Child Care Counts: COVID-19 Emergency Payment Program

05/07/2020





About this guide

This guide to contains information to help you get access to the **Child Care Provider Portal** (CCPP), and setting up your Fidelity National Information Services (FIS) Provider Registration.

These instructions are intended for people who have not previously used these systems.

The guide also contains a section to help you update your center and staff records in the Child Care Provider Portal.

These instructions are useful for first-time users, as well as a nice refresher for current users of the systems.

We are also providing some worksheets to help you with updating records for your center. Please print as many of these as you need.

If you need any assistance, please send an email to: <u>DCFDECECOVID19CCPayments@wisconsin.gov</u> Or call and leave your details on: 608-535-3650



DWD/WISCONSIN LOGIN

To get started, you must have a DWD/Wisconsin Login and password. If you have not yet created a DWD/Wisconsin Login, you will need to do so now. Log onto the <u>DWD Management</u> page to obtain a DWD/Wisconsin Login.

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I Accept the Terms and Conditions required to use this site.		
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Fill in all fields on the login creation page. Follow the on-screen instructions. Create a username and password you will remember.

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Enter a security question you will remember. This allows you to recover your account if you lose or forget your password.

Be sure to make note of your username and password and store them somewhere safe.

If you need help with Provider Portal access, please contact <u>DCFPlicBECRCBU@wisconsin.gov</u>

Filling out Form DCF-F-5305

After you have successfully created the DWD/WISCONSIN Login ID, click on <u>DCF-F-5305</u> to access the <u>DCF Child</u> <u>Care Provider Portal Access Request Form</u>.

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Once you have downloaded the document to your computer, go to where you saved it, and open it. **Note:** The default location is your Downloads folder.

To avoid any frustration, you should save as you go.

DCF-F-5305 : Field Explanations

- Effective Date Enter the effective date the user's ID is to be added, modified, or ended.
- User ID (DWD / Wisconsin Account Creation Screen) Enter the same User ID created on the DWD / Wisconsin Account Creation Screen.
- Name Enter the User's Last Name, First Name, and Middle Initial.
- Mother's Maiden Name Enter mother's maiden name. The user needs to provide the maiden name as verification of their identity in order to receive support from the DCF Security Desk.
- Organization / Child Care Center Name Enter the organization or child care center name.
- Telephone Number Enter the user's work/daytime telephone number.
- Email Enter the user's work email address.
- Licensee / Supervisor / Operator Name Enter the full name of the licensee, supervisor, or operator.
- Licensee / Supervisor / Operator Telephone Number Enter the telephone number of the licensee, supervisor, or operator.
- Provider Number and Location Information Enter provider number and location information for each child care center for which you will need CCPP access, up to 10 locations. If you need access for more than 10 locations, use a second access request form.
- User's Signature and Date The user must electronically sign and date the form by typing the information into the signature boxes. The user then emails, or sends via mail, the completed form.

Statutes §49.32(10), §49.81, §943.70(2), and with DWD policy (attached to new login approvals).						
	-C. Approval I certify that I have read the above information a	nd understand my responsibilities.				
	SIGNATURE – User	Date Signed				
	Licensee/Operator/Supervisor Signature	Date Signed				
	DCF CBU Approval	Date Signed				

Temporary Digital Signing – Under normal circumstances, we do not allow digital signatures. However, due to COVID-19, we are allowing digital signatures. To digitally sign this form, simply TYPE your name and date into the grey boxes in the fields indicated above.

Statutes \$49.32(10), \$49.81, \$943.70(2), and with DWD policy (attached to new login approvals).					
C. Approval – I certify that I have read the above information and understand my responsibilities.					
SIGNATURE – User	Date Signed				
Timothy Goodie	04/29/2020				

Once you have digitally signed the signed form, see the above example for what that looks like, save the document one final time with your name as the document name.



Click the link above to start a new email. It will have the subject: **COVID-19: Child Care Provider Portal Access Request** pre-populated for you.



Drag the completed document to the new email window to automatically attach the document, or look for the Add



On a Windows PC, navigate to the folder where the file is located. In the example, the file is in the Downloads folder. Click Open to attach.



