Wisconsin Shares

CSAW User Guide
Provider Management

February 2016

Division of Early Care and Education

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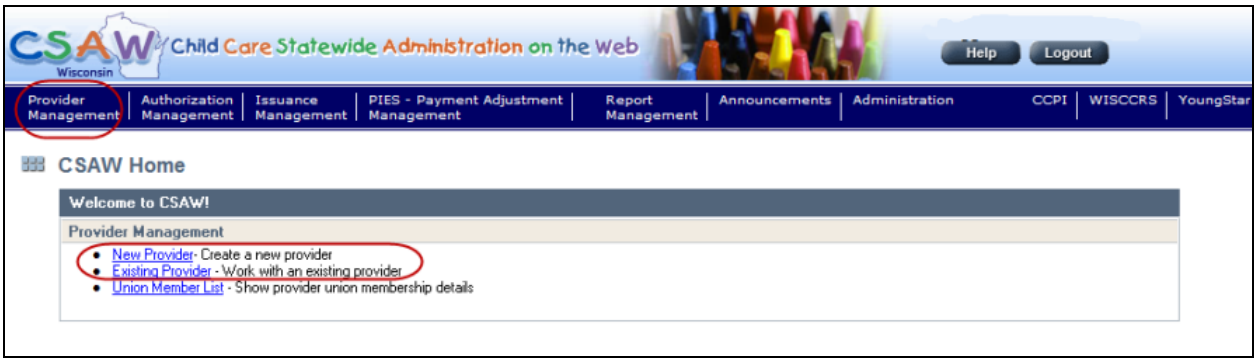
Accessing Provider Management

On the CSAW home page, click on the Provider Management link located on the far left of the blue menu bar, or click on either the New Provider or Existing Provider link below the Provider Management heading.



CSAW Navigation

After you have searched for and selected a Provider, you will have access to the Provider Menu. It is located on the left side of the screen, this menu lists links to all Provider Management pages.

The navigation menu gives easy access to the various provider screens.

The links on the menu will be activated for the selected provider or provider location until either the Search or Create Provider link is selected.

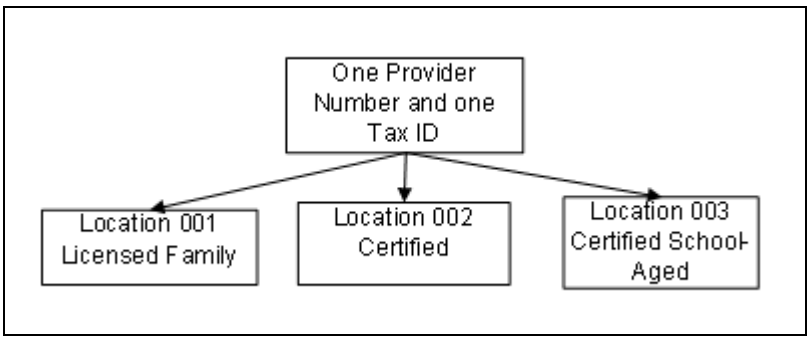
CSAW security is based on worker location; this means that a worker with update access to county A, can update certain subsidy related information for providers/centers located in county A, but only view information on providers located in other counties.

Provider Records

Provider Record Structure

Below is a diagram of provider record structure in CSAW:

- Each Provider Number may have only one Tax ID,
- Each Provider Number may have multiple location numbers,
- Each location may have a different regulatory type/or category (certified, in-home certified, licensed family, licensed group),
- Each licensed provider must have rates entered into CSAW.



Every provider in CSAW has a Tax ID number; it may be a Social Security Number (SSN), or a Federal Employer Identification Number (FEIN).

Provider Number

When child care programs are entered into CSAW or WISCCRS, the system automatically assigns a 10-digit provider number. Each provider number will have only one Tax ID; CSAW will not allow the creation of a new provider if the Tax ID is already known to the system for another provider number.

WISCCRS

Wisconsin Child Care Regulatory System (WISCCRS) is a web-based system in which licensing and certification staff record child care provider information. State Child Care Licensing staff and local certification staff use WISCCRS to manage regulatory information regarding child care providers. When a license or certification application is approved in WISCCRS, the system will grant the applicant a provider number. The provider is available in CSAW immediately and the county/tribal child care subsidy worker is able to write child care authorizations.

Information for instate certified and all licensed programs is entered into the system by certification and licensing staff. For example, if an instate licensed or certified provider wants to change his/her Tax ID, Tax ID type or name, the change must be done in WISCCRS by the regulatory agency.

Licensed and Certified Providers

CSAW has records for all regulated child care providers in the State of Wisconsin:

- Licensed group centers,
- Licensed family child care providers,
- Regularly and provisionally certified providers,
- In-home providers, and
- Certified School-age child care providers.

Out-of-State Providers

County or tribal child care eligibility and/or authorization staff enters out-of-state Child Care providers into CSAW (instructions later in this user guide). Child care providers that are located outside of Wisconsin are not entered into WISCCRS. These providers are recorded in CSAW by county or tribal child care eligibility and/or authorization workers.

Out-of-state child care providers must be regulated in his/her own state and must submit documentation of the regulatory approval. There are great differences between child care regulations from state to state; choose the regulatory type that most closely matches Wisconsin regulations. If the program is licensed, the provider must submit written rate information. Out-of-state providers must also submit a W-9 form located at:
http://dcf.wisconsin.gov/forms/doc/dcf_f_149_e.doc
This information must be recorded in CSAW on the Details/W-9 page.

Public School Programs

County or tribal child care eligibility and/or authorization staff enters Public School Child Care providers into CSAW (instructions later in this user guide). County or tribal agencies may authorize child care to child care providers that are operated or contracted by a public school board. Public school programs are paid at the licensed group level and must also submit rates to be entered into CSAW.

Before entering a new public school program into CSAW:

- Collect W-9 form http://dcf.wisconsin.gov/forms/doc/dcf_f_149_e.doc,
- Verify that the W-9 form lists the school district as the business name and enter the W-9 information into CSAW,
- If the employer of the staff is not the school district – this is not an eligible child care provider under the Public School Program category,
- If the school district is not responsible for the operation of the child care program – this is not an eligible child care provider under the Public School Program category,
- Collect private pay prices and enter those rates into CSAW.

There are some child care programs that are located on public school grounds, but are operated by a non-profit or another organization, not the school board. These programs do not qualify as child care providers under the public school program category. If the program is a licensed child care center, they are eligible under the licensed category instead of the public school category.

If the child care program has a contract with a public school board to provide child care, please refer these programs to:

Coral Manning, DCF, BQI
Phone: 608-266-8963
Email: coral.manning@wisconsin.gov

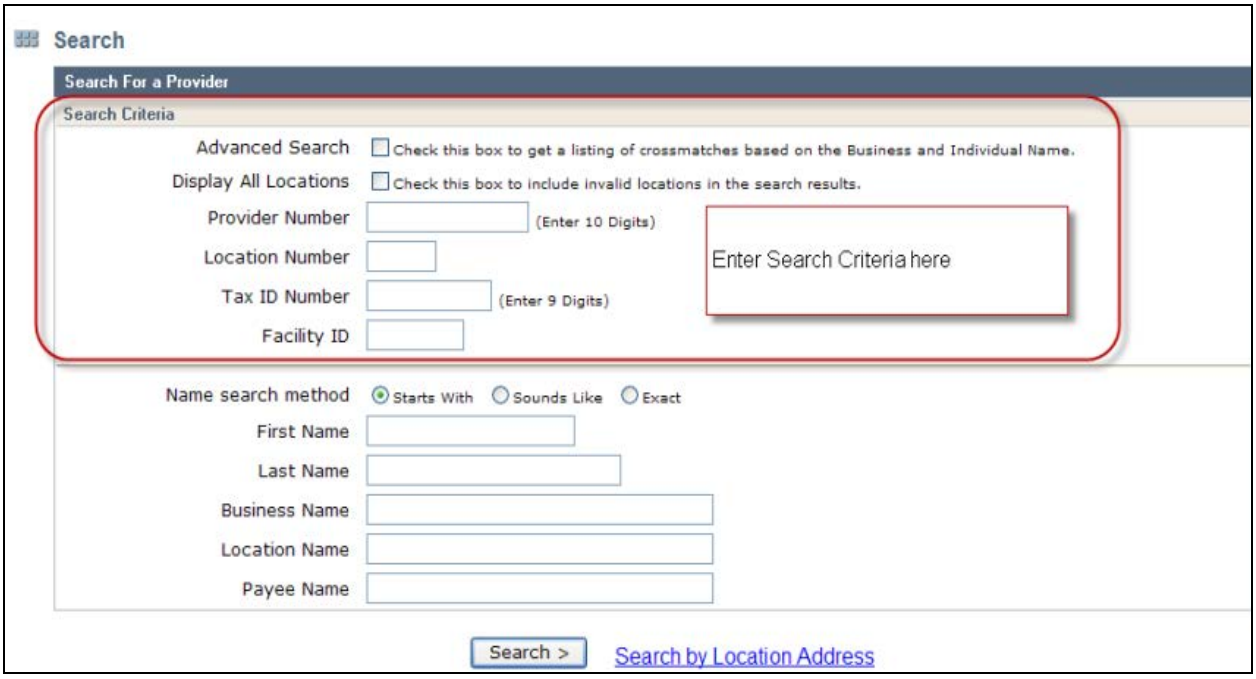
Unregulated Child Care Providers

County or tribal child care eligibility and/or authorization staff enters Unregulated Child Care providers into CSAW (instructions later in this user guide). Unregulated child care providers are only eligible to receive payment from Wisconsin Shares for two weeks and only when a child's regular provider is ill or temporarily cannot care for the child. CSAW automatically limits the unregulated category to two weeks.

Searching For an Existing Provider

Basic Search

Child care providers can be searched for by the Provider Number, the Tax ID, or the Facility Number.



If none of the above numbers are known, conduct a search using the provider's First and Last Names, Business Name, or Location Name, or Payee Name.

You may also search using "Starts With," "Sounds Like," or "Exact."

Using "Starts With," CSAW will return all providers that have your search criteria in their name.

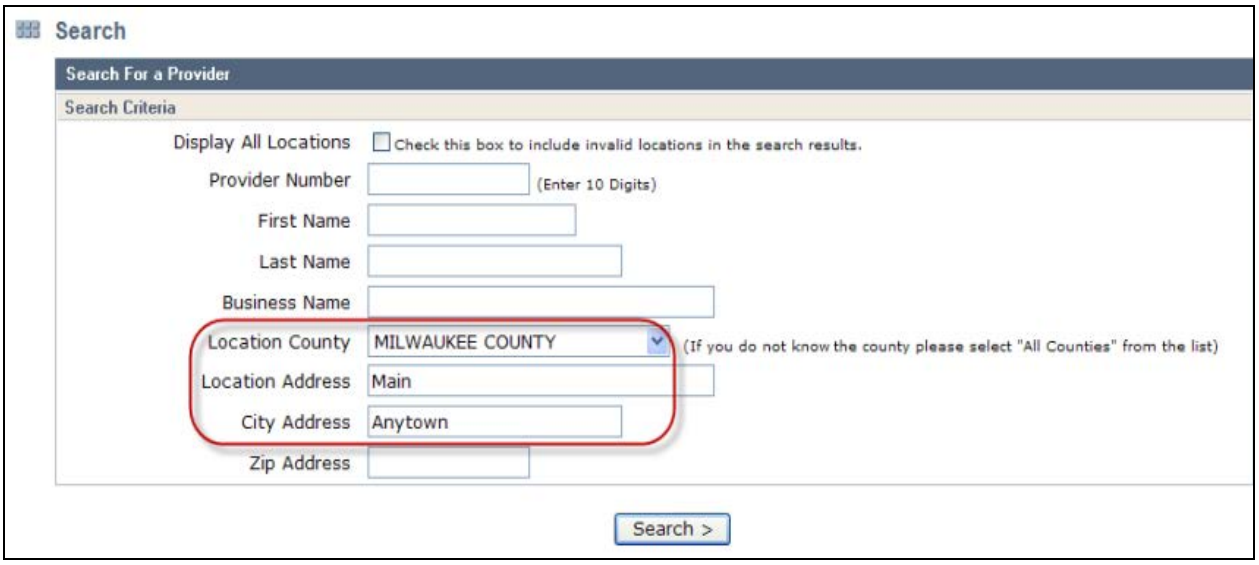
Using "Sounds Like," CSAW will return all providers whose names sound like your search criteria.

Using "Exact" CSAW will return only those providers with the exact same name.

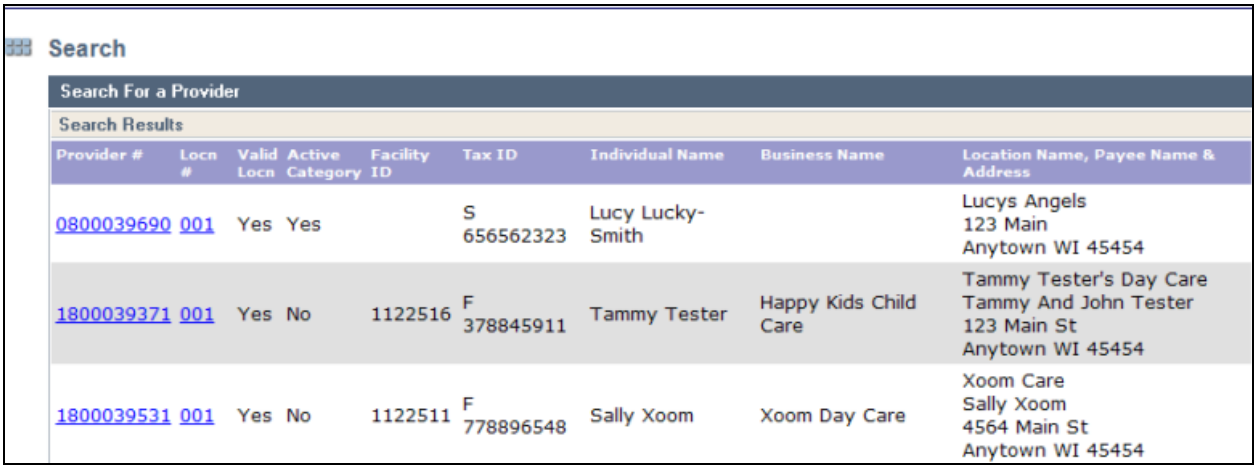
Search by Location Address

Another search option is to search by Location County, Address, City, and/or Zip. Use this option to find all providers with "Main" in their street name, or all providers in a certain city or zip code.

NOTE: When searching by address, it is best to enter the county if known. Please only use 'All counties' if you are unsure which county the center is located. Using the 'all counties' will return many providers and will result in a slower search time.



Search Results



Provider #	Locn #	Valid Locn	Active Category	Facility ID	Tax ID	Individual Name	Business Name	Location Name, Payee Name & Address
0800039690	001	Yes	Yes		S 656562323	Lucy Lucky-Smith		Lucys Angels 123 Main Anytown WI 45454
1800039371	001	Yes	No	1122516	F 378845911	Tammy Tester	Happy Kids Child Care	Tammy Tester's Day Care Tammy And John Tester 123 Main St Anytown WI 45454
1800039531	001	Yes	No	1122511	F 778896548	Sally Xoom	Xoom Day Care	Xoom Care Sally Xoom 4564 Main St Anytown WI 45454

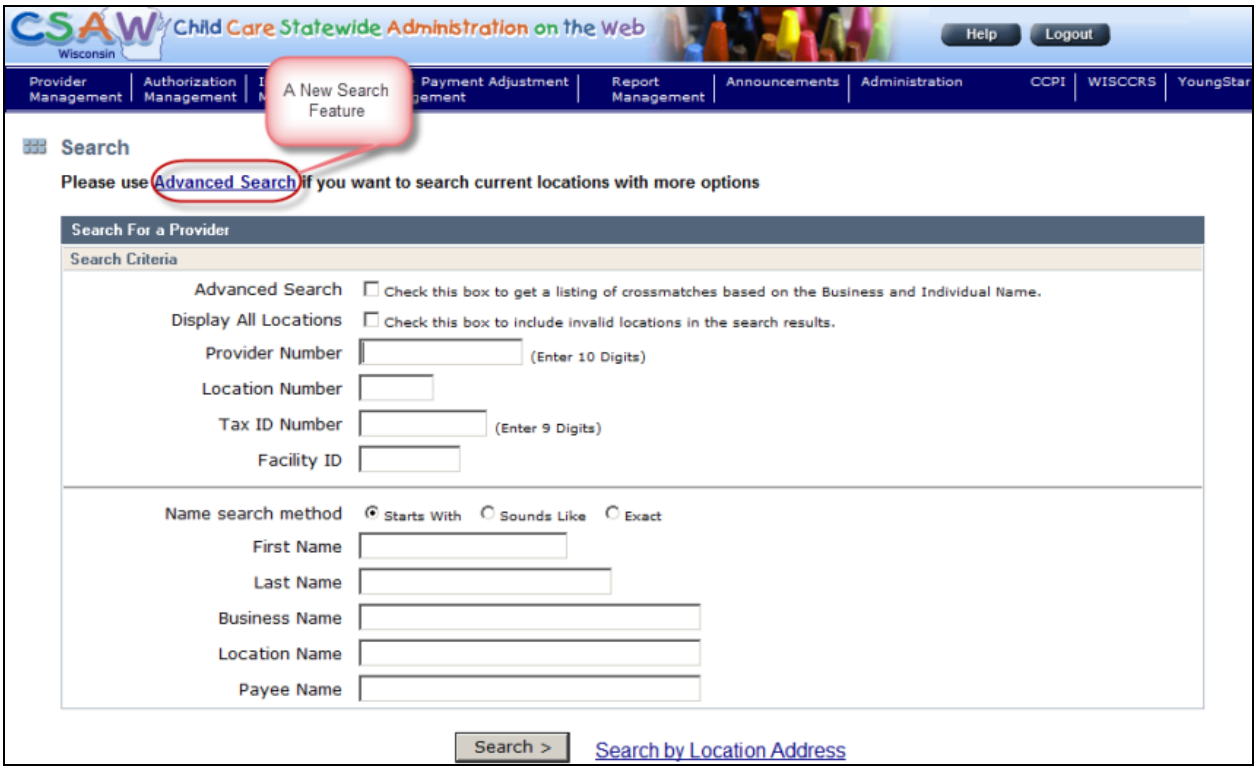
Fields on this page:

