **cannot increase it**.

**Important Notice:** The **number entered** here is the **maximum number of slots you can receive payment for** during each Service Period.

IMPORTANT NOTICE: The number you enter here will be the *maximum* number of slots you can receive payment for during each payment period. This will likely not be the same as your regulated capacity for all ages served.

The slots should represent children participating in the program who will be 4 years old on or before September 1, 2026 and will have an accepted child application on file.

Maximum number of slots my child care program intends to make available in the Get Kids Ready program \*

### Curriculum

Get Kids Ready requires that participating programs implement a curriculum that meets the Wisconsin Model Early Learning Standards (WMELS) for children participating in Get Kids Ready.

You must demonstrate your curriculum meets WMELS by selecting one of the following options:

- YoungStar:** I have earned the Developmentally Appropriate Environments (DAE) indicator in my YoungStar rating to demonstrate that my curriculum meets WMELS. ⓘ
- Accreditation:** I am accredited through one of the accepted entities provided by DCF demonstrating that my curriculum meets WMELS. ⓘ
- Head Start:** I am a Head Start program, and my curriculum meets the Head Start Performance Standards. ⓘ
- Other:** My curriculum meets WMELS as demonstrated in my responses to: ⓘ

### Application Requirements and Schedule

Get Kids Ready requires participating child care programs 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 (July 01, 2026 - June 30, 2027). Child care programs also must not have a contract with a school district to provide 4-year-old kindergarten.

I understand 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 (July 01, 2026 - June 30, 2027). My program schedule reflects how I intend to satisfy this requirement. I understand and meet all **Application Requirements**, including that 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.

Your schedule is required in order to submit this application. You will be able to upload it on the Details page.

**Add**

You can gain additional information throughout the application by selecting an information icon. ⓘ

# Curriculum

Get Kids Ready requires providers implement a curriculum that meets the [Wisconsin Model Early Learning Standards \(WMELS\)](#). In this section, you will demonstrate how your curriculum meets WMELS by selecting one of the following:

- **YoungStar:** I have earned the Developmentally Appropriate Environments (DAE) indicator in my [YoungStar rating](#).
  - *The DAE indicator can be found in your YoungStar Rating Summary within Element B. Learning and Environment Curriculum.*
- **Accreditation:** I am accredited through one of the accepted entities provided in DCF’s [YoungStar accreditation policy](#).
- **Head Start:** I am a Head Start program, and my curriculum meets the [Head Start Performance Standards](#).
- **Other:** My curriculum meets WMELS as demonstrated by my responses. **Note:** You will respond to **additional questions** if choosing **Other** (see next page for more details).

Curriculum				
<p>Get Kids Ready requires that participating programs implement a curriculum that meets the Wisconsin Model Early Learning Standards (WMELS) for children participating in Get Kids Ready.</p> <p>You must demonstrate your curriculum meets WMELS by selecting one of the following options:</p> <table border="1"><tbody><tr><td><input type="radio"/> <b>YoungStar:</b> I have earned the Developmentally Appropriate Environments (DAE) indicator in my YoungStar rating to demonstrate that my curriculum meets WMELS. ⓘ</td></tr><tr><td><input type="radio"/> <b>Accreditation:</b> I am accredited through one of the accepted entities provided by DCF demonstrating that my curriculum meets WMELS. ⓘ</td></tr><tr><td><input type="radio"/> <b>Head Start:</b> I am a Head Start program, and my curriculum meets the Head Start Performance Standards. ⓘ</td></tr><tr><td><input type="radio"/> <b>Other:</b> My curriculum meets WMELS as demonstrated in my responses to: ⓘ</td></tr></tbody></table>	<input type="radio"/> <b>YoungStar:</b> I have earned the Developmentally Appropriate Environments (DAE) indicator in my YoungStar rating to demonstrate that my curriculum meets WMELS. ⓘ	<input type="radio"/> <b>Accreditation:</b> I am accredited through one of the accepted entities provided by DCF demonstrating that my curriculum meets WMELS. ⓘ	<input type="radio"/> <b>Head Start:</b> I am a Head Start program, and my curriculum meets the Head Start Performance Standards. ⓘ	<input type="radio"/> <b>Other:</b> My curriculum meets WMELS as demonstrated in my responses to: ⓘ
<input type="radio"/> <b>YoungStar:</b> I have earned the Developmentally Appropriate Environments (DAE) indicator in my YoungStar rating to demonstrate that my curriculum meets WMELS. ⓘ				
<input type="radio"/> <b>Accreditation:</b> I am accredited through one of the accepted entities provided by DCF demonstrating that my curriculum meets WMELS. ⓘ				
<input type="radio"/> <b>Head Start:</b> I am a Head Start program, and my curriculum meets the Head Start Performance Standards. ⓘ				
<input type="radio"/> <b>Other:</b> My curriculum meets WMELS as demonstrated in my responses to: ⓘ				
Application Requirements and Schedule				
<p>Get Kids Ready requires participating child care programs 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 (July 01, 2026 - June 30, 2027). Child care programs also must not have a contract with a school district to provide 4-year-old kindergarten.</p> <p><input type="checkbox"/> I understand 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 (July 01, 2026 - June 30, 2027). My program schedule reflects how I intend to satisfy this requirement. I understand and meet all <a href="#">Application Requirements</a>, including that 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.</p> <p>Your schedule is required in order to submit this application. You will be able to upload it on the Details page.</p> <p style="text-align: center;"><input type="button" value="Add"/></p>				