COVID-19: Childcare Provider Portal Access Request		
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In our example, you will see an icon for the attachment, as well as a sample accompanying email.

You are now ready to submit your digitally signed document.

Click the send button when you are ready.





FIS PROVIDER REGISTRATION

FIS PROVIDER REGISTRATION

Fidelity National Information Services (FIS), is Wisconsin's Electronic Benefit Transfer (EBT) card vendor. In order to receive funds from DCF as Electronic Funds Transfer, you must do the following as part of your FIS Provider Registration:

- If you are not currently set up with FIS you will receive a Provider Welcome Letter from DCF, and you are encouraged to begin your registration process right away.
- You will need your FIS Provider ID. This is found in the Provider Portal header and in the **Provider Welcome Letter**.
- Include your Tax Identification Number (TIN). Future annual 1099K documents will be sent to you from FIS.
- Submit your checking account number. Payments from Electronic Funds Transfer go directly into your checking account.

Child Care Provider Portal Welcome, Chocolate	
Chocolate Cakes Daycare 2414 E Cakery Dr Dane , WI 53214-4144	L000Ut 1800039971-001 Facility D1123204 FIS Provider ID D217957
COVID-19 Emergency Information Due to the COVID-19 pandemic, please complete the follow workers and others performing critical functions fill urge updating the information.	owing and keep it up-to-date so that DCF and its partners can help Healthcare nt child care needs. Press "Save" once you have completed filling out or
Address	2414 E Cakery Dr Dane, WI 53214-4144
Is this location currently open?	Ves No
Are you able to provide care for more children with special needs?	Yes No
Enter the number of oper	n slots you have available at this location below.
For children under 2 years?	2
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.

FIS PROVIDER REGISTRATION

You can also find your FIS Provider ID at the top of your **New Provider Welcome letter**, and in the body of the letter.

Division of Early Care and Education			_
201 East Washington Avenue, Room E200	a side a	Provider	r#
Madison WI 53708-8016	BICTON St	ate of 2800040092	2/001
Madison, W1 55706-6916	Wis	consin EIS Brould	
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Date: 07/20/2018			
LAKELAND GROUP CENTRE			
123 MAIN ST			
ANYTOWN WI 45454			
The State of Wisconsin is an equal opportunity service provi	der. This letter contains info	rmation about the	
Wisconsin Shares Child Care Subsidy Program. If you need	d this material in a different fo	ormat because of a	
and press 4. State your language when the call is answered	your own language, please o 1. These services are free	all the number below	
Child Care: 1-888-947-6583	TTY: 71	1	1
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FIS PROVIDER REGISTRATION

Start by copying and pasting the link below into your web browser.

https://www.ebtedge.com/gov/portal/provider-public/ProviderRegistration.do

FIS	ebt <u>ED</u>	<u>IGE</u> ™
625		Tuesday, April 28, 2020
	Provider Registration Enter your Provider Identification, User Access in regulation proces. Provider Informatication "FIS Provider ID" "Provider Phone # : [] "State of Program: []	romation and click Continue to begin the online
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		Online Privacy Nolice FIS Privacy Policy Terms and Conditions © 2020 Fidelity National Information Services, Inc. and its subsidiaries. All rights reserved.

If you have difficulties or questions, you can contact FIS Merchant Services at **800-894-0050** for specific assistance with the FIS Provider Registration process.

This assistance is available from 8 a.m. to 5 p.m. Monday through Friday.

Please Note: FIS may take up to a week to review and approve the FIS Provider contract. You are encouraged to begin this process immediately if you are not already set up with FIS.



UPDATE YOUR CENTER RECORDS

Updating Your Center's Records

Once you have access to the Child Care Provider Portal, we strongly encourage you to take the time to gather all your records together regarding staff and family information.

Please refer to the **<u>Child Care Provider Portal (CCPP) User Guide</u>** for instructions on entering your information.

A **training video** is also available explaining the Child Care Provider Portal under the **<u>CCPP Training and Resources section</u>**.

Printable information sheets are available in the **Appendices** section of this guide, which you may find helpful.