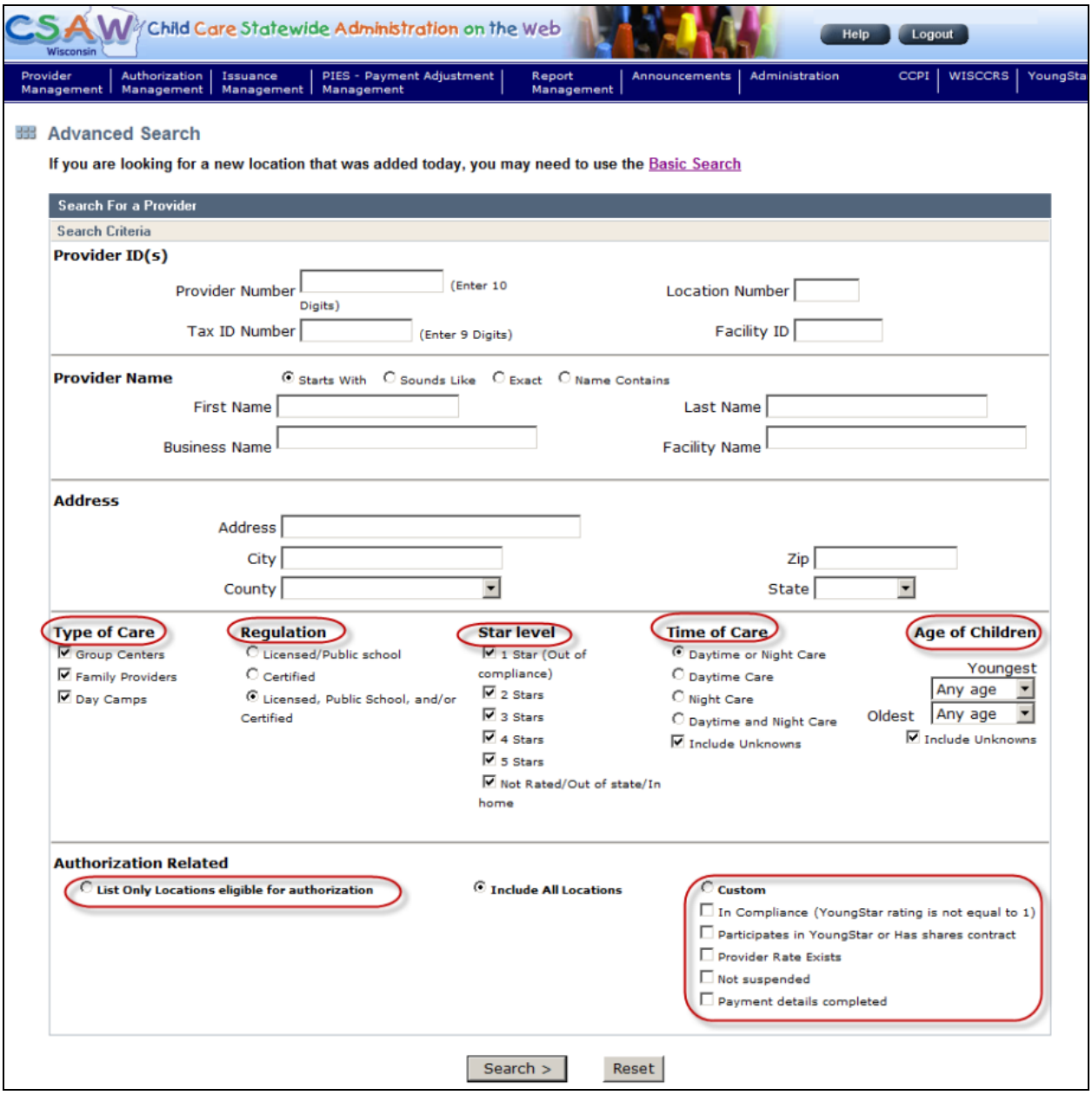
Field Name	Description
Provider Number	This link takes you to the Provider Details screen
Location Number	This link also takes you to the Location Details screen
Valid Locn	If 'no' is displayed, the record has been inactivated and no authorizations can be issued.
Active Category	If 'yes' is displayed, the provider location has a current license or certification.
Facility ID	Only displayed for programs that are licensed by the State of Wisconsin. For other programs, this field is blank.
Tax ID	The Tax ID the program uses for tax purposes is displayed here. F indicates a FEIN, S indicates an SSN.
Individual Name	This field displays the name of the licensee/certified provider.

Business Name	This field shows the name associated with the FEIN.
Location Name, Payee Name, & Address	The first row shows the facility/location name, the second row the name the subsidy issuances are made to, and finally, the third and fourth rows show the physical address of the program.

New Advanced Search

There are many ways to search for child care providers. Child Care providers can be searched for by the Provider Number, the Tax ID, or the Facility Number; and you can also use an Advanced Search to further narrow the search results.

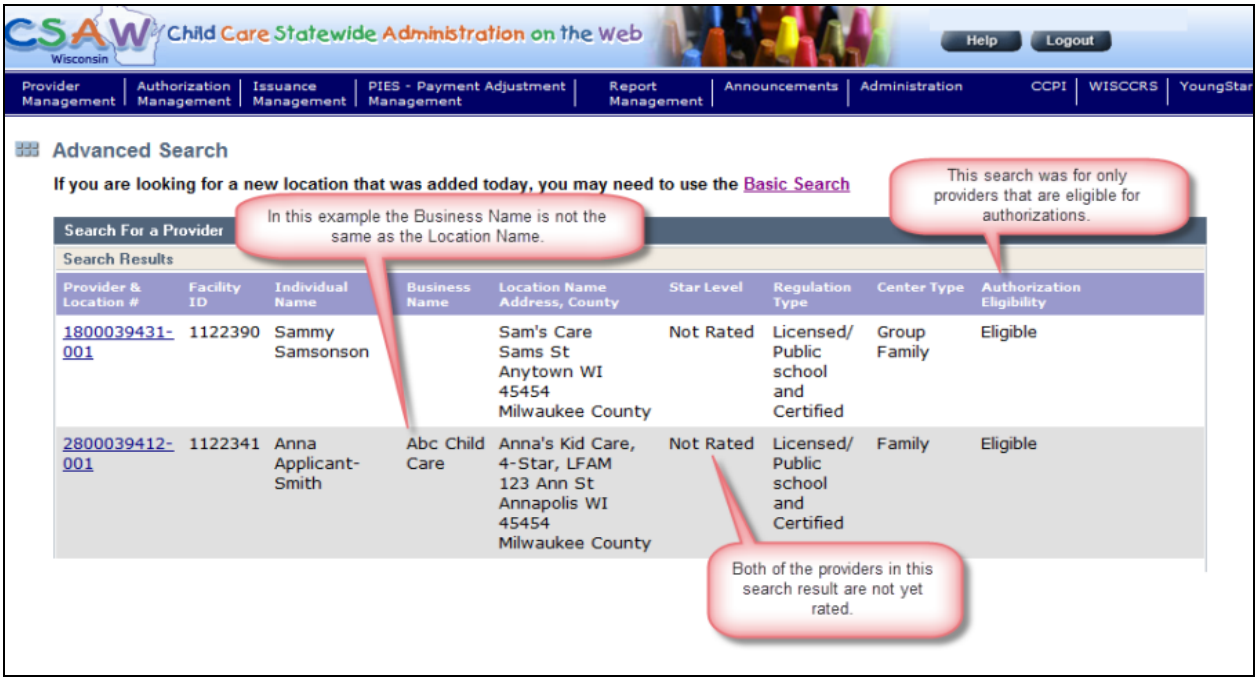




This feature enables you to narrow search criteria to licensed provider, or certified providers, Group Centers or Family child care providers. You may also narrow your search by Star level, hours of operations, and ages served.

Further, you may select to include only child care providers that are currently eligible for child care authorizations based on selected custom criteria.

Advanced Search Results

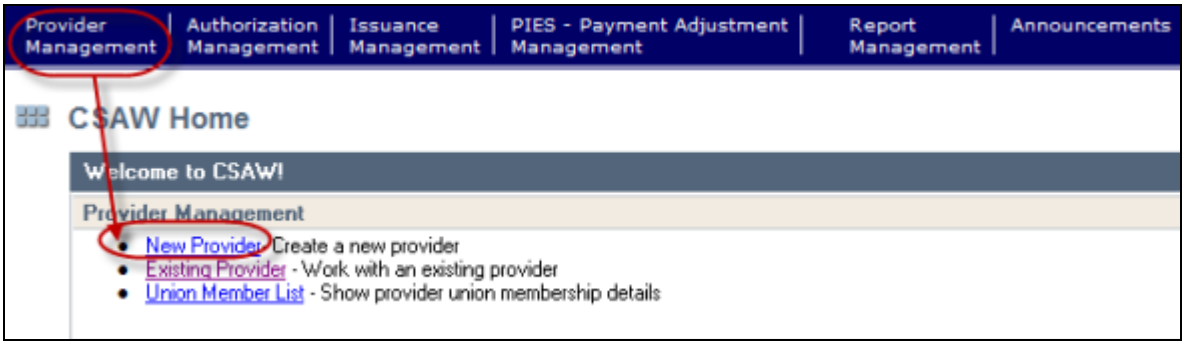


Fields on this page:

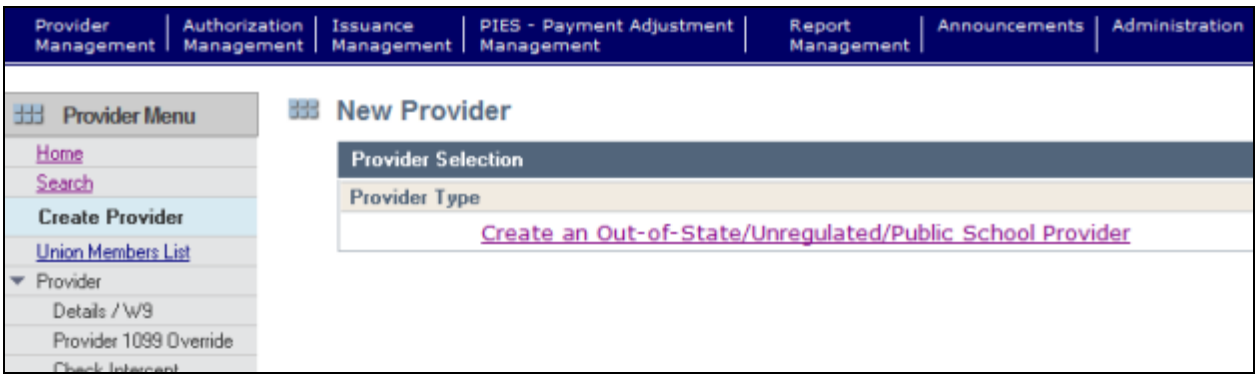
Field Name	Description
Provider & Location Number	This link takes you to the Modify Provider Location page
Facility ID	Only displayed for licensed child care programs. This field is blank for all other types of child care programs.
Individual Name	This field displays the name of the licensee/certified provider.
Business Name	This field shows the Business Name that is associated with the FEIN.
Location Name, Address, County	The first line is the location name, the second, third, and fourth line are the address that Wisconsin Shares payments are made to, and last line is the County that the provider is located in.
Star Level	This is the provider's current Star Rating.
Regulation Type	This indicates whether the child care program is Licensed/Public School, or Certified.
Center Type	This field indicates the setting; Group or Family child care provider
Authorization Eligibility	If the provider is eligible for a Wisconsin Shares authorization, this field will display, "Eligible". If the provider is not eligible for an authorization this field will indicate the reason(s) the provider is not eligible.

Creating a New Provider Record

Before creating a new provider record, conduct a thorough search using the provider's Tax ID, name and address. If no record is found, you may create a new provider record by selecting the Provider Management link from the navigation bar and then select the New Provider link.



The following screen will display:



County and tribal child care agency staff create new providers that are located outside of Wisconsin, unregulated child care providers, and Public School providers in CSAW.

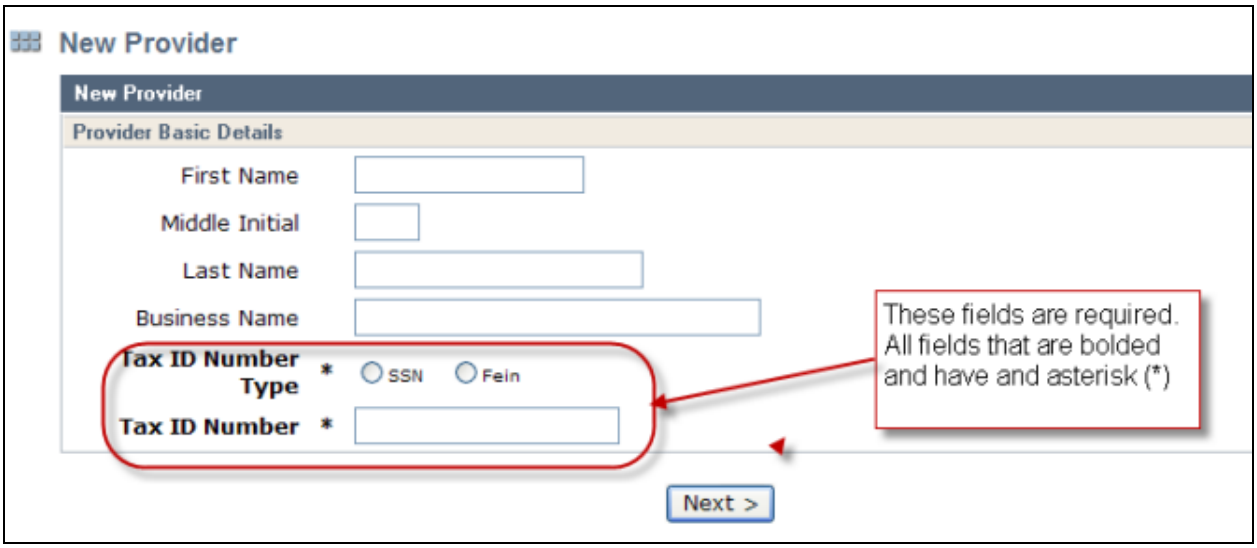
Licensing and Child Care Certifiers create regulated child care providers in WISCCRS.

Entering New Provider Details

Before creating a new out-of-state licensed or certified provider or a public school provider in CSAW, make sure that the provider has submitted the following and that you have them in a file:

- A W-9 form; this form can be accessed at: http://dcf.wisconsin.gov/forms/doc/dcf_f_149_e.doc.
- A copy of a license/certificate (for out-of-state providers).
- Rate information; licensed (in state and those located out of state) and public school providers must submit the rates the child care program charges for private-pay parents.

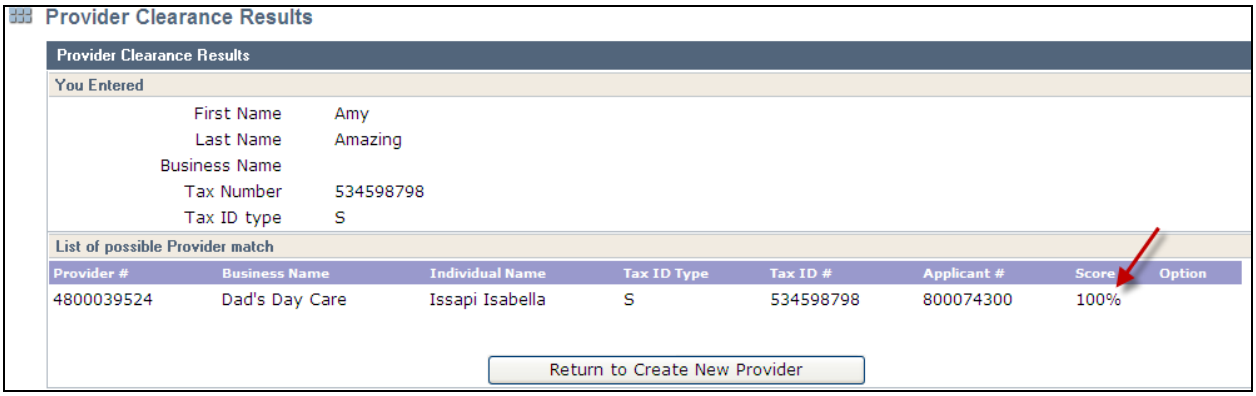
Complete the New Provider screen after you have gathered all of the above documentation.



