

## Follow the Rules to Stay Cool This Summer!



Summer fun and sun are here! Check out our favorite summertime program integrity tips.

- 1) If, for any reason, your child has not attended your authorized child care program in 20 days, you must report this change within 10 days. For example: If your child stopped attending child care on June 2, it must be reported to the local agency by July 2.
- 2) If you have a change in how much care your child will need, you are required to report this change to the local agency.
- 3) If your child attends a center with multiple locations, watch out for location changes. Check your authorization notice or the [Child Care Parent Portal](#) to make sure your child is being cared for at the location listed on the notice. Families can only use their Wisconsin Shares child care subsidy at the location listed.
- 4) If you need to adjust your child care needs for your school-age child this summer, it is also a good time to review your written payment agreement with your provider.
- 5) Keep your MyWICChildCare card and PIN safe and secure. Don't give it to anyone!
- 6) If you'd like to switch to a different provider, reach out to your local agency **Before the end of the month**. Wisconsin Shares child care subsidy funds are for a specific location. Check the [Parent Portal](#) to make sure you are making payments to the provider's correct location. Not sure if you have the correct location? Check the three numbers after the provider number.
- 7) It is important that you communicate openly with your child care providers about your child's attendance. Ask your provider for information about their vacation/absence policies.

## Keep Your MyWICChildCare EBT Card Safe



**Never give your MyWICChildCare EBT card to your child care provider to make the payment for you.** It is a violation to share your account number and PIN. Reach out to your local agency if you have problems understanding how to make payments.

**If your child care provider takes your card, and keeps it, please contact:** [DCFMBCHILDCAREFRAUD@wisconsin.gov](mailto:DCFMBCHILDCAREFRAUD@wisconsin.gov) or click the **"Report Fraud"** button on the [DCF Website](#), right away! Don't forget, you cannot voluntarily give your card to your child care provider.

## Will Your Child Attend a Different Child Care Location This Summer?



Be sure to check you authorization notice or the [Parent Portal](#), and double check the address of your provider. Families can only use their Wisconsin Shares child care subsidy at the location listed. If the location listed is not the place your child will be attending, **contact your local agency immediately.**

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