# Selecting Other for How Curriculum Meets WMELS

If you select **Other** for how your curriculum meets WMELS, a section of the page will open where you need to answer the following questions:

- *What information do you use to track and set goals for children’s growth and development?*
- *How do you communicate with families about their child’s growth and development?*
- *How does your curriculum meet the five WMELS domains (health and physical development, social and emotional development, language development and communication, approaches to learning, and cognition and general knowledge)?*

Maximum number of slots my child care program intends to make available in the Get Kids Ready program \*

**Curriculum**

Get Kids Ready requires that participating programs implement a curriculum that meets the Wisconsin Model Early Learning Standards (WMELS) for children participating in Get Kids Ready.

You must demonstrate your curriculum meets WMELS by selecting one of the following options:

**YoungStar:** I have earned the Developmentally Appropriate Environments (DAE) indicator in my YoungStar rating to demonstrate that my curriculum meets WMELS. **i**

**Accreditation:** I am accredited through one of the accepted entities provided by DCF demonstrating that my curriculum meets WMELS. **i**

**Head Start:** I am a Head Start program, and my curriculum meets the Head Start Performance Standards. **i**

**Other:** My curriculum meets WMELS as demonstrated in my responses to: **i**

**What information do you use to track and set goals for children’s growth and development?**  
Must enter between 10 and 600 characters

**How do you communicate with families about their child’s growth and development?**  
Must enter between 10 and 600 characters

**How does your learning environment support the five WMELS domains?**  
Must enter between 10 and 600 characters

**Note:** Each answer has a 600-character limit per box.

# Application Requirements and Schedule

After selecting how your curriculum meets WMELS, you must check a box attesting that your program will provide at least **437 hours of child instruction** of elementary school readiness to the children participating in Get Kids Ready, your **schedule** reflects how you intend to meet that requirement, and that your program will meet all applications requirements, including that your program **does not have a contract with a school district to provide 4-year-old kindergarten** during the upcoming school year.

Maximum number of slots my child care program intends to make available in the Get Kids Ready program \*

### Curriculum

Get Kids Ready requires that participating programs implement a curriculum that meets the Wisconsin Model Early Learning Standards (WMELS) for children participating in Get Kids Ready.

You must demonstrate your curriculum meets WMELS by selecting one of the following options:

- YoungStar:** I have earned the Developmentally Appropriate Environments (DAE) indicator in my YoungStar rating to demonstrate that my curriculum meets WMELS.
- Accreditation:** I am accredited through one of the accepted entities provided by DCF demonstrating that my curriculum meets WMELS.
- Head Start:** I am a Head Start program, and my curriculum meets the Head Start Performance Standards.
- Other:** My curriculum meets WMELS as demonstrated in my responses to:

### Application Requirements and Schedule

Get Kids Ready requires participating child care programs 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 (July 01, 2026 - June 30, 2027). Child care programs also must not have a contract with a school district to provide 4-year-old kindergarten.

I understand 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 (July 01, 2026 - June 30, 2027). My program schedule reflects how I intend to satisfy this requirement. I understand and meet all [Application Requirements](#), including that 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.