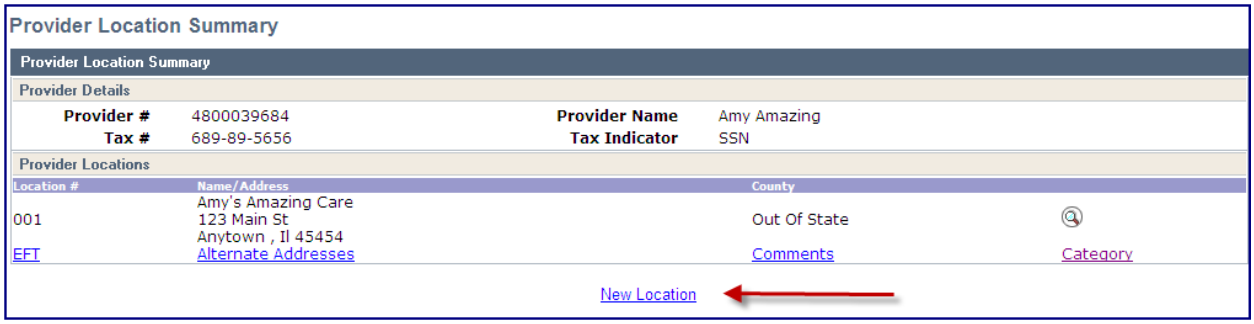
When all entries are complete, press the *Next* button.

New Provider Clearance Results

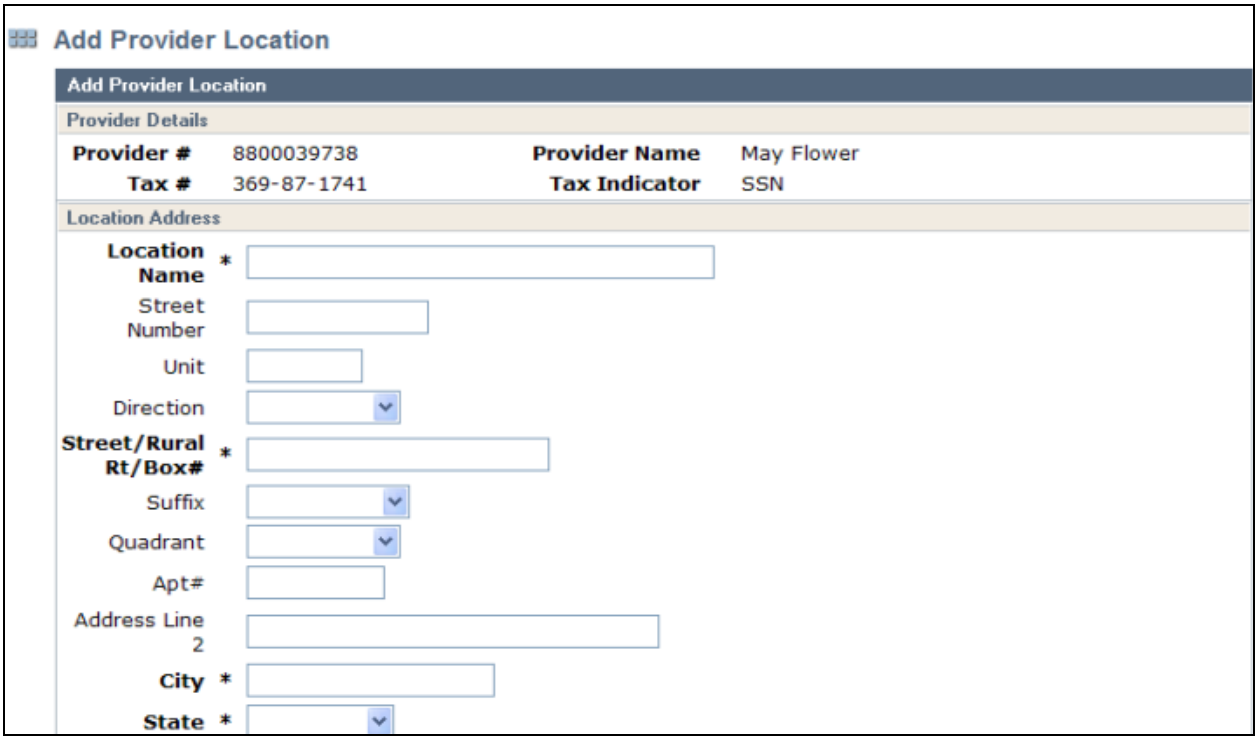
If there is a 100% match, double check the Tax ID for accuracy. If the Tax ID is correct, conduct a second search using the Tax ID. If the Tax ID is correct and this provider is opening a new location, create a new location for the Provider Number on the Provider Location Summary page.



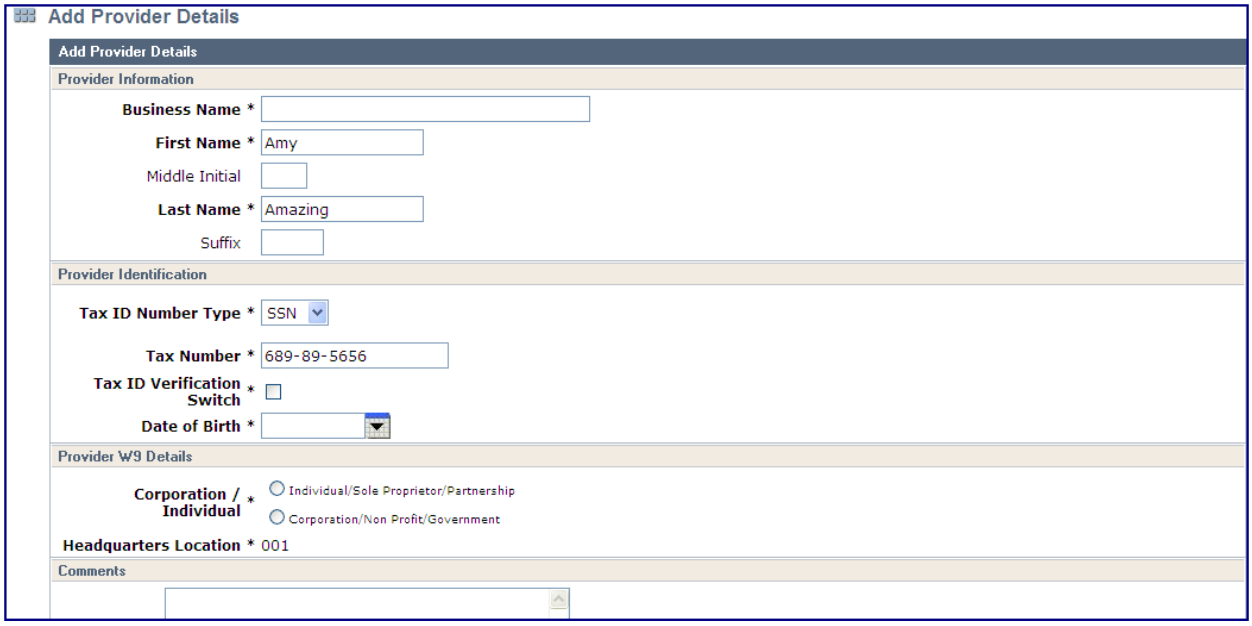
If there is a 100% match, as in this example, create a <u>new location</u> instead of a new Provider.



Click on the New Location link to get to the Add Provider Location page.



If there is no match in CSAW, you must create a brand new provider; the Add Provider Details page will be displayed.



If the provider uses an SSN for a Tax ID, you must enter a Date of Birth. If the provider uses an FEIN for a Tax ID, the Date of Birth is not required.

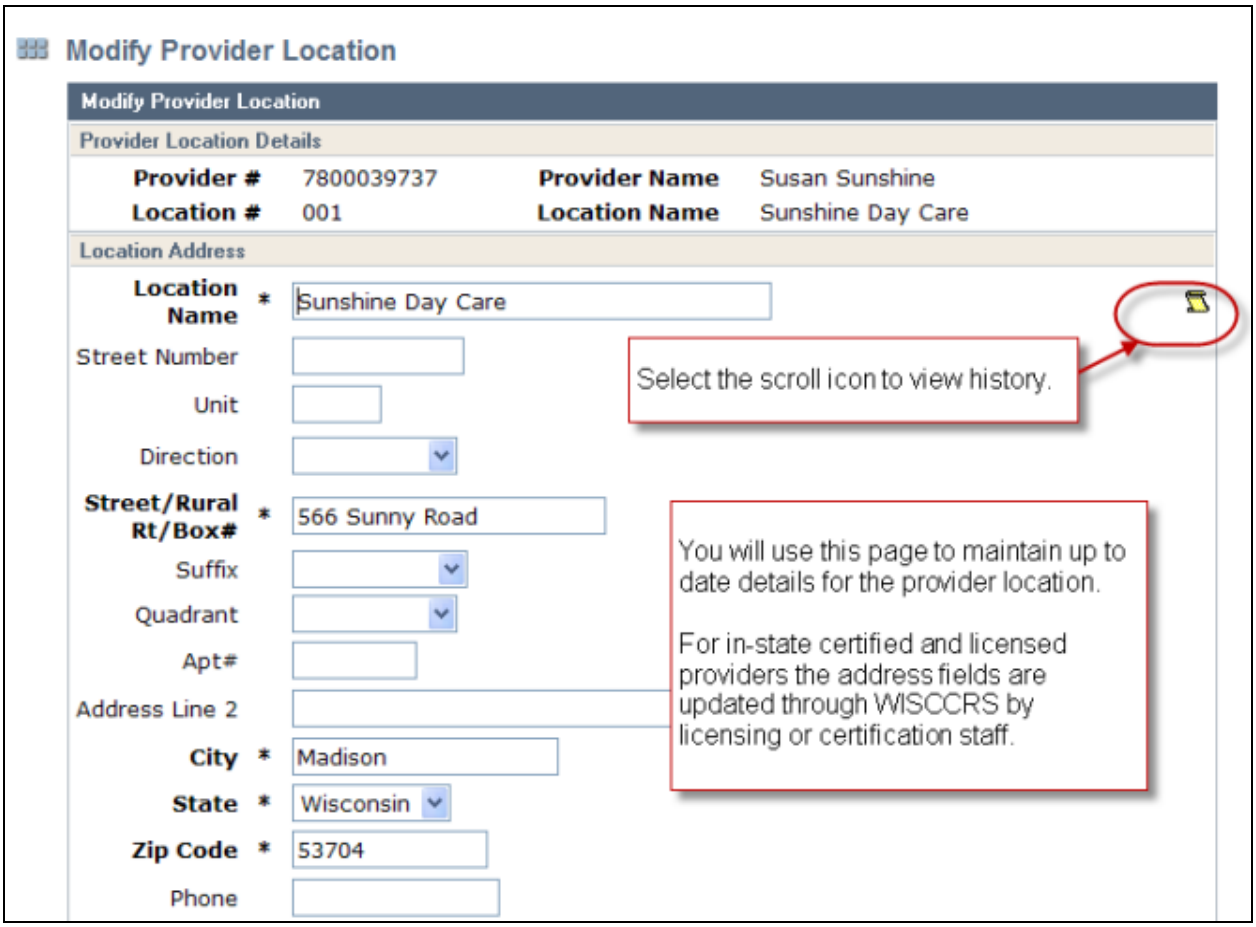
Fields on this screen:

Field Type	Description
Business Name	Enter the official name of the business. This field is required if the provider uses a FEIN number rather than an SSN.
First Name	Enter provider's first name.
Middle Initial	Enter the initial if known.
Last Name	Enter provider's last name.
Suffix	Enter Applicant's Suffix, if applicable (for example, Jr. or Sr.)
Tax ID Number Type	The options are FEIN or SSN.
Tax Number	Enter the 9-digit number that is located on the W-9 form.
Tax ID Verification Switch	This box must be checked to verify that your agency has received a W-9 form from the provider and that the information has been verified.
Date of Birth	Enter the provider's Date of Birth, if using an SSN for Tax ID.
Individual/Corporation	Select the Individual button, if the provider has indicated on the W-9 form that his/her business is an individual, sole proprietor or a partnership. These providers will get a 1099 tax statement each year if the payments exceed $600 per year. Select the Corporation button if the provider has indicated that his/her business is a corporation, non-profit or a governmental agency. These providers will NOT receive a 1099 tax statement.
Headquarters Location	This is defaulted to location 001. If the provider has several locations, the HQ can be changed to any valid location. NOTE: The HQ should always reflect an active location, especially for family providers. The 1099 tax forms are always sent to the HQ location and if that location is a closed location, the provider will not receive the tax statement.

After the screen is complete, hit the Next button; the Provider Location Details page will be displayed.
County and tribal child care subsidy workers can make updates to the Tax ID type, and Tax ID number, and the Name on the Provider Details page. The provider must report the name change by using the W-9 form. http://dcf.wisconsin.gov/forms/doc/dcf_f_149_e.doc

Provider Location Details

A link to the *Location Details* page is available from the Provider Menu, under the *Location* section. This page displays specific details about the location where child care is provided. This information is transferred from WISCCRS into CSAW for certified and licensed providers. Below is an example of a licensed provider record that was entered into WISCCRS and then displayed in CSAW.



(the whole page is not shown here)

Fields on this page:

Field Name	Description
Location Name	This is a mandatory field. For licensed providers, the facility name will populate this field. For certified, the regulatory agency usually enters the provider's first and last name.
Street Number	Enter the street number for the location of care.
Unit	Use this only when there is an overflow of numbers from the *Street Number* field.
Direction	Choose the direction from the dropdown box, if applicable.
Street/Rural Rt/Box#:	Enter the name of the street where child care is being provided.
Suffix	From the dropdown menu, choose Road, Street, etc. Helpful hint: Put your cursor in this field and hit S with your keyboard, the system will take you to the first word that starts with an S. Keep clicking the S until you come to the right Suffix type.
Quadrant	Choose the quadrant from the dropdown box, if applicable.
Apt #	Enter apartment number, if applicable.
Address Line 2	Enter any additional information that would assist in delivering mail to the provider.
City	Enter the name of the city where the care is being provided.

State	Enter state.
Zip code	Enter a valid zip code.
Phone Number	Enter the provider's phone number.

In the middle of this screen, see the section titled: Location Contact Information, enter the name of the person who should be contacted for subsidy related questions.

In the Subsidy Details section, enter the following information:

Field Name	Description
Entered County	This field is used to indicate the county/tribe that entered the *out-of-state* provider. This is defaulted to the county you have update access to.
Location County	From the dropdown box, choose the county where the provider/facility is located. For out-of-state providers, select *out-of-state*.
Payment Method:	Issued to Head Quarters is displayed for providers with only one location/facility. For licensees/programs with multiple sites, the values are: Issued to Head Quarters. If this is chosen, all payments are rolled into the payment issued to the location that is marked as the Head Quarters. Issued to Local Provider: if this value is chosen, the payments will be issued to the facility.
This Location is HQ	Defaulted to a Yes if there is only one location. If there are multiple locations, and you is viewing a non-HQ location, this field will display an No
Subsidy Language	The system defaults the language to English, but you can choose any other language from the dropdown box. If you select any language other than Spanish or Hmong, the correspondence will be sent in English.
Payee Name	If this field is left blank, the subsidy payments will be issued under Business name (if FEIN used) or provider's First and Last name (if SSN used). Use this field if the subsidy payments should be issued under another name. Example: Provider is using a FEIN and a Business name associated with that name, however, s/he is using her personal bank account for issuances. In this scenario, enter the name that appears on the provider's personal bank account in this field.

At the bottom of this page the worker who last updated the screen is displayed. By following the scroll icon you can find the history of updates to this page. When the page is complete, press the *Add* button to save the information; the Add Category page will be displayed.

Tax ID

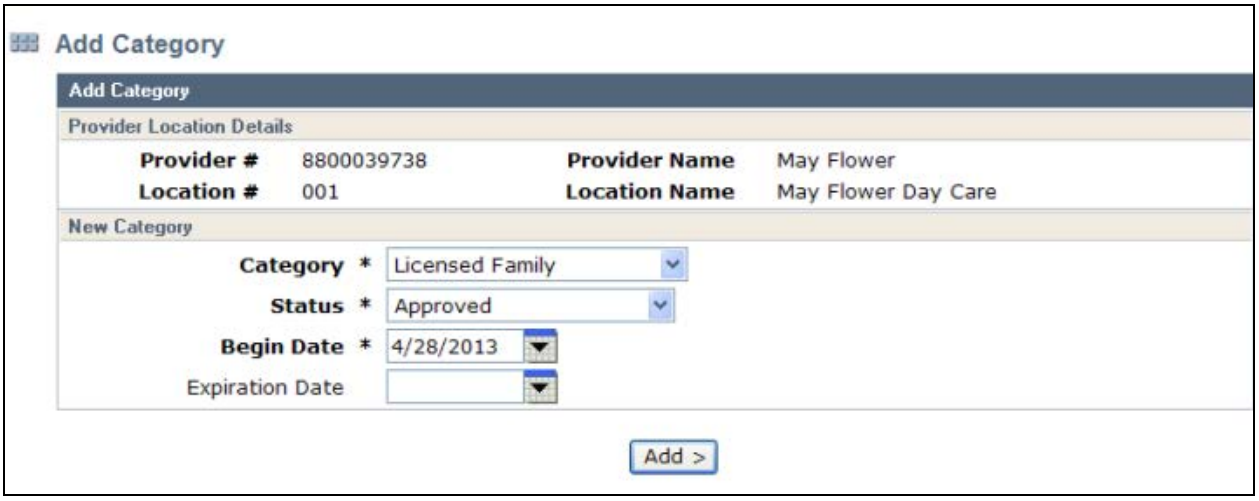
Licensed and Certified child care providers must inform their licensor or certifier when there is a change to the Tax ID, the Tax ID type, change their name, or move to a new address. These changes must be completed in WISCCRS by the regulating agency.