Please note that if you are awarded Child Care Counts: COVID-19 Emergency Payment Program emergency payment funds, the monetary payment is **subject to audit review** to ensure the funds are spent according to the terms and conditions. We strongly recommend filing all related expenditure documents in a safe place.

Appropriate Expenditure: Premises mortgage or rent, staff wages, hazard pay, cleaning supplies or services, utilities, and facilities reopening efforts.

If you need any assistance, please send an email to: <u>DCFDECECOVID19CCPayments@wisconsin.gov</u> Or call and leave your details on: 608-535-3650

Essential Worker Classifications

Essential workers are defined as employees, contractors, and other staff in jobs that keep our communities healthy and functional.

As <u>outlined in Governor Ever's Safer at Home Order</u>, essential workers are grouped into two tiers, with tier one taking priority over tier two.

Tier One: employees, contractors, and other support staff working in health care.

Tier Two: employees, contractors, and other staff in vital areas including, but not limited to military; long term care; residential care; pharmacies; child care; child welfare; government operations; public safety and critical infrastructure such as sanitation, transportation, utilities, telecommunications; grocery and food services; supply chain operations; and other sectors as determined by the department.

Practically, this means when filling availability, providers should prioritize slots for families who fall under the essential worker definitions - **specifically Tier One.** If providers receive additional inquiries on availability from essential worker families, and the department cannot find a different placement for that family, providers will be asked to accommodate essential worker families, which may mean displacing existing families.

More information on the process can be found in the <u>COVID-19</u> <u>Emergency Child Care Authorization Manuals on the Agency Worker</u> <u>website</u>.

If you need any assistance, please send an email to: <u>DCFDECECOVID19CCPayments@wisconsin.gov</u> Or call and leave your details on: 608-535-3650

Child Care Counts: COVID-19 Emergency Payment Program Checklist

□ Provider Portal Login Username and Password

Make sure you have these credentials and keep them in a safe and secure place. Having them on hand makes accessing and updating of your center's details easier in the Child Care Provider Portal.

□ FIS Account Details

Once you have your FIS account set up, you can receive your funds electronically.

□ The dates your program opened or closed due to COVID-19

Be sure of the payment period start and end dates that you will be applying for. Was your facility open on the start dates and end dates of this period?

□ Staff Details

Staff Names. Part- or Full time? On Payroll? Weekly Hours? Listed in the Provider Portal? Will they be staying with you after the pandemic?

□ Parents Details

Are they a front-line worker or other. Are they Tier 1 or Tier 2 front-line workers? Be sure to read the section of this guide that explains the tiers.

□ Information about the children at your facility

Did your facility serve any children with disabilities?

- Did your facility serve any children who speak languages other than English?
- Did your facility serve any children who are experiencing homelessness?
- Did your facility serve any children from tribal communities?
- Did your facility serve any children living in rural areas?

□ Other COVID-19 Funding from Sources Other than DCF or Wisconsin Shares

Did you receive any funds for COVID-19 other than from DCF or Wisconsin Shares (e.g., Small Business Administration grant)? If you did, be sure to have the amount of the funds you received and the name and details of the funding source.

Payment Details for Support for Closed Child Care Programs

Expected number of children enrolled when reopened.

Any additional information in support of your specific grant application.

If you need any assistance, please send an email to: <u>DCFDECECOVID19CCPayments@wisconsin.gov</u> Or call and leave your details on: 608-535-3650



			Child Names Child DOB Essential If Yes, Essential or more Workforce? Workforce Tier 1 time (20 Yes/No or Tier 2 less pe	Appendix A. Updating Family Information
			Full time (21 hours or more) or Part- time (20 hours or less per week)	'n
			Receives Wisconsin Shares?	

Print out and use to help organize your information. You may need several copies.

Appendix B. Staff Information Staff Name Part-time or Full time On Payroll Y/N program after COVID-19 pandemic Will remain with Average Hours Per Week Added to Provider Portal Y/N

If you need any assistance, please send an email to: <u>DCFDECECOVID19CCPayments@wisconsin.gov</u> Or call and leave your details on: 608-535-3650