Your schedule is required in order to submit this application. You will be able to upload it on the Details page.

After you read the statement and check the box, select **Add**.

# Eligibility Verification Details

Selecting **Add** will open the **Eligibility Verification Details** page. This will show all the selections made and information you have entered so far in your Program Eligibility Verification Application.

### Eligibility Verification Details

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#### Provider Information for Public Posting

Type of Form	Program Eligibility Verification
School Year	07/01/26 - 06/30/27
Submission Period	03/02/26 - 05/15/26
Status	In Progress
Contact Name	Olive Newport
Contact Phone	(608)422-0000
Contact Email	olivenew@email.com

Maximum number of slots my child care program intends to make available in the Get Kids Ready program: 11

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#### Curriculum

You must demonstrate your curriculum meets WMELS by selecting one of the following options:

**YoungStar:** I have earned the Developmentally Appropriate Environments (DAE) indicator in my YoungStar rating to demonstrate that my curriculum meets WMELS.

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#### Application Requirements and Schedule

Get Kids Ready requires participating child care programs 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 (July 01, 2026 - June 30, 2027). Child care programs also must not have a contract with a school district to provide 4-year-old kindergarten.

I understand 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 (July 01, 2026 - June 30, 2027). My program schedule reflects how I intend to satisfy this requirement. I understand and meet all Application Requirements, including that 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.

Your schedule is required in order to submit this application. You will be able to upload it on the Details page.

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#### Document Uploads

##### Document Upload Information:

Upload your schedule(s) demonstrating how your program will provide at least 437 hours of child instruction. Upload as many schedules as needed. For examples of schedules, please visit the [Get Kids Ready webpage for child care providers](#).

Select the **Upload** button below to upload your Get Kids Ready program schedule.

---

##### Documents Already Uploaded

Uploaded Date	Document Type	Comments
No results found		

---

##### Upload New Documents

For helpful tips on uploading documents review [Preparing Documents for Uploading](#). If you have uploaded the wrong document or selected the wrong document type, you will need to contact your local [Regional Office](#) for assistance.

Document Type	
Program Schedule	<b>Upload</b> ▶

**Add Lead Teacher** ▶

At the bottom of this page is the Upload New Documents section. You will provide your Get Kids Ready schedule by selecting the **Upload button**.

# Uploaded Schedule Document

Selecting **Upload** will open a page where you upload your schedule.

To do so, select **Upload New document**. After you have added your schedule document select **Submit**.

Child Care Provider Portal  
Welcome, Peter

September Care  
603 Boxcar Alley  
Madison, WI 53704

Logout  
2800040992-001  
Facility ID 1124243  
FIS Provider ID N/A

## Upload New Document

Please use the comments box to identify which schedule or teacher the document is for. This will be helpful when there is more than one document uploaded.

Document Type: Program Schedule

Upload File:

Comments:

Eligibility Verification Details

About DCF | Public Meetings | Careers | Request Records | Contact Us | Wisconsin.gov | Press  
Report Child Abuse  
Report Fraud

[Preparing Documents for Uploading](#) offers helpful information with steps for uploading a document.

# Schedule Eligibility Verification Details

After uploading your schedule, it will appear in the **Documents Already Uploaded** section on the Eligibility Verification Details page.

### Document Uploads

**Document Upload Information:**

Upload your schedule(s) demonstrating how your program will provide at least 437 hours of child instruction. Upload as many schedules as needed. For examples of schedules, please visit the [Get Kids Ready webpage](#) for child care providers.

Select the **Upload** button below to upload your Get Kids Ready program schedule.

Documents Already Uploaded			
Uploaded Date	Document Type	Comments	
03/26/26	Program Schedule		<a href="#">View</a>

**Upload New Documents**

For helpful tips on uploading documents review [Preparing Documents for Uploading](#). If you have uploaded the wrong document or selected the wrong document type, you will need to contact your local [Regional Office](#) for assistance.

Document Type	
Program Schedule	<a href="#">Upload</a>

[Add Lead Teacher](#)

If your program will have **more than one Get Kids Ready schedule**, you should upload all schedules at this time by **repeating the upload steps**.

**Note:** Throughout the application an error message will appear if any required information is missing or there is a mistake. The message will provide the needed steps to correct the issue.

### Provider Information for Public Posting

I understand 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: This field is required.