Public School program and out-of-state providers:
The county or tribal worker can make changes to the Tax ID, Tax ID type, or Name on the *Provider Details* page. Tax ID and name changes must be submitted on the W-9 form.

http://dcf.wisconsin.gov/forms/doc/dcf_f_149 e.doc If a public school program or out-of-state provider changes locations, the county or tribal worker can update the address on the *Location Details* page.

Add Category

In CSAW, Category is the regulatory type, certified, licensed group, licensed family, out-of-state, etc. Out-of-state providers must submit a copy of a certificate from their regulatory agency. Enter the appropriate category type as indicated on the certificate. Keep in mind that each state has different child care provider regulations; select the category that more closely resembles Wisconsin regulations.



Press the *Add* button and the *Category Summary* page will be displayed.

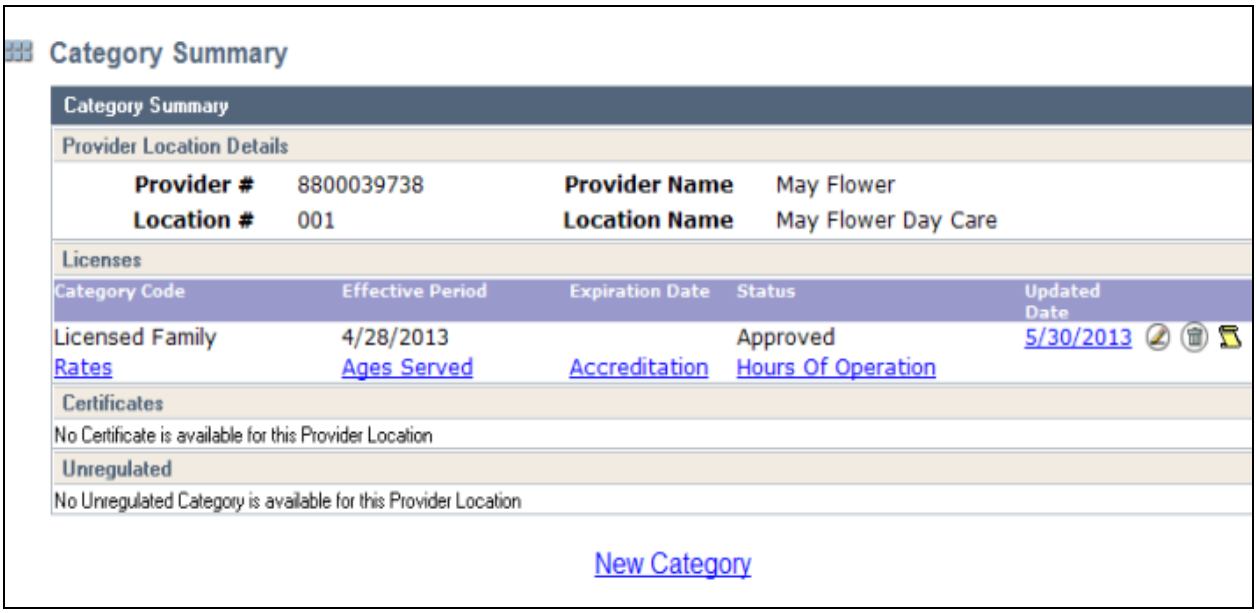
Key fields on this page:

Field	Description
Category	The options are: Licensed Group: Choose this option if the out-of-state provider holds a license that corresponds a group license in WI (9 or more children) Licensed Family: Choose this option if the out-of-state provider holds a license that corresponds a family license in WI (up to 8 children) Regularly Certified: Choose this if the out-of-state provider's regulatory approval that correspond Regular Certification in WI (1-3 children and at least 20 hours of entry level training). Provisionally Certified: Choose this if the out-of-state provider's regulatory approval corresponds Provisional Certification in WI (1-3 children, no training requirement) In-home Regularly Certified: Certified provider with training providing care in the child's home. This value should never be used with out-of-state providers. In-home Provisionally Certified: Certified provider without training providing care in the child's home. This value should never be used with out-of-state providers. Certified School Age Program: A group setting serving children 7 and older. These programs are exempt from the licensing law but have chosen to be certified by the county.

	Public School Program: Program operated by a public school board. Unregulated Provider: Provider serving 1-3 children unrelated to the provider who is not regulated.
Status	Values are: Approved – Choose this if the provider is licensed, certified or is a public school program Regulation not required – Choose this if you are creating an unregulated provider.
Begin Date	Enter the effective date of the regulatory type. This is usually printed on the certificate/license.
End-date	This is required for certified and unregulated providers only. For unregulated providers, end date cannot be more than 14 days from the begin date. NOTE: If the out-of-state provider's license has an end/expiration date, enter it here.

Category Summary

This page displays provider category information, including past and current regulatory information. To access this page, click on Location Summary on the Provider Menu. This page is automatically displayed when the *Add* button is pressed from the *Add Category* page.



Provider Rates

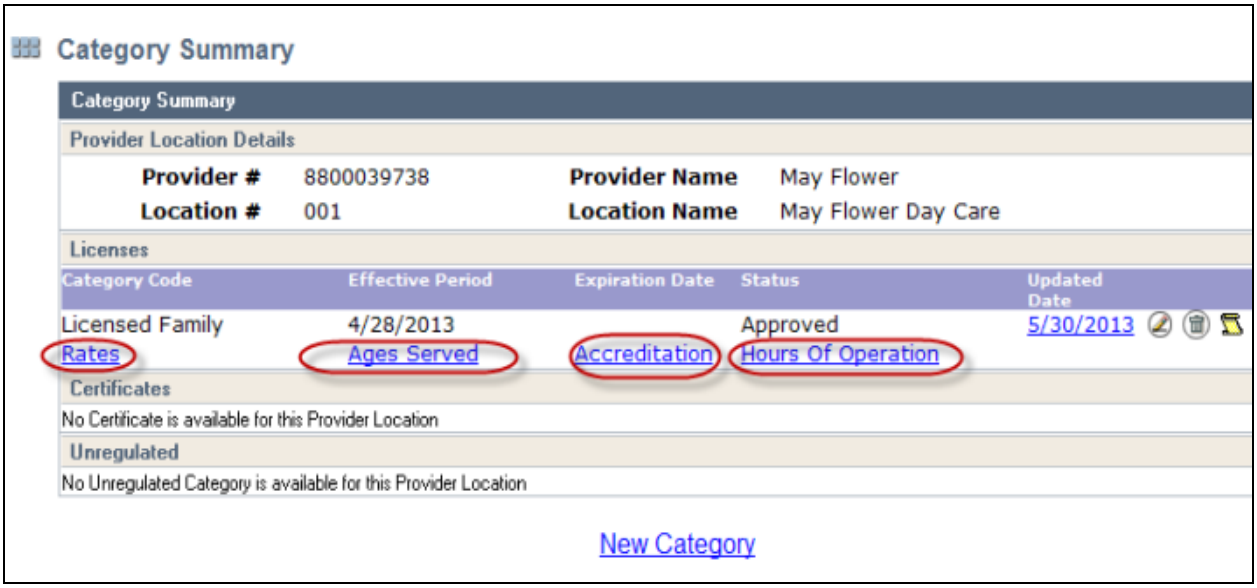
All licensed and school-aged child care programs must provide rate information to their local county or tribal agency to be entered into CSAW. Providers are required to submit new rate information whenever their rates change.

If there is no rate in CSAW for the provider, for the age of child, the system will not allow an authorization to be written.

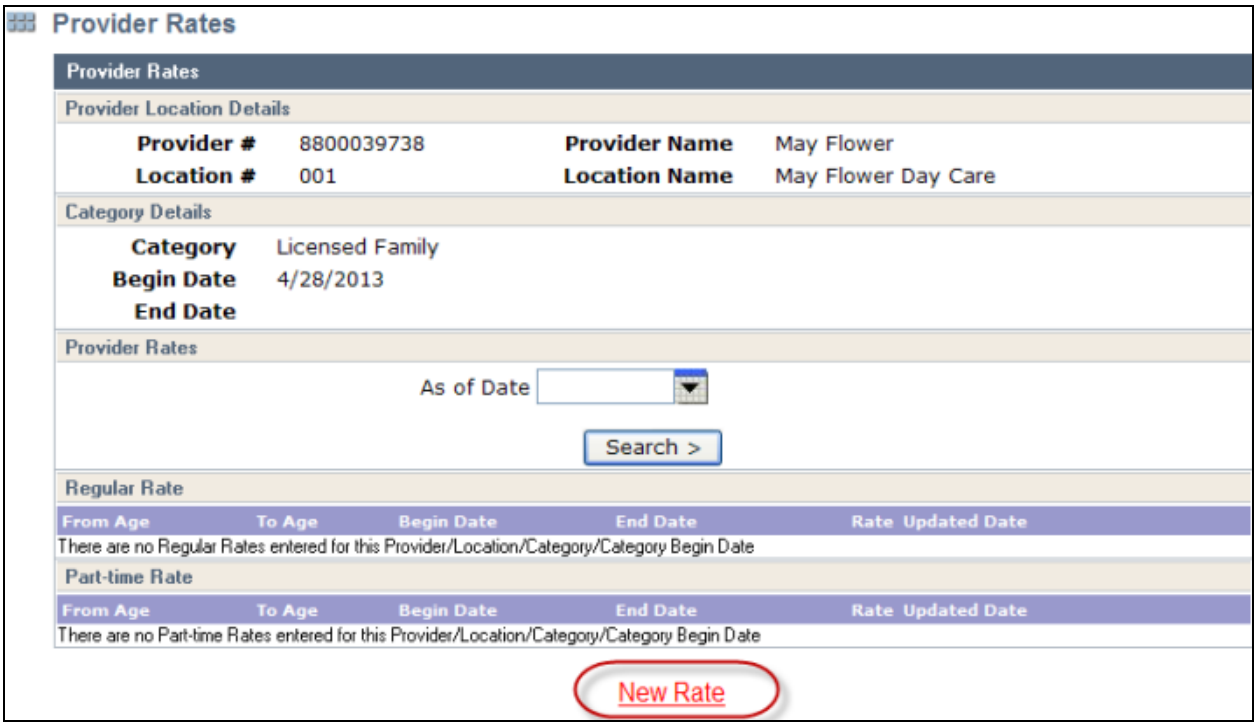
Certified and provisionally certified providers' rates are not collected and entered into CSAW. Payments for these types of providers are based on a percentage of the county maximum for licensed family providers. Refer to the Maximum Rate Chart for certified and provisionally certified rate information.

Add New Rate Information

From the *Category Summary* page, select the *Rates* link to add new rates. From this page you will also have links to update *Ages Served*, *Accreditation*, and *Hours of Operation*.



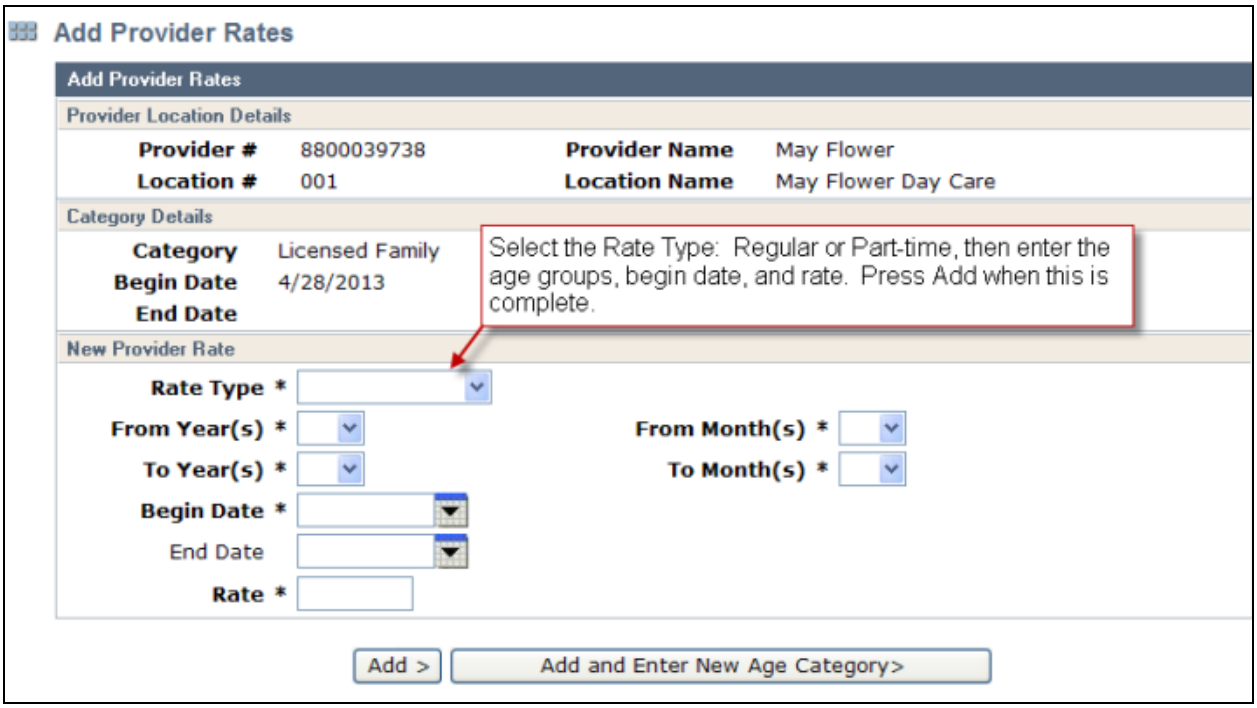
Select the *Rates* link and the add *Provider Rates* page will display, from the Provider Rates page, select the *New Rate* link.



Add New Provider Rates

When the provider has submitted written rate information, click the *New Rates* link from this screen to enter or update rate information.

Important: When licensed family providers move their operations from one address to another the license must end the day the facility is closed, frequently this is a Sunday for LFAMs. CSAW will automatically end the rates the following Saturday. A new license is issued for the new location. You will need to enter the provider's rates with a begin date of the following Sunday. Rate information must begin on Sunday and end on Saturday. If the rates are ended on Saturday prior to the license end-date, no authorization can be issued for the following week.



The *Begin Date* must always be a Sunday. Repeat this page until all age groups and both rate types are entered.

Provider rates are entered into CSAW for each age group. Each provider may have a different age group variation; enter the rate for each age group into CSAW.

If the provider does not list a weekly rate for part-time care, calculate a part-time rate by dividing the full time rate by 35 to get an hourly rate, and then multiply the hourly rate by 20 to get a weekly part time rate. Example for calculating a part-time rate: Assume the full time weekly rate is $160 and you need to calculate a part time weekly rate. For example: 160 ÷ 35 = 4.57; 4.57 x 20 = 91.40 (round this to $91 for a weekly part time rate).

Licensing staff do not enter *Provider Rates* into CSAW or WISCCRS; this is done by county or tribal subsidy staff.

Encourage child care providers to provide rate changes at least two weeks before the effective date of the new rates. Rate changes cannot be back-dated in CSAW when there are on-going authorizations The only exception for back-dating is for new licensed providers that do not have any authorizations, in this case the rates can be entered with an effective begin date of the Sunday following the date of the license.

Key fields on the Add Provider Rates page:

Field	Description
Rate Type	Choose either Regular or Part-time rate; Regular refers to full-time.
From Year(s)	Enter the beginning age in years (0 to 12 years) for the rate.

From Month(s)	Enter the beginning age in months (0 to 11 months) for the rate.
To Year(s)	Enter the ending age in years (0 to 12 years) for the rate.
To Month(s)	Enter the ending age in months (0 to 11) for the rate.
Begin Date	Enter the beginning effective date. The day must be a Sunday and can be the most recent past Sunday.
End date	**Leave this blank**. Once new rates are entered for this age category, the end date is automatically populated. The end date can be used to end all authorizations at once.
Rate	Enter the WEEKLY rate for the regular or the part time rate. If a provider gives you a hourly rate or daily rate you must convert it to a weekly rate for both Regular and Part-time rates.

