



Wisconsin Department of
Children and Families

Bureau of Child Care Subsidy Administration

Child Care Bridge Payments Audit Process

Additional details about this process can be found on the
DCF YouTube Channel: [Child Care Audits: Overview](#)



Random Selection

Providers who received funds during
Child Care Bridge Payments
may be randomly selected
for audit.

*Providers may be selected
more than once.*



Notice of Audit Selection

Selected providers will receive
a letter via USPS notifying
them of the upcoming audit.
This notice is also uploaded to
the Child Care Provider Portal
and an email alert is sent to
the provider.

*Providers will be given 2 weeks to
upload required documents. Contact
Senior Auditor on letter for assistance.*



Audit Assignment

A program integrity Senior
Auditor will be assigned to
further review the documents
that have been uploaded.



Audit Process

Assigned auditor will review
application details,
attendance records, staff
payroll, wage information, and
additional expense records.
Any missing or incomplete
information will be discussed
with the provider.



Completion

Providers will receive a letter
informing them of completion
of the audit process.
It will be titled as
No Overpayment Letter or
Overpayment Letter.



Overpayment Notice

An overpayment confirms that
payment received cannot be
verified. Provider must pay the
amount in full or enter into a
repayment plan to ensure future
Child Care Bridge Payments
are not impacted.