Below is the child care program contact information you entered during the Intent to Participate for Get Kids Ready. By law, DCF is required to publicly post the following information on the DCF website. You do not have the option of opting out of sharing this information.



# Adding Lead Teachers

# Begin Adding a Lead Teacher

When finished uploading your schedule document(s), you have the ability to verify your Get Kids Ready **lead teachers**. Verifying your Get Kids Ready lead teacher is not required until the Payment Application. However, if you have identified your Get Kids Ready lead teacher, it is recommended to add them at this time.

The screenshot shows a web interface with two main sections: 'Documents Already Uploaded' and 'Upload New Documents'. The 'Documents Already Uploaded' section contains a table with columns for 'Uploaded Date', 'Document Type', and 'Comments'. A row shows a document uploaded on 03/26/26, with the type 'Program Schedule' and a 'View' button. The 'Upload New Documents' section has a text input field for 'Document Type' containing 'Program Schedule' and an 'Upload' button. Below these sections are three buttons: 'Add Lead Teacher', 'General Information', and 'Modify'. The 'Add Lead Teacher' button is highlighted with a red box, and a red arrow points from it to a text box below. At the bottom, there is a 'Proceed to Submit' button and a 'Get Kids Ready' button.

To begin, select **Add Lead Teacher**

**Remember:** A Get Kids Ready lead teacher must have an associates or bachelor's degree prior to providing Get Kids Ready instruction.

# Lead Teachers

After selecting Add Lead Teacher on the Eligibility Verification Details page, the **Lead Teachers** page will open. This page offers information on the requirements for Get Kids Ready lead teachers, selected lead teachers for your program, and information for uploading verification documentation, if needed.

Here you will again select **Add Lead Teacher**

Cindy C Care  
1902 Basket Ln  
Madison, WI 53705

Logout  
5800041015-001  
Facility ID 1124263  
FIS Provider ID N/A

## Lead Teachers

For helpful guidance, reference Get Kids Ready Resources for providers. For any questions or if you have problems updating your information, please see the [Get Kids Ready page](#) or submit a [Get Kids Ready Inquiry form](#).

### Lead Teacher Qualifications

Please add the lead teacher(s) that will be providing Get Kids Ready instruction. In the event that a Get Kids Ready lead teacher does not currently have a verified Wisconsin Registry account documenting they have an associate degree or bachelor's degree, please upload documentation of their degree below.

**If you do not currently have a lead teacher with an associate degree or bachelor's degree identified, or if that lead teacher is in process of obtaining their degree, please leave blank.** You will be asked to provide this information at the time of the Payment Application. The first payment Count Period is from 08/17/2026 - 09/11/2026 and the first Payment Application will be open from 09/01/2026 - 09/20/2026.

Lead teachers must have their associate degree or bachelor's degree prior to providing Get Kids Ready instruction. Programs will not receive payment if their lead teachers do not have an associate degree or bachelor's degree.

Name	Registry ID	Qualified
No results found		

« ‹ ▾ ▶ »

**Add Lead Teacher** ▶

### Document Uploads

#### Document Upload Information:

For any lead teacher providing Get Kids Ready instruction that does not have an associate or bachelor's degree documented in the Wisconsin Registry (and verified above), please upload the documents providing evidence that they have an associate or bachelor's degree. Examples of this evidence include: Diplomas and Transcripts.

Note: DCF is only able to review degrees that are earned in the United States and are recognized by the U.S. Department of Education. If the degree does not meet these requirements, you must verify your degree with the Wisconsin Registry and not through this application.

Select the **Upload** button below to upload documentation for lead teachers.

Documents Already Uploaded		
Uploaded Date	Document Type	Comments

# Choose a Lead Teacher

A list of all individuals associated with your child care program Location ID will appear.

Find the individual you wish to add as your Get Kids Ready lead teacher and press **Select**.

Child Care Provider Portal  
Welcome, Olive


Olives New House  
603 Boxcar Aly  
Madison, WI 53704

Logout  
1800040991-001  
Facility ID 1124242  
FIS Provider ID N/A


## Add Lead Teacher

Select a Get Kids Ready lead teacher below

For helpful guidance, reference [Get Kids Ready Resources](#) for providers. For any questions or if you have problems updating your information, please see the [Get Kids Ready page](#) or submit a [Get Kids Ready Inquiry form](#).