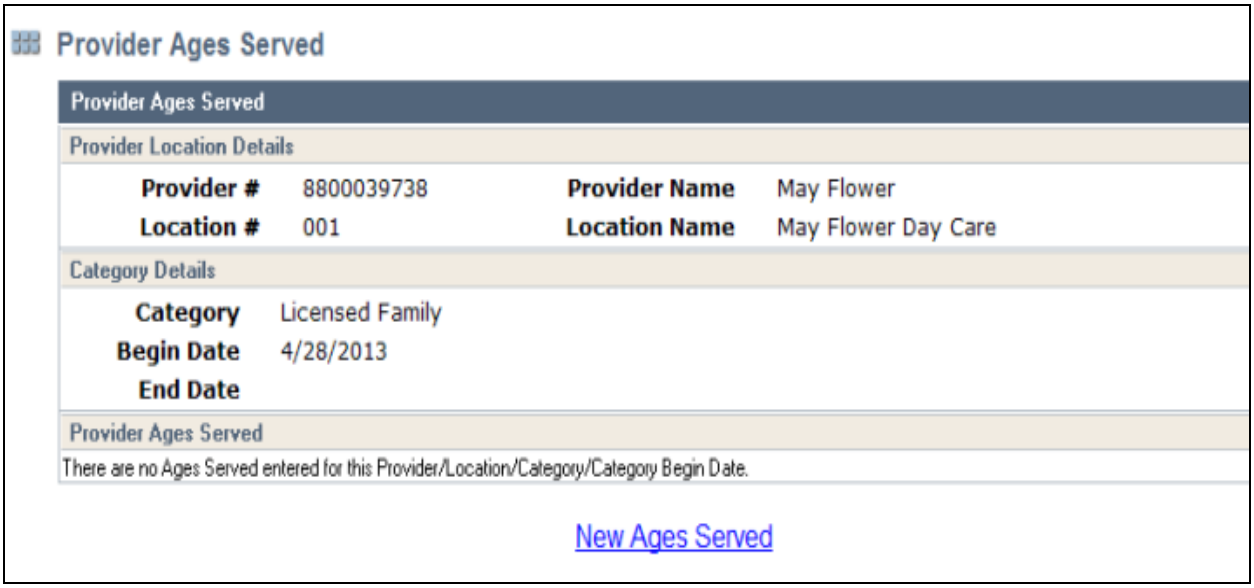
The Regular rate (Rate Code R) is the full-time rate; the Part-time rate corresponds to the Rate Code B. For example, in order to create an authorization for 20 hours or fewer per week, for a school-aged child who is 7 years or older the child care provider must have part-time rates for the age group in CSAW.

Age of child	Hours Auth'd	Rate Code
Age 6 or younger	1 - 24	B
Age 6 or younger	25 - 50	R
Age 7 or older	1 - 20	B
Age 7 or older	21 - 50	R

Note: If county A established an out-of-state provider in CSAW and then county B receives updated rate information, county A must enter the new rates into CSAW; however any county can enter updated rates for in-state licensed and school-aged child care providers.

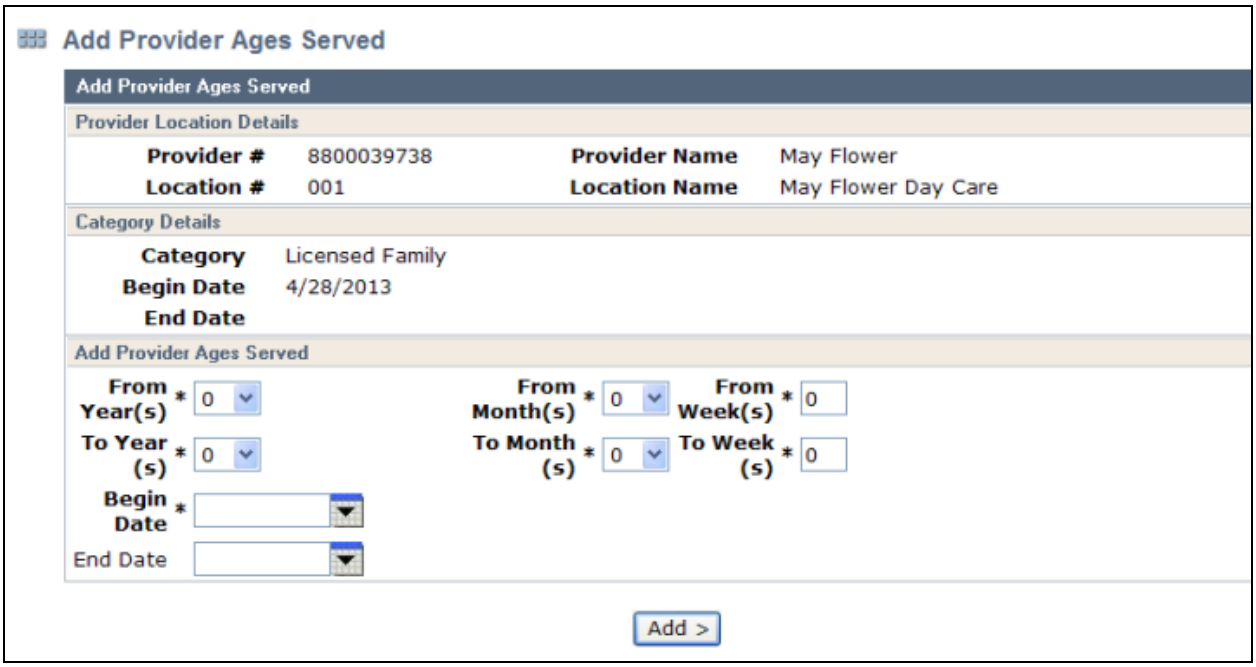
Ages Served

From the Navigation menu on the left side of the screen, select the *Summary* link and then the *Category* link on the right to return to the Category Summary page. From the Category Summary page select the *Ages Served* link. To add or change the Ages Served, select the New Ages Served link.



Add Provider Ages Served

For each age group that is served by the provider, enter the information and appropriate begin date. Press the *Add* button when the information is correct.



Key fields on this page:

Field	Description
From Age	The years, months and weeks on the top row of this page indicate the youngest age the provider is given regulatory approval.
From Year(s)	Enter the year for the lowest age. Example: If the provider is approved to care

	for newborn and older, enter 0.
From Month(s)	Enter the month of the lowest age. Example: if a provider is approved to care for children one month and older, enter one (1) in the From Month field and leave the Years and Weeks as zero.
From Week(s)	If the provider is approved from certain number of week (commonly 6), enter 6 in the From Week column. Note: If weeks are used, you cannot use years and months. Example: Provider wants to care for children 6 weeks and older, the user cannot enter 1 Month and 2 Weeks. A six (6) must be entered in the From Weeks column.
To Year(s)	Enter the year for the highest age. If the provider is approved to care for children up to age 13 years, enter 12 here and 11 in the To Months column.
To Month(s)	Enter the month of the highest age. Note: The months cover through xx month. Example: provider is approved to care for children up to 2.5 years, enter 2 in the To Years and 5 in the To Months. This means that the provider is approved to care for children through 2 years and 5 months.
Begin Date	Enter the date the age range is valid from.
End Date	This is required for certified providers.

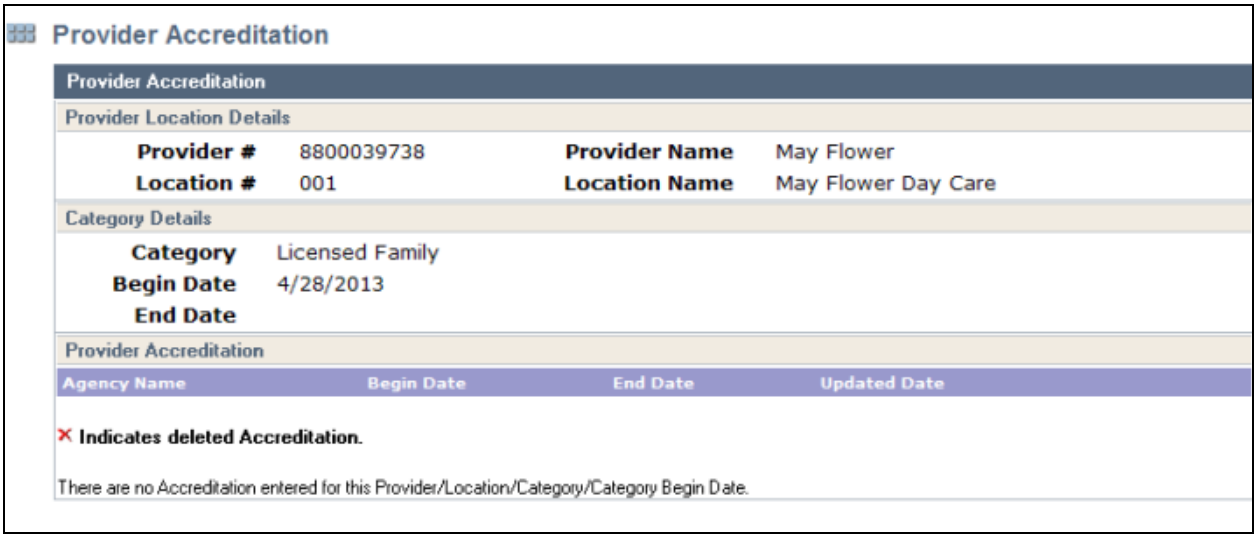
Provider Accreditation

From the Navigation menu, select the *Summary* link and then the *Category* link to return to the *Category Summary* page. Select the *Accreditation* link.

Information on provider accreditation is entered into CSAW by DCF staff. See the table below for a listing of accreditation types and how each type will affect the YoungStar rating and the Wisconsin Shares reimbursement for Out-of State child care providers.

Type of Accreditation	Effects the YoungStar Rating	*10% increase in reimbursement for Out-of-State providers
Licensed Group Centers		
National Association of Education for Young Children (NAEYC)	Y	Y
City of Madison	Y	N/A
HeadStart Performance Standards (new in 2012)	Y	N
National Accreditation Commission (NAC)	Y	Y
Council on Accreditation	Y	Y
National Early Childhood Program Accreditation (NECPA)	Y	Y
Licensed Family Providers		
National Accreditation for Family Child Care (NAFCC)	Y	Y
Satellite Accreditation (in Madison)	Y	NA
Child Development Associate (CDA degree)	N	Y

*Child Care providers that are located outside of Wisconsin are eligible for a 10% increase in the County Maximum Reimbursement Rate.



Provider Accreditation

Provider Accreditation

Provider Location Details

Provider #	8800039738	**Provider Name**	May Flower
Location #	001	**Location Name**	May Flower Day Care

Category Details

Category	Licensed Family
Begin Date	4/28/2013
End Date	

Provider Accreditation

Agency Name	Begin Date	End Date	Updated Date

✕ **Indicates deleted Accreditation.**

There are no Accreditation entered for this Provider/Location/Category/Category Begin Date.

The example has no accreditation entered. Accreditation documents must be sent to:

Department of Children & Families
201 East Washington Avenue, Room E200
Madison, WI 53708-8916

ATTN: Child Care Provider Accreditation

Or email to: childcare@wisconsin.gov

Hours of Operation

CSAW does not require hours of operation to be entered for out-of-state or public school child care programs. For all others, this page will display the hours of operation and capacity information that was entered into WISCCRS.

Hours Of Operation

Hours Of Operation

Provider Location Details

Provider #	4800036564	**Provider Name**	Diana's Diamonds
Location #	002	**Location Name**	Diana Diamond

Category Details

Category	Licensed Family
Begin Date	12/6/2012
End Date	

Hours Of Operations

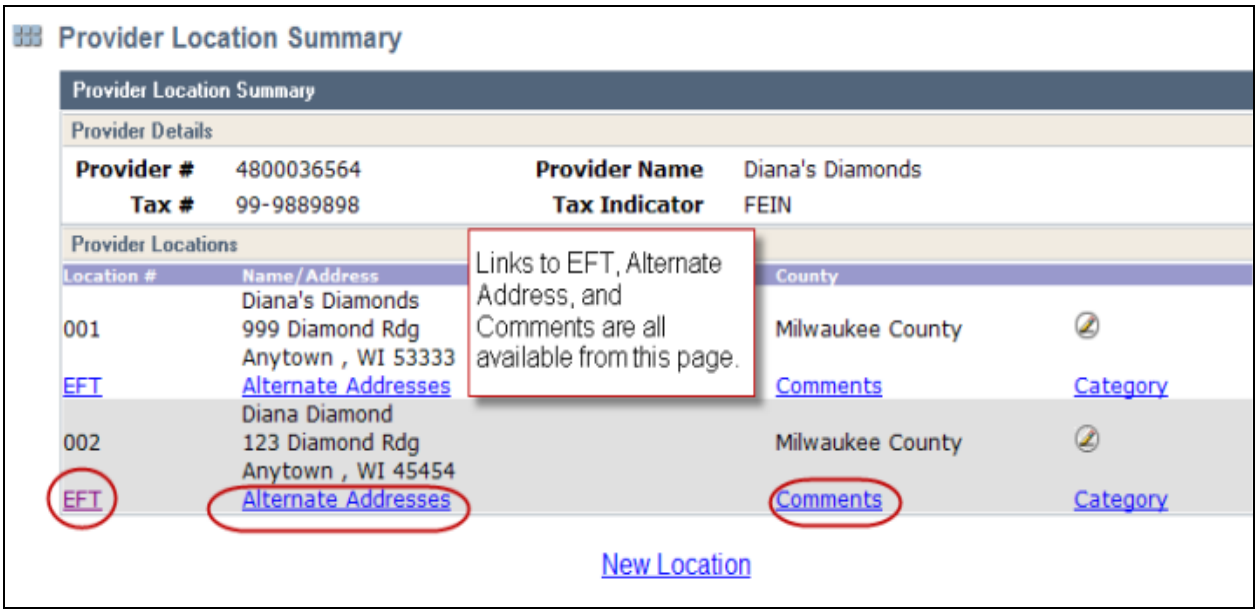
Effective Date	From Month	To Month	Day Time Capacity	Night Time Capacity		
11/16/12	January	November	8	0		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	6:00 AM To 6:00 PM	6:00 AM To 6:00 PM	6:00 AM To 6:00 PM	6:00 AM To 6:00 PM	6:00 AM To 6:00 PM	

If the child care program has changed its hours of operation, the *Effective Date* on the left indicates the date the new hours became effective.

Location Summary

The *Location Summary* page lists all locations/facilities under a licensee. The screen also provides links to several other pages where information for the location can be viewed or maintained.

To access this page, click on the *Summary* link under the *Location* heading.



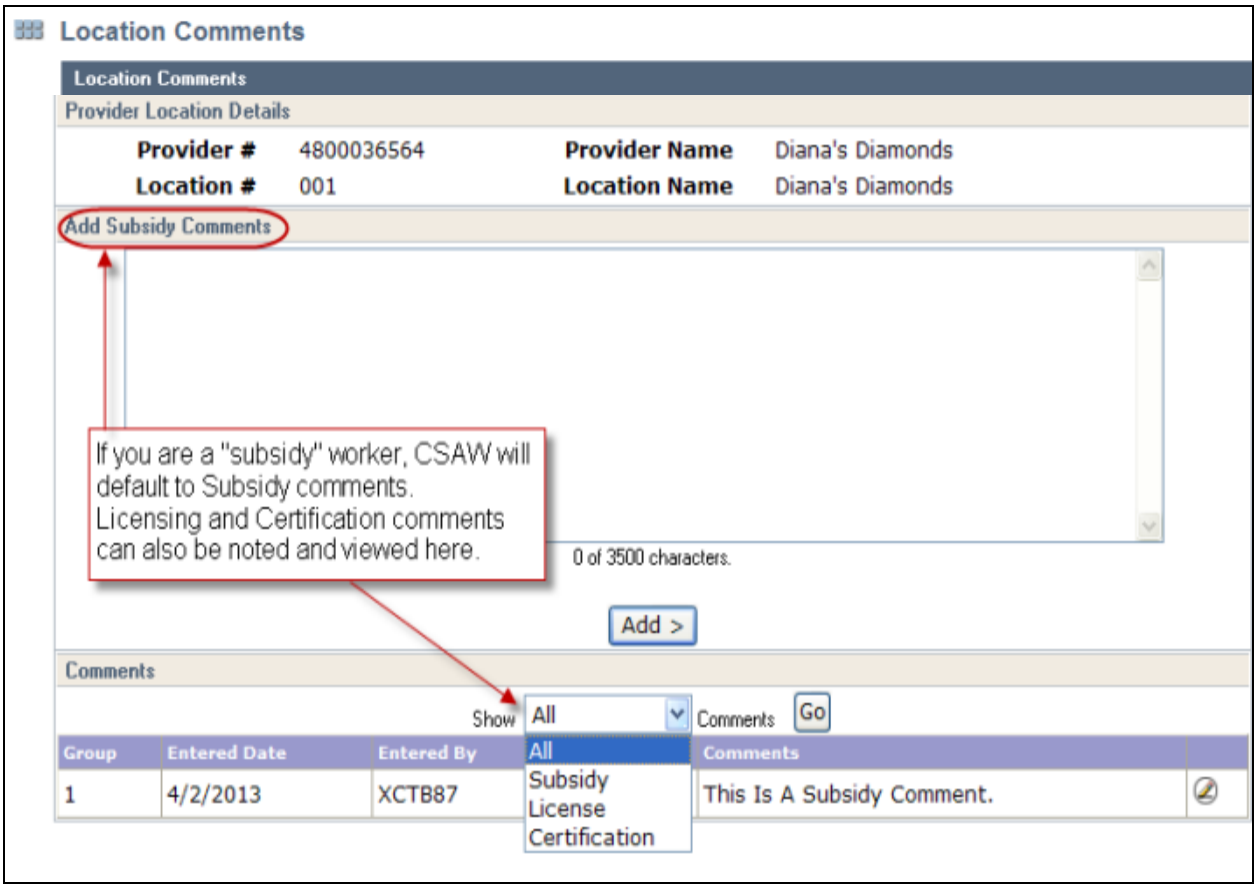
If the licensee has an out-of-state location, the *New Location* link can be used to create a new location.

You may also navigate to the EFT (direct deposit) Information page from this screen. Use the EFT page to add/view information about the provider's deposit account.

Comments

Notes regarding actions taken for payment adjustments, suspensions, address changes, direct deposit changes, or other relevant changes should be recorded in Location Comments.

To access this page, on Comments link under the Location heading.



You can enter comments related to a previous comment, by selecting the pencil icon to the right of the comment. The new related comment will have the same Group Number as the selected comment.

