



Wisconsin Shares

**Child Care Provider Information
(CCPI)**

User Guide for Child Care Providers

February 2016

Division of Early Care and Education

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Welcome to Wisconsin Shares

Welcome to the Wisconsin Shares program. The Child Care Provider Information web-site, known as CCPI is designed for on-line attendance reporting, but also offers on-line access to authorization information, and much more information to assist you in the working with the Wisconsin