Individual			
Name	Role	Employment Period	
Bert Doe	Teacher - Lead	12/01/25	Select ▶
 Tracy Doe	Trainer	03/02/26	Select ▶
Olive Newport	Applicant/Licensee	01/29/25	Select ▶

⏪ ◀ 1 ▶ ⏩

 Indicates an individual who needs a fingerprint-based background check. Only individuals in compliance with background check laws are eligible for adding.

◀ Lead Teachers

[About DCF](#) [Public Meetings](#) [Careers](#) [Request Records](#) [Contact Us](#) [Wisconsin.gov](#) [Press](#)  
[Report Child Abuse](#)  
[Report Fraud](#)

# Lead Teacher Information

Information on the teacher you have selected will appear on a new page. You will see their **name**, **role**, and **Registry ID**. You will also see if they are qualified **based on their Wisconsin Registry Personal Profile** showing an associate or bachelor's degree.

After reviewing the teacher's information, select **Add Lead Teacher**.

Child Care Provider Portal  
Welcome, Olive

Olives New House  
603 Boxcar Aly  
Madison, WI 53704

Logout  
1800040991-001  
Facility ID 1124242  
FIS Provider ID N/A

## Add Lead Teacher

Lead Teacher Details	
Name	Bert Doe
Role	Teacher - Lead
Employment Period	12/01/25
Registry ID	#111222
Qualified	Yes

**Add Lead Teacher**

Lead Teachers

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

Report Child Abuse  
Report Fraud

Ver en Español   Update SPA CWA Privileges

Wisconsin Department of Children and Families

**Note:** If your selected Get Kids Ready lead teacher is not showing as qualified, we recommend that you still add them. You will not be deemed ineligible to participate based on not meeting the lead teacher requirement at this time.

# Selected Lead Teacher now in Application

The selected Get Kids Ready lead teacher will now appear in your Program Eligibility Verification Application. You can continue to add additional lead teachers if needed by repeating the same steps.

Name	Registry ID	Qualified	
Bert Doe	#111222	Yes	<a href="#">Details</a> ▶

◀ ◁ 1 ▷ ▶

[Add Lead Teacher](#) ▶

### Document Uploads

#### Document Upload Information:

For any lead teacher providing Get Kids Ready instruction that does not have an associate or bachelor's degree documented in the Wisconsin Registry (and verified above), please upload the documents providing evidence that they have an associate or bachelor's degree. Examples of this evidence include: Diplomas and Transcripts.

Note: DCF is only able to review degrees that are earned in the United States and are recognized by the U.S. Department of Education. If the degree does not meet these requirements, you must verify your degree with the Wisconsin Registry and not through this application.

Select the **Upload** button below to upload documentation for lead teachers.

#### Documents Already Uploaded

Uploaded Date	Document Type	Comments	
No results found			

#### Upload New Documents

For helpful tips on uploading documents review [Preparing Documents for Uploading](#). If you have uploaded the wrong document or selected the wrong document type, you will need to contact your local [Regional Office](#) for assistance.

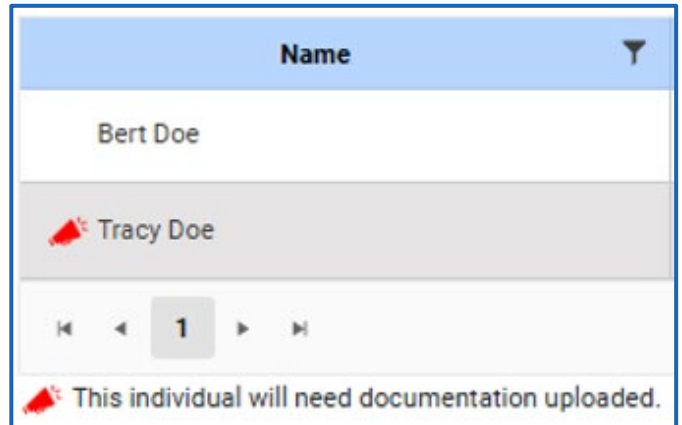
Document Type	
Teacher Qualification	<a href="#">Upload</a> ▶

[Proceed to Submit](#) ▶

◀ [Eligibility Verification Details](#)

# Lead Teacher not in Wisconsin Registry

If the Get Kids Ready lead teacher does not have an associate or bachelor's degree verified in their Wisconsin Registry Personal Profile, a megaphone icon will appear before their name. In this case, you will need to get their degree verified before the first Payment Application you submit.