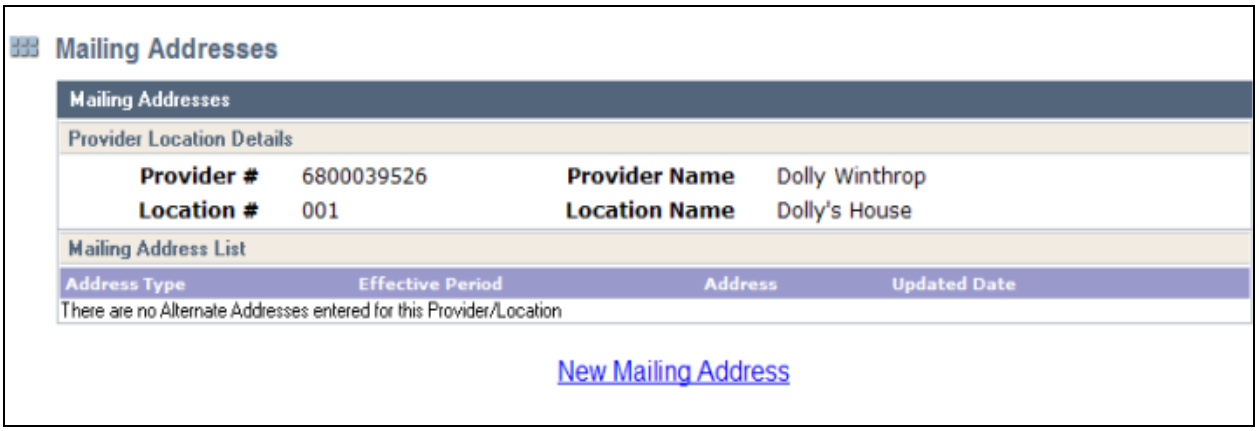
- Subsidy comments are entered by county and tribal child care workers in CSAW.
- Certification comments are displayed in the CSAW system, but are entered in WISCCRS for Certified Provider Locations. These comments cannot be added or modified by using CSAW.
- Licensing comments are displayed in the CSAW system, but are entered in WISCCRS for licensed provider location. These comments cannot be added or modified by using CSAW.

Note: Comments cannot be deleted once you have hit the *Add* button.

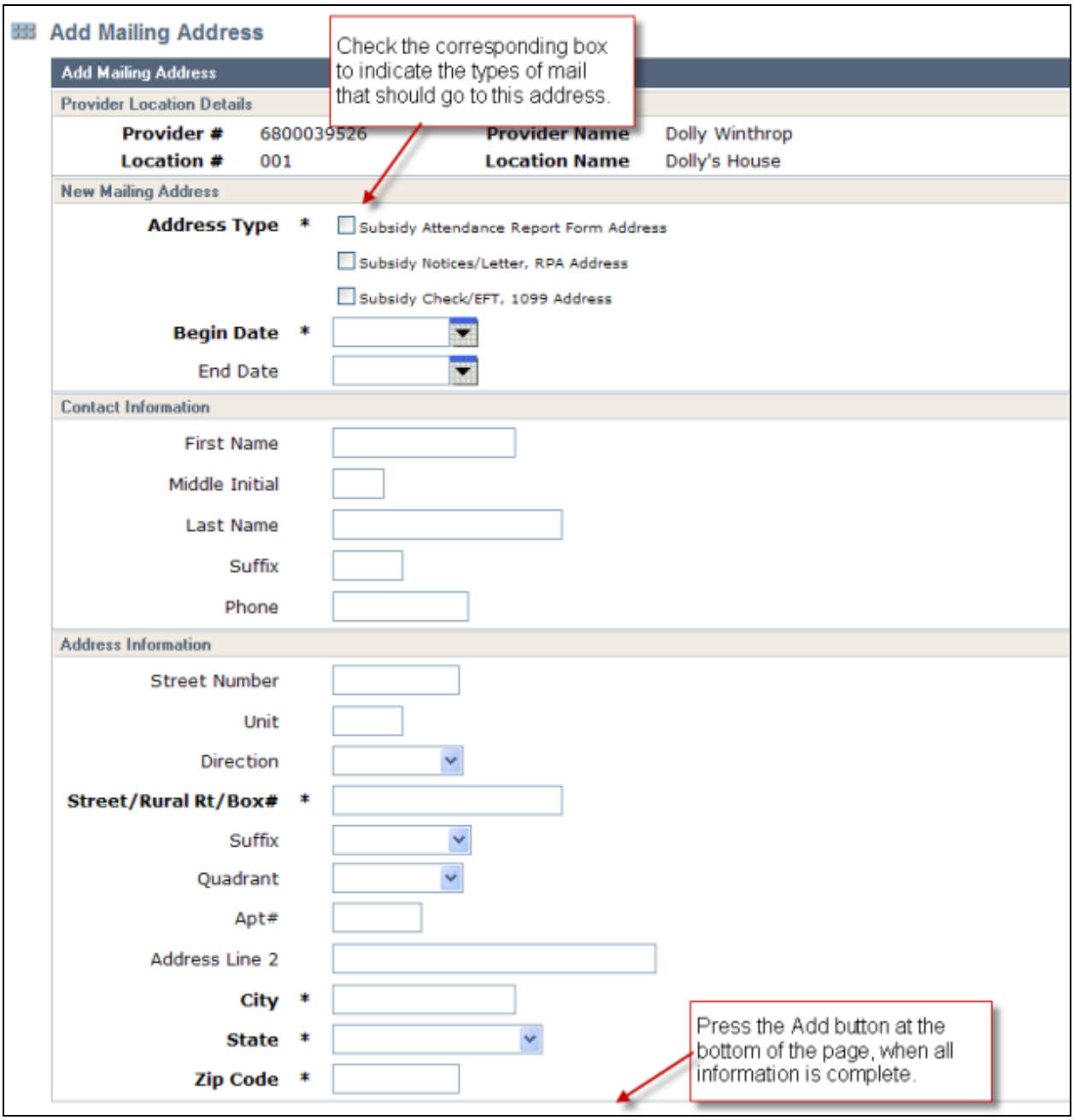
Alternate Address

Use the *Alternate Address* page to record an alternate address for attendance report forms, notices and letters, EFT statements, checks and 1099 forms. If the provider wants all mail to go to the physical address that is on the *Location Details* page, do not enter an alternate address. County and tribal staff updates this page for all provider types.

To add an alternate address, click the New Alternate Address link on the Alternate Address page. The following screen will display:



Select the link for *New Mailing Address*; the *Add Mailing Address* screen will display.



Key fields on this page:

Field	Description
Address Type	Select the appropriate box for the type of mail that should go to this address.
Begin Date	Enter the date the provider wants the correspondence to be sent to this address.
End Date	Enter the date the provider wants to stop using this address.
Street Number	Enter street number of the alternate address.
Unit	Use this field only when there is an overflow of numbers from the 'Street Number' field.

Direction	Choose the direction of the alternate address from the dropdown box.
Street/Rural Rt/PO Box	Enter the Street Name, Rural Route or Box number of the alternate address.
Suffix	Choose the correct suffix for the alternate address from the dropdown box.
Quadrant	Choose the quadrant for the alternate address from the dropdown box.
Apt #	Enter the apartment number of the alternate address, if applicable.
Address Line 2	Enter any additional information that would assist in delivering mail to the alternate address.
City	Enter the name of the city where the alternate address is located.
State	Enter the name of the state where the alternate address is located.
Zip	Enter the zip code where the alternate address is located.

Provider 1099 Override

This screen is only updatable by DCF staff. This screen is used to override 1099 information sent to the IRS in cases when the provider's name in WISCCRS does not match the name recorded in the IRS system.

List of Provider 1099 Override

List of Provider 1099 Override

Provider Details

Provider #	4800036564	**Provider Name**	Diana's Diamonds
Tax #	99-9889898	**Tax Indicator**	FEIN

List of Provider 1099 Override

Begin Date	End Date	Legal Name	Tax Number	Tax Type	Business Type	Updated Date
01/01/12		Diana Diamond	99-9889898	FEIN	Individual	03/27/13

The screen displays the information that is used when the department issues the annual 1099 statement to the IRS. In order to view Comments, click on the magnifying glass icon on this screen.

Modify Provider 1099 Override

Modify Provider 1099 Override

Provider Details

Provider #	4800036564	**Provider Name**	Diana's Diamonds
Tax #	99-9889898	**Tax Indicator**	FEIN

Modify Provider 1099 Override

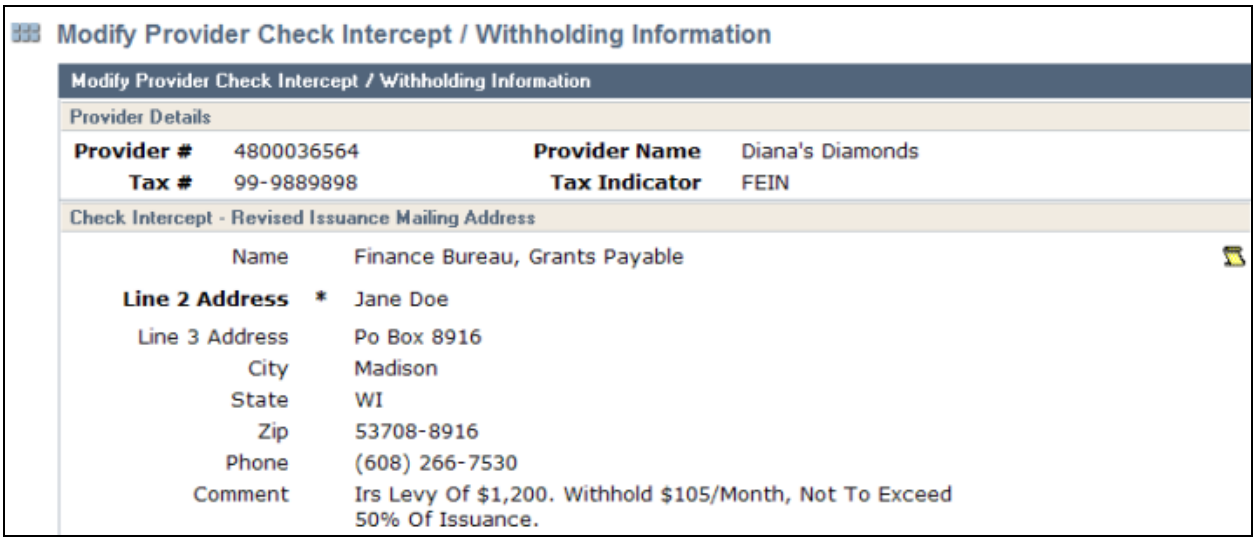
Begin Date	*	1/1/2012
End Date		
Legal Name	*	Diana Diamond
Tax Type	*	FEIN
Tax Number	*	99-9889898
Business Type	*	Individual/Sole Proprietor/Partnership
Comments		IRS mismatch. FEIN registered under Diana Diamond

In this example, the FEIN is associated with the name *Diana's Diamonds* in CSAW but the correct name is *Diana Diamond*. This screen is used to ensure that the correct FEIN is reported with the correct name for IRS reporting purposes.

Provider Check Intercept/Withholding Information

This page is used by DCF staff only to withhold the issuance to a provider. Issuance is withheld due to IRS, Department of Revenue, or Child Support orders. If there is EFT authorization for all locations for a provider, the state staff will not be able to enter a check intercept; so the EFT information will be temporarily stopped before entering an intercept. After the payment cycle runs, the system issues a check but the check is sent to DCF Finance instead to the provider. DCF Finance reduces the payment by the amount required in the intercept order. The remainder is issued as a new check to the provider. A check intercept will delay the provider payment by 2-3 days.

To access this page, click on the *Check Intercept* link under the Provider heading.



Modify Provider Check Intercept / Withholding Information

Modify Provider Check Intercept / Withholding Information

Provider Details

Provider #	4800036564	**Provider Name**	Diana's Diamonds
Tax #	99-9889898	**Tax Indicator**	FEIN

Check Intercept - Revised Issuance Mailing Address

Name		Finance Bureau, Grants Payable
Line 2 Address	*	Jane Doe
Line 3 Address		Po Box 8916
City		Madison
State		WI
Zip		53708-8916
Phone		(608) 266-7530
Comment		Irs Levy Of $1,200. Withhold $105/Month, Not To Exceed 50% Of Issuance.

This example shows that there is an IRS tax levy for $1,200 and the Department of Children and Families will reduce the Wisconsin Shares payment by $105 per month (but not more than ½ of the issuance) until this debt is paid.

When the debt is paid, DCF finance staff will return the issuance to EFT, if the provider was receiving payment by EFT.

Electronic Funds Transfer

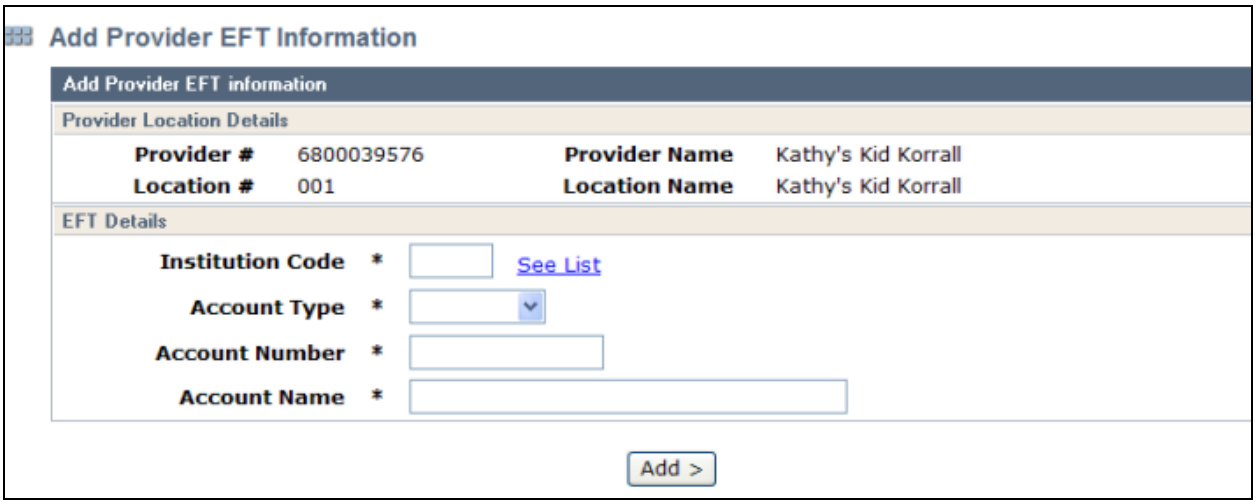
Use this page to add/view information about the provider's bank account so that the subsidy payments can be deposited directly into the account.

To access this page, click on the EFT link on the *Location Summary* page, or use the link in the left-side navigation menu after a location has been selected. This page will only display if there is no existing EFT information for the location and you have authority to add information.

Add Provider EFT Information

Collect the Child Care Electronic Funds Transfer form DCF-F-392-E from the child care provider who wants to have Wisconsin Shares payment reimbursements deposited into their bank account instead of receiving the payment in the mail.

Licensing staff do not collect Electronic Funds Transfer (EFT) information; this is done by county and tribal subsidy staff. To add direct deposit information, select the EFT link from the *Provider Location* menu at the left side of your screen. The *Add Provider EFT Information* page will display.



Field	Description
Institution Code	This is a code that identifies the bank or other financial institution where the provider location has an account to which payments should be transferred. Click on the *See List* link to go to the *Search Bank and Institution* page to identify the institution code. **Note:** When you choose the bank code, make sure that the routing number (printed on the lower-left corner of the check) matches accurately.
Account Type	Select the type of account from the dropdown box.
Account Number	Enter the provider's bank account number. The account number cannot exceed 12 digits. If the account has more than 12 digits, the provider cannot receive the subsidy payments via direct deposit.
Account Name	Enter the individual or business name that is on the account.

Add	Click on this button to add the EFT information and return to the Provider Location Summary page.

It is extremely important that the banking information is accurate. If there is an error in any of the fields above, the direct deposit will fail. See the example below to identify the Routing Number and the Account Number.

If the direct deposit fails, DCF Finance receives a notice within 2-3 days. DCF Help Desk staff will notify the provider of the payment failure and will tell the provider to contact the local child care coordinator to get the information corrected. If the case is in Milwaukee, the DCF Help Desk staff will contact MECA, and MECA staff will contact the provider. If the provider cannot be reached by phone, the EFT will be deleted and the future payments will be issued by checks. The state staff enters a note in the Provider Comments about the failure.

When an EFT fails, DCF finance will issue a paper check to replace the failed EFT deposit.

If the bank information is not corrected by the next payment cycle the next EFT will also fail.

Note: If you try to enter EFT information for a provider who has check intercepts in place, you will get the following error message: “EFT Information: Cannot enter EFT information for this location, the provider has a tax levy”. These providers cannot use EFT as the payment method until the check intercept has been deleted by DCF finance staff.

If a child care provider becomes inactive, the EFT payment method will be deleted if after three or more months of no payments.

If the EFT payment fails, the DCF Finance receives a notice from the US bank about the failure usually 2-3 days after the issuance (Thursday or Friday). In these cases, a new EFT cannot be completed, but a paper check is sent to the provider. When the failure notice has been received, the DCF help desk staff will call the provider to inform him/her about the failure and that a paper check will be issued.

Modify/Delete/View EFT Information

To access this page, click on the EFT link on the *Location Summary* page or from the navigation box on the left side of the screen. If a provider has no EFT information in CSAW this page will not be available.

