



1220 West Vliet Street, 2nd Floor
Milwaukee, WI 53205
Telephone: 414-289-6973

Governor Scott Walker
Secretary Eloise Anderson

Division of Early Care and Education
Milwaukee Early Care Administration

Dear Child Care Provider:

Thank you for your interest in providing quality child care on behalf of Milwaukee County's children. This packet contains the forms necessary to receive child care subsidy payments from Milwaukee Early Care Administration.

Please read the following instructions carefully and completely.

If you wish to participate in the Wisconsin Shares program, please complete and return ALL of the following forms, including any other requested copies:

- Milwaukee Early Care Administration Provider Enrollment form for this site.
- Your child care license for this site.
- Attach a voided check or a letter from your bank or credit union to the Electronic Funds Transfer form (only if requesting EFT).
- A typed copy of your Fee Schedule (must list weekly full time and part time rates for all age groups).
- The white copy of the Statement of Understanding – DCF 201 signed and dated.

Submit ALL signed and completed forms listed above, in person, to:

Milwaukee Early Care Administration
1220 W. Vliet St. – 2nd Floor, East reception window
Milwaukee, WI 53205

Mail signed and dated Youngstar application to:

Wisconsin Early Childhood Association (WECA)
316 N. Milwaukee St.
Milwaukee, WI 53202

**** Be sure to bring your picture identification when submitting this packet.**

Keep the following printed material for your records:

- Chapter DCF 201 – Administration of Child Care Funds
- Child Care Co-Payment Schedule for Licensed and Certified Care (co-payments are required)
- Child Care Provider Web Site Information
- On Line Resource Information List
- YoungStar Brochure and FAQ's

Failure to fill out and sign any one (1) or more of the above forms and/or include the required copies will result in a delay of inputting your information into the computer system, which will impact your ability to obtain child care authorizations for Wisconsin Shares. MECA will request photo identification when forms are submitted.

DCF is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please call (414) 289-6973 or (888) 692-1382 TTY (Toll Free). For civil rights questions call (608) 422-6889 or (866) 864-4585 TTY (Toll Free).