To get started press the **Upload** button towards the bottom of the page.

Name	Registry ID	Qualified	
Bert Doe	N/A	No	<a href="#">Details</a>
Tracy Doe	N/A	No	<a href="#">Details</a>

This individual will need documentation uploaded.

[Add Lead Teacher](#)

### Document Uploads

#### Document Upload Information:

For any lead teacher providing Get Kids Ready instruction that does not have an associate or bachelor's degree documented in the Wisconsin Registry (and verified above), please upload the documents providing evidence that they have an associate or bachelor's degree. Examples of this evidence include: Diplomas and Transcripts.

Note: DCF is only able to review degrees that are earned in the United States and are recognized by the U.S. Department of Education. If the degree does not meet these requirements, you must verify your degree with the Wisconsin Registry and not through this application.

Select the **Upload** button below to upload documentation for lead teachers.

#### Documents Already Uploaded

Uploaded Date	Document Type	Comments
No results found		

#### Upload New Documents

For helpful tips on uploading documents review [Preparing Documents for Uploading](#). If you have uploaded the wrong document or selected the wrong document type, you will need to contact your local [Regional Office](#) for assistance.

Document Type	
Teacher Qualification	<a href="#">Upload</a>

# Uploading Education Documents

Selecting **Upload** will open the page where you upload a verification document. Examples of what educational documents can be used include a Diploma or Transcripts.

**Note:** DCF is only able to review degrees that are earned in the United States and are recognized by the U.S. Department of Education. If the degree does not meet these requirements, you must verify your degree with the Wisconsin Registry and not through this application.

The screenshot shows the 'Child Care Provider Portal' interface. At the top, it says 'Welcome, Peter' and includes a 'Logout' link with user ID '2800040992-001', Facility ID '1124243', and FIS Provider ID 'N/A'. The main heading is 'Upload New Document'. Below this, there is a text prompt: 'Please use the comments box to identify which schedule or teacher the document is for. This will be helpful when there is more than one document uploaded.' The form includes a 'Document Type' dropdown menu currently set to 'Teacher Qualification', an 'Upload File' section with an 'Upload New Document' button, and a 'Comments' text area. A 'Submit' button is located below the form. At the bottom of the page, there is a navigation bar with links for 'About DCF', 'Public Meetings', 'Careers', 'Request Records', 'Contact Us', 'Wisconsin.gov', and 'Press'. There are also links for 'Report Child Abuse' and 'Report Fraud'. A footer contains the text 'Ver en Español', 'Update SPA CWA Privileges', and the 'Wisconsin Department of Children and Families' logo and social media icons.

**[Preparing Documents for Uploading](#) offers helpful information with steps for uploading a document.**

# Teacher Qualification Document Submitted

The uploaded degree verification documentation will now appear in your application.

Documents Already Uploaded			
Uploaded Date	Document Type	Comments	
03/26/26	Teacher Qualification		<a href="#">View</a> ▶

**Upload New Documents**

For helpful tips on uploading documents review [Preparing Documents for Uploading](#). If you have uploaded the wrong document or selected the wrong document type, you will need to contact your local [Regional Office](#) for assistance.

Document Type	
Teacher Qualification	<a href="#">Upload</a> ▶

[Proceed to Submit](#) ▶

◀ [Eligibility Verification Details](#)

Once you've completed all the requirements on the Eligibility Verification Details page and added Get Kids Ready lead teachers, if you choose to do so at this point, you're now ready to **submit** your **Program Eligibility Verification Application**. To get started select **Proceed to Submit**.



# Submitting Your Program Eligibility Verification Application

# Submitting Your Program Eligibility Verification Application

After selecting **Proceed to Submit**, the **Submit Program Eligibility Verification Application** page will open. Read over information on the page. It provides a link for the Get Kids Ready section of the DCF website and a link to an inquiry form for questions about Get Kids Ready. **It also has a statement that by submitting this application, you have read and agree to the program Application Requirements.**

When ready, select **Submit**. Your **Program Eligibility Verification Application** is then complete.