Physical Address Change

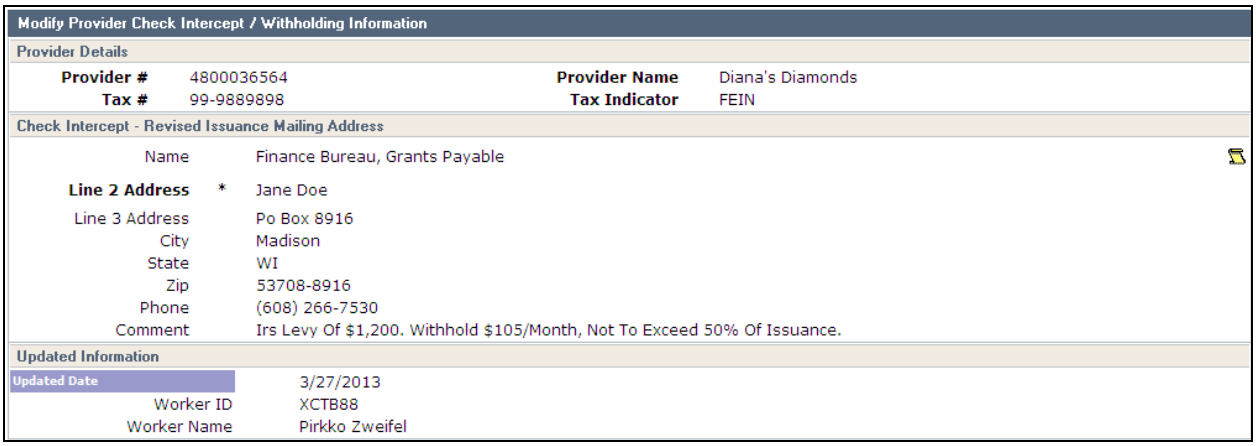
WI Licensed and Certified Providers/Programs:

If a licensed or certified provider moves to a new address, the Location Address fields in CSAW are not updateable by the subsidy staff. The provider must notify the regulatory agency about the address change. Once the facility with the new address is approved by the regulatory agency and updated in WISCCRS, the address change will automatically updated in CSAW.

Alternate addresses in CSAW are updateable by the subsidy staff to assure that the subsidy documents are mailed to the correct address.

Public School Programs/Out-of-State providers:

The subsidy staff in the county that created the provider in CSAW are able to change the location address on Location Details page.



Modify Provider Check Intercept / Withholding Information

Provider Details

Provider #	4800036564	**Provider Name**	Diana's Diamonds
Tax #	99-9889898	**Tax Indicator**	FEIN

Check Intercept - Revised Issuance Mailing Address

Name		Finance Bureau, Grants Payable
Line 2 Address	*	Jane Doe
Line 3 Address		Po Box 8916
City		Madison
State		WI
Zip		53708-8916
Phone		(608) 266-7530
Comment		Irs Levy Of $1,200. Withhold $105/Month, Not To Exceed 50% Of Issuance.

Updated Information

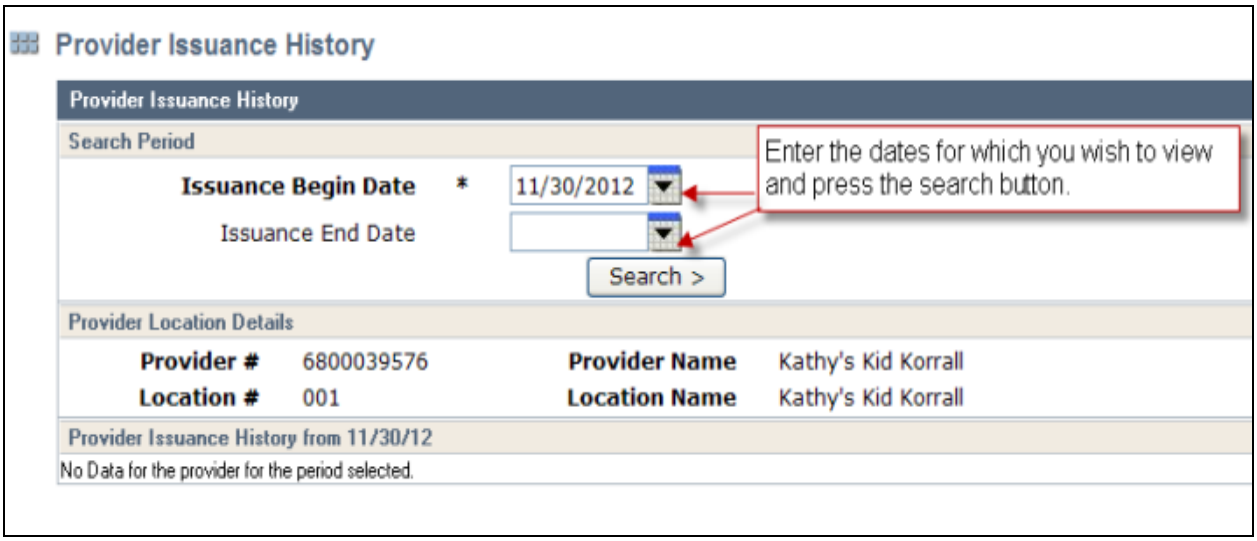
Updated Date	3/27/2013
Worker ID	XCTB88
Worker Name	Pirkko Zweifel

Union Members

In the past, family providers who were members of the WICCPT Union were able to have their dues deducted from the Shares reimbursement payments. The union contract expired in 2010 and this screen is no longer used, however, historical information is still available.

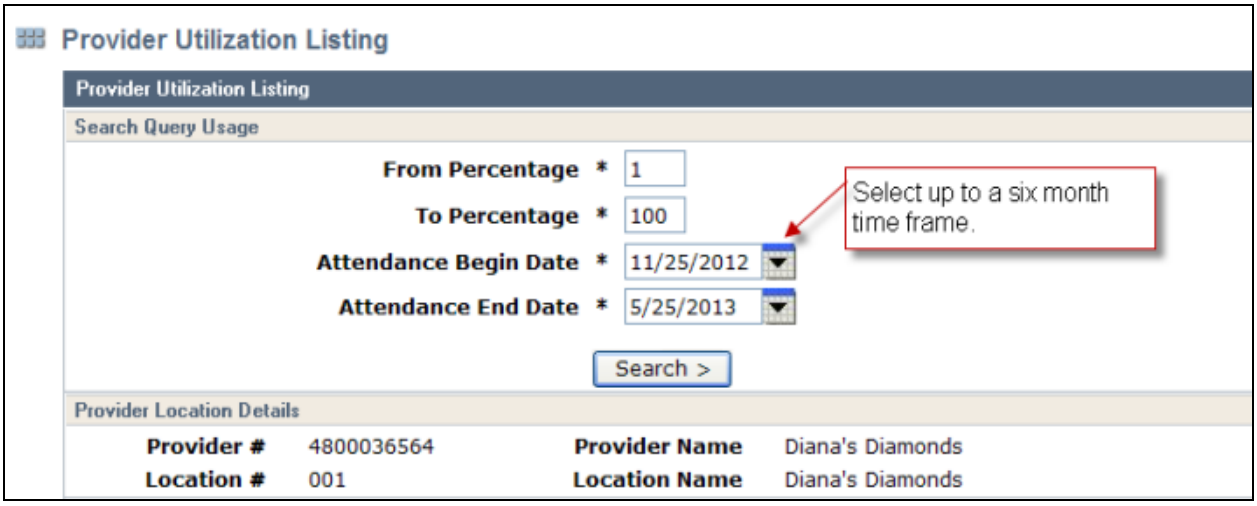
Provider Issuance History

Select the *Provider Issuance History* link from the Issuance Menu at the left side of the screen. If you are viewing a provider's record, you can go directly to this page without completing a new search on the provider. The information on this page displays subsidy issuance for ALL provider locations/facilities under a licensee/provider.



Provider Utilization Listing

This page is used to monitor the usage of authorized hours. To access this page, select the *Provider Utilization* link under the *Location* heading.



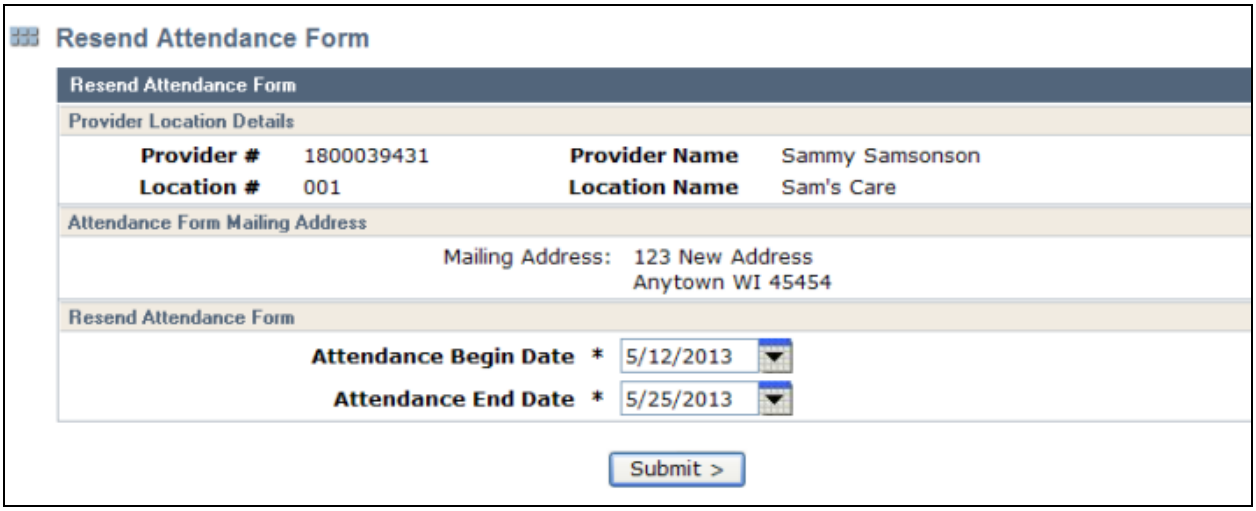
The page displays the following key fields:

Field	Description
From Percentage / To Percentage	Select the ratio of attended hours to authorized hours. The page default display is of 1% to 100% but you may enter any value between 0% and 200%. For example, for information about authorizations where additional hours are granted by override, use a range of 101% to 200%. For information about authorizations where children are attending for half of their authorized hours or less, enter a range of 0% to 50%.
Attendance Begin and End Date	Select dates or type in dates to identify a time period for which to view information. The page initially displays with a begin date of six months in the past and an end date of current date. The search is restricted to 6 months.
Search Results	This section of the page displays utilization details for all authorizations to the provider during the period and within the range selected, including case number, the name of the child who is authorized, whether additional hours were granted by override and the authorization begin and end dates. The report shows the number of hours that were authorized and the number and percent of hours of attendance that was reported. This page also displays the authorization worker's ID.

Resend Attendance Form

If the provider did not receive the Attendance Report Form (ARF), a duplicate form can be sent to the provider. The attendance form will be reprinted in a nightly job and mailed to the provider location from Madison without further action by the worker. It will include all authorizations for the period selected.

To access this page, click on the Resend Attendance Form link under the Location heading.



The Attendance Period is defaulted to the latest period. The worker can change these as needed.

NOTE: ARFs are also available in PDF format in CCPI; if the provider has access to CCPI he/she can print it from CCPI. If the provider has an email, the ARF can be emailed to him/her.

List Authorizations for a Location

Under the *Location* heading, there is a direct link to the CSAW Authorization Management Module that allows you to access the *List of Authorizations for a Location* without conducting a new search.

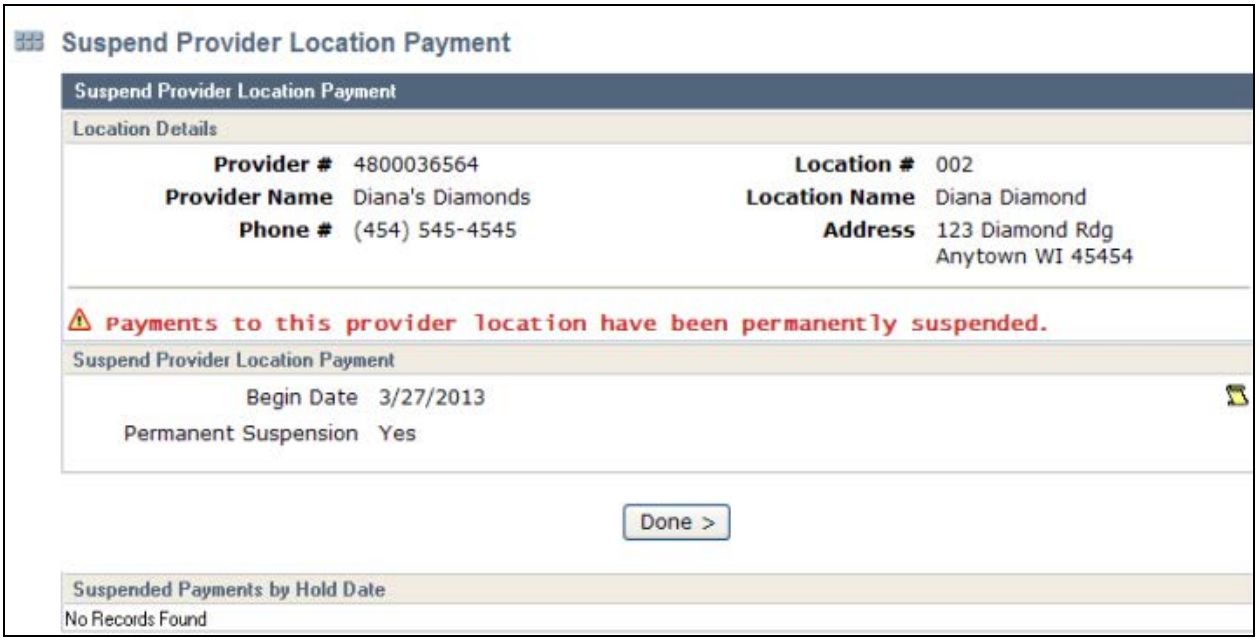
Adjustment Requests List

The Adjustment Request List will allow direct access to the PIES module without having to conduct a new search.

Suspend Payments

If payments to a provider are suspended, the information is displayed on the *Suspend Payments* screen. The screen displays the date of suspension and if the suspension is permanent. Please review the Wisconsin Shares Policy Manual, Chapter 2B for further information on payment suspensions.

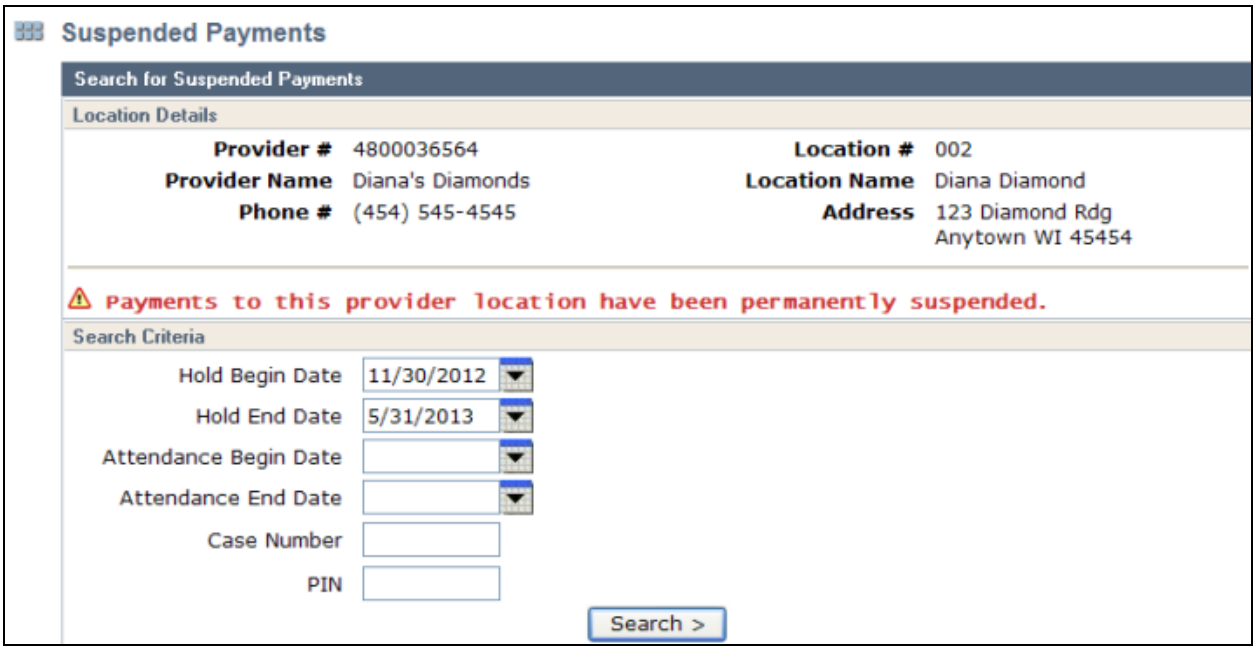
http://dcf.wisconsin.gov/childcare/wishares/pdf/chapter2provider.pdf



The red warning message indicating that the payments have been suspended for the location is also displayed on many other pages in CSAW.