The screenshot shows the 'Child Care Provider Portal' with a blue header. The main content area is titled 'Submit Program Eligibility Verification Application'. Below the title is a table with the following information:

Application Submission	
Type of Form	Program Eligibility Verification
School Year	07/01/26 - 06/30/27
Submission Period	03/02/26 - 05/15/26
Status	In Progress

Below the table, there is a link to the DCF webpage for more details about Get Kids Ready, and a statement of agreement: 'By submitting this application, I have read and agree to the program Application Requirements. This includes that 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.'

A red box highlights the 'Submit' button, with an arrow pointing to it from the text above. Below the button is a navigation bar with 'Eligibility Verification Details' and a back arrow. At the bottom, there is a footer with links for 'About DCF', 'Public Meetings', 'Careers', 'Request Records', 'Contact Us', 'Wisconsin.gov', 'Press', 'Report Child Abuse', 'Report Fraud', 'Ver en Español', and 'Update SPA CWA Privileges'. The Wisconsin Department of Children and Families logo and social media icons are also present.

# Eligibility Verification Details when Submitted

When your application is submitted the Eligibility Verification Details page will open. This page gives you a summary of the information you have provided and documents you have uploaded. **You do not need to do anything further at this time.** However, if you need to make changes to your Provider Information for Public Posting, you can use the **Modify** button to navigate to that part of the application.

Child Care Provider Portal  
Welcome, Olive

Olives New House  
603 Boxcar Aly  
Madison, WI 53704

Logout  
1800040991-001  
Facility ID 1124242  
FIS Provider ID N/A

## Eligibility Verification Details

### Provider Information for Public Posting

Type of Form	Program Eligibility Verification
School Year	07/01/26 - 06/30/27
Submission Period	03/02/26 - 05/15/26
Status	Submitted
Contact Name	Olive Newport
Contact Phone	(608)422-0000
Contact Email	olivenew@email.com

Maximum number of slots my child care program intends to make available in the Get Kids Ready program: 11

### Curriculum

You must demonstrate your curriculum meets WMELS by selecting one of the following options:

**YoungStar:** I have earned the Developmentally Appropriate Environments (DAE) indicator in my YoungStar rating to demonstrate that my curriculum meets WMELS.

### Application Requirements and Schedule

Get Kids Ready requires participating child care programs 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 (July 01, 2026 - June 30, 2027). Child care programs also must not have a contract with a school district to provide 4-year-old kindergarten.

I understand 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 (July 01, 2026 - June 30, 2027). My program schedule reflects how I intend to satisfy this requirement. I understand and meet all [Application Requirements](#), including that 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.

Your schedule is required in order to submit this application. You will be able to upload it on the Details page.

### Documents Already Uploaded

Uploaded Date	Document Type	Comments	
03/26/26	Program Schedule		<a href="#">View</a>

General Information

Modify

Lead Teachers

Get Kids Ready



# After Submitting a Program Eligibility Verification Application

# CCPP After Submitting your Program Eligibility Verification Application

After submitting your Program Eligibility Verification Application, the **Apply Now** sticker will **remain** on the **Get Kids Ready** button in your CCPP account until the end of the application period. This **does not** mean your application is incomplete or not submitted. Its **status** is now **Submitted**.



Child Care Provider Portal  
Welcome, Olive

Olives Near House  
603 Beacon Aly  
Madison, WI 53704

Logout  
1800040991-001  
Facility ID 1124242  
FIS Provider ID N/A

## Get Kids Ready

Your Program Eligibility Application will be available beginning **March 02, 2026**. You will need to submit this application by **May 15, 2026**.

**Program Eligibility Verification Details**

### Program Summary

Type of Form	Submission Period	Status	
▼ School Year: 07/01/2026 - 06/30/2027			
Program Eligibility Verification	03/02/2026 - 05/15/2026	Submitted	Details
Intent To Participate	12/16/2025 - 01/13/2026	Submitted	Details

Home

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

Report Child Abuse Report Fraud

Ver en Español Update SPA CWA Privileges

Wisconsin Department of Children and Families

# Modify Application

After you have submitted your application, the only information you can modify is the **Provider Information for Public Posting**. To do so, return to your CCPP home page and select the **Get Kids Ready** button, then the **Program Eligibility Verification Details** button. This will open the Eligibility Verification Details page. On the bottom of the page is the **Modify** button. This will take you to the **Modify Eligibility Verification** page where you can adjust your contact information in your submitted application.



## Modify Eligibility Verification

For helpful guidance, reference [Get Kids Ready Resources](#) for providers. For any questions or if you have problems updating your information, please see the [Get Kids Ready page](#) or submit a [Get Kids Ready Inquiry form](#).

### Provider Information for Public Posting

Below is the child care program contact information you entered during the Intent to Participate for Get Kids Ready. By law, DCF is required to publicly post the following information on the DCF website. You do not have the option of opting out of sharing this information.

Please review and update your contact information, if needed.

<b>Type of Form</b>	Program Eligibility Verification
<b>School Year</b>	07/01/26 - 06/30/27
<b>Submission Period</b>	03/02/26 - 05/15/26
<b>Status</b>	Submitted
<b>Contact First Name *</b>	<input type="text" value="olive"/>
<b>Contact Last Name *</b>	<input type="text" value="Newport"/>
<b>Contact Email *</b>	<input type="text" value="oliveneu@email.com"/>
<b>Contact Phone *</b>	<input type="text" value="(608) 422-0000"/>

Below is the information you entered in your Intent to Participate form for Get Kids Ready indicating the maximum number of slots you intend to make available to serve children for Get Kids Ready for the 2026-2027 school year.

If the maximum number of slots you intend to make available for Get Kids Ready for the 2026-2027 school year has not changed from what you entered into the Intent to Participate, no action is needed.

You cannot increase the maximum number of slots you intend to make available for Get Kids Ready for the 2026-2027 school year from what you entered into the Intent to Participate.

**IMPORTANT NOTICE:** The number you enter here will be the *maximum* number of slots you can receive payment for during each payment period. This will likely not be the same as your regulated capacity for all ages served.

# Next Steps After Submitting Your Program Eligibility Verification Application

DCF will **notify providers** when their eligibility is verified on a rolling basis, but **no later than June 2**. You can begin enrolling children for Get Kids Ready at any time if you feel confident that you meet all eligibility requirements, but services cannot begin until July 1.

After being deemed eligible to participate in Get Kids Ready by DCF, child care providers will be required to submit a Payment Application for each of four (4) service periods for which they want to receive payment. For more information on these and other dates select [Important Dates](#) on the Get Kids Ready provider portion of the DCF website.



The screenshot shows the 'Get Kids Ready' webpage. At the top, there is a logo with a house and a child, and the text 'Get Kids Ready'. Below this, it says 'Supporting child care providers serving 4-year-olds' and 'Información en español'. The main text explains that starting in 2026, Get Kids Ready is a new school readiness initiative to support licensed and certified child care providers serving 4-year-olds. It states that providers who meet the eligibility criteria and decide to participate will receive payments for each eligible child participating in their school readiness program. Below this, it mentions that DCF will be working in the weeks and months ahead to implement Get Kids Ready as required, and that additional information will be shared through the DCF Child Care Provider Listserv, Tuesday Talks, and this webpage. At the bottom, there is a list of links: 'Important Dates', 'Definition of Terms', 'Estimated Per-Child Payment Range', and 'Application Requirements'.

For **additional information** on Get Kids Ready and the next steps, visit the [Get Kids Ready webpage for child care providers](#).

# Contact Information and Helpful Links for Providers with Questions



If you have trouble signing in or accessing the Child Care Provider Portal, reference the CCPP User Guide (page 6): [Child Care Provider Portal \(CCPP\) User Guide](#).



If you still have questions after following the CCPP User Guide steps, contact the DCF Service Desk by emailing [dcfservicedesk@wisconsin.gov](mailto:dcfservicedesk@wisconsin.gov) or calling 608-264-6323.



Visit the [Child Care Provider Portal Information webpage](#) for additional CCPP information.



Visit the [Get Kids Ready for child care providers webpage](#) for program information.



Visit the [Get Kids Ready child care providers frequently asked question webpage](#) for additional information.



For assistance with developing your schedule Submit a [WEESSN Advice on the Go form](#). Additional supports may be available through WEESSN and can be found on the [WEESSN website](#).



For questions about WMELS, contact your [local Child Care Resource & Referral Agency](#). Or child care providers participating in YoungStar can view resources on the [YoungStar Connect webpage](#) and contact their YoungStar coach.



If you have additional questions about Get Kids Ready, submit an inquiry at [Get Kids Ready Inquiry](#).