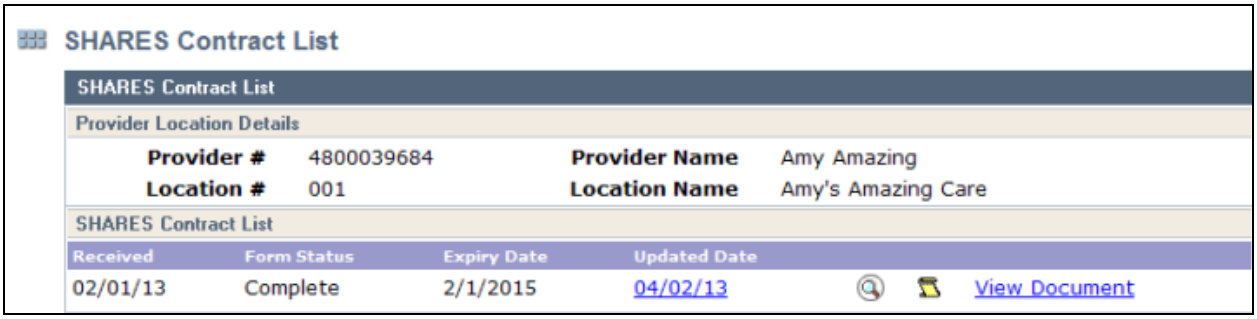
Suspend Payments List

On this page, you can search and view payments that have been suspended for a provider location/facility.



Shares Contract List

Certified in-home providers who provide care in the child's home and out-of-state providers must submit the Wisconsin Shares Contract before an authorization can be created. This page displays the Contract information and history.



Key fields on this page:

Field	Description
Received	The date that the Shares Contract form was received. **NOTE:** The authorizations cannot be created any further back than the Sunday prior to this date.
Expiry Date	Shares Contracts are valid for two years from the date they are received. Unlike the YoungStar contracts, there is not an Anniversary Date associated with Shares Contracts. However, the expiration date

	acts in the similar fashion and the grace period is allowed beyond the expiration date with all Shares Contracts.
View Documents	By clicking this link, you can view the scanned contract.

The form is posted at http://dcf.wisconsin.gov/forms/pdf/2587.pdf and must be submitted to the Madison DCF YoungStar staff via fax: 608-267-7252 or email: david.sorenson@wi.gov or coral.manning@wi.gov.

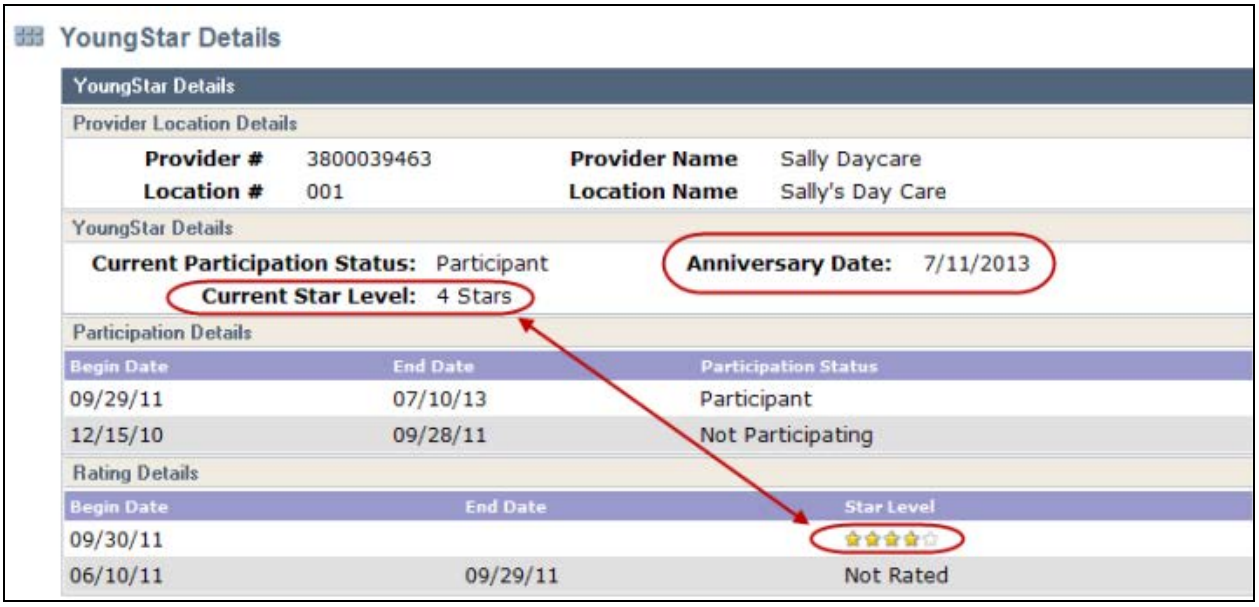
It can also be sent by U.S. mail to:

David Sorenson or Coral Manning
YoungStar Program
201 East Washington Avenue, 2nd Floor E200
Madison, WI 53708

YoungStar Details

Providers that intend to participate in the Wisconsin Shares program must also participate in the YoungStar program. The YoungStar Details page displays information regarding the YoungStar status, including participation, Rating and Anniversary Date. This page also shows the rating history.

To access this page see the navigation menu at the left of the screen. The YoungStar Details page is the last page under the *Location* menu; you can navigate to this page from the *Summary* or *Location Details* page.



The Anniversary Date is the date that the YoungStar Contract renewal must be returned.

Grace Period

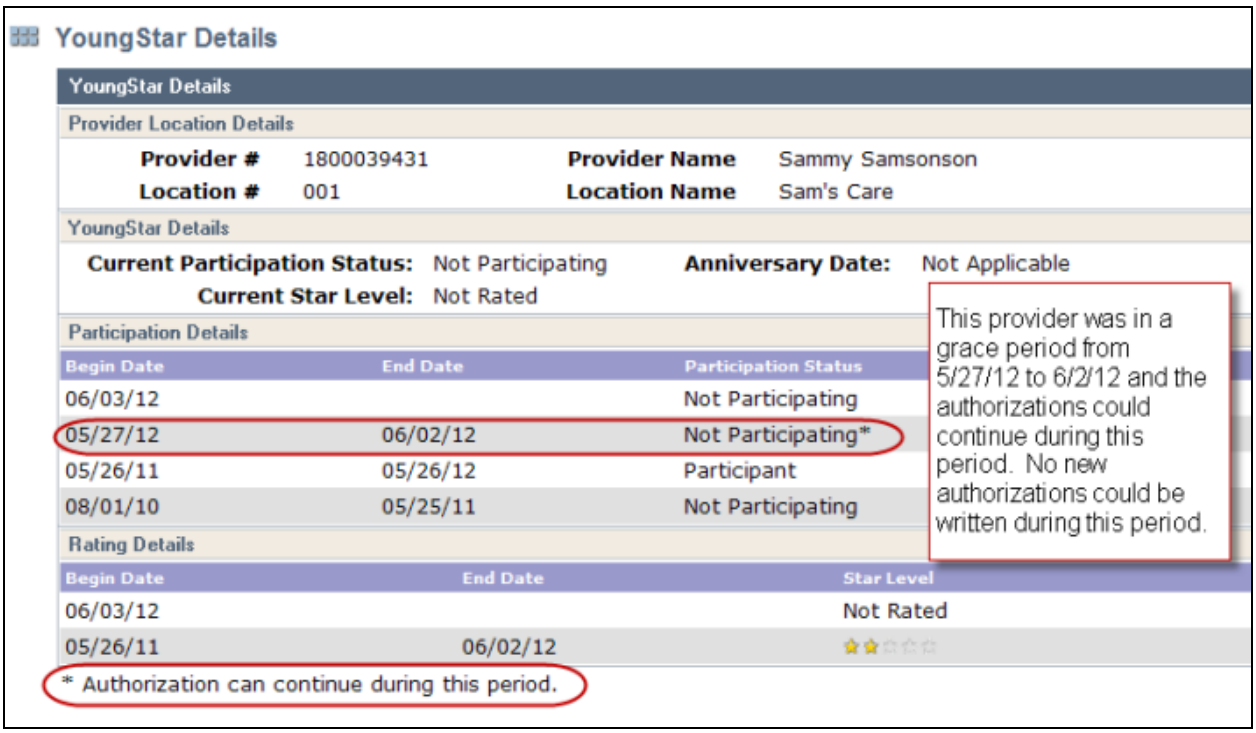
YoungStar requires providers to return the YoungStar Contract renewal by their Anniversary Date to their local YoungStar Office. If the provider has not submitted the YoungStar Contract

by the Anniversary Date, a grace period of six (6) to twelve (12) days beyond a provider's YoungStar Anniversary Date has been programmed to allow additional days during which the provider may return their contract. The grace period is intended to minimize the disruption of authorization(s) ending and to maintain continuity of care for families. The length of the grace period depends upon the day of the week the provider's Anniversary Date falls.

Anniversary Date	Authorization End Date	Grace Period
Monday	Saturday of the Following Week	12 Days
Tuesday	Saturday of the Following Week	11 Days
Wednesday	Saturday of the Following Week	10 Days
Thursday	Saturday of the Following Week	9 Days
Friday	Saturday of the Following Week	8 Days
Saturday	Saturday of the Following Week	7 Days
Sunday	Saturday of the Same Week	6 Days

When the provider's YoungStar status is in grace period status, the authorizations entered prior to the grace period can continue but no new authorizations can be created until the YoungStar Contract has been entered into the system.

The grace period is marked with an asterisk after the *Not Participating* indicator.

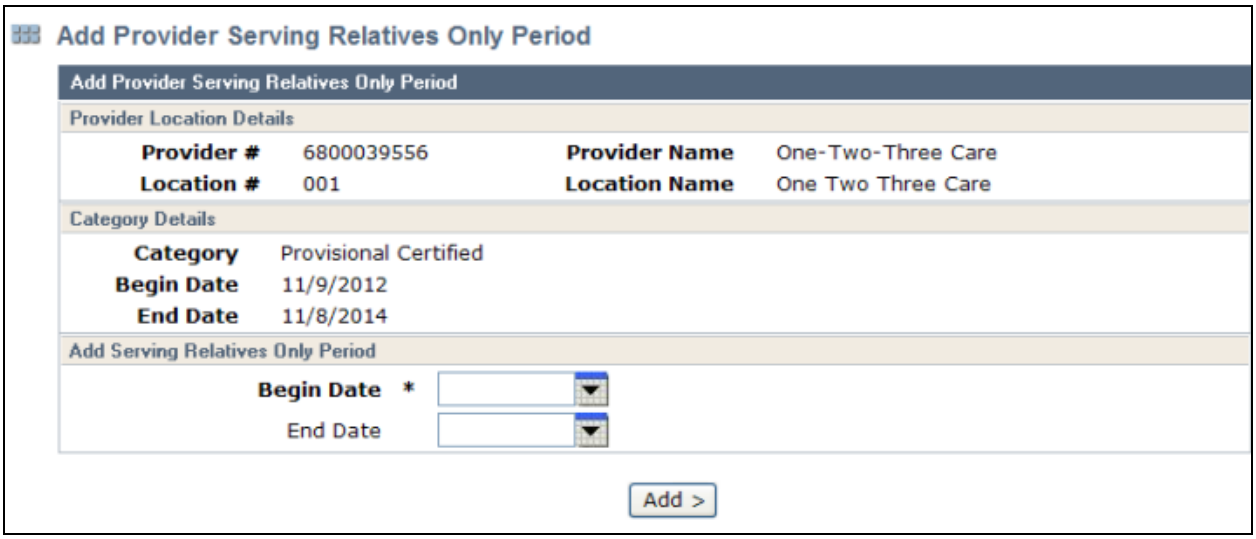


Serving Relatives Only

When a certified child care provider is serving only relative children the child care provider must be marked *Serving Relatives Only*. Providers that are providing child care only for relative children are to be paid at the provisionally certified rate.

NOTE: This screen is available in CSAW to county and tribal child care subsidy workers.

To switch the subsidy rate to provisional, the county/tribal child care subsidy worker must click on the *Serving Relatives* link from the navigation menu at the left side of the page to enter the *New Period*. The following page will display:

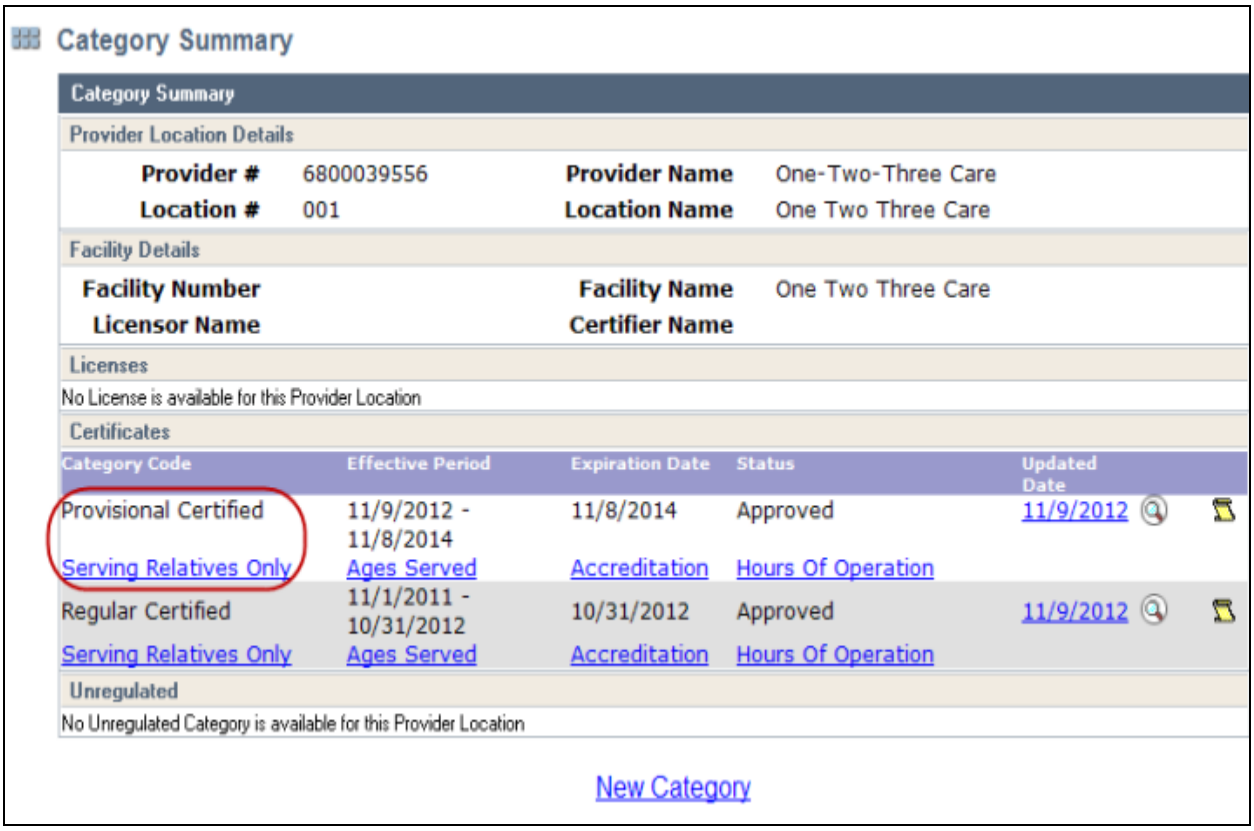


In the *Begin Date* field, enter the date the provider stopped caring for non-related children. If this is a new provider, enter the date the provider was approved certification. For current regular certified providers with subsidy payments, the system will recalculate the authorizations effective the Sunday following the data entry.

In the *End Date* field, enter the provider category end date. If a provider who has been caring for related children only, enrolls a non-related child (even part time), enter the date the non-related child was enrolled. This will change the subsidy rate back to regular.

Note: CSAW will recalculate the authorization effective the Sunday following the end date. If the provider enrolls a child that is not related to the provider (even part time), the county/tribal child care subsidy worker must end-date the *Serving Relatives period* in *CSAW*. The system will recalculate the authorization using regular rates effective Sunday after the change was made in the system.

Below is a sample of the completed *Category Summary* page for a provider who is *Serving Relatives* only.



Category Summary

Category Summary

Provider Location Details

Provider #	6800039556	**Provider Name**	One-Two-Three Care
Location #	001	**Location Name**	One Two Three Care

Facility Details

Facility Number		**Facility Name**	One Two Three Care
Licensor Name		**Certifier Name**	

Licenses

No License is available for this Provider Location

Certificates

Category Code	Effective Period	Expiration Date	Status	Updated Date
Provisional Certified	11/9/2012 - 11/8/2014	11/8/2014	Approved	11/9/2012
Serving Relatives Only	Ages Served	Accreditation	Hours Of Operation	
Regular Certified	11/1/2011 - 10/31/2012	10/31/2012	Approved	11/9/2012
Serving Relatives Only	Ages Served	Accreditation	Hours Of Operation	

Unregulated

No Unregulated Category is available for this Provider Location

New Category

Where to Go For Help

Questions regarding this training material can be directed to Child Care Staff at:

Child Care Help Desk: (608) 264-1657 or by email at childcare@wisconsin.gov.

Questions regarding security should be directed to your local county or tribal security liaison; if that person cannot answer your question contact the DCF Security Desk at: (608) 264-6323.

If you have forgotten your CSAW or CCPI User ID and password, contact the DWD Service Desk at: (608) 266-7252.

DCF is an equal opportunity employer and service provider. If you have a disability and need information in an alternate format, or need it translated to another language, please call 608-422-6080 or 888-692-1382 (TTY). For civil rights questions, call 608-422-6889 or 711 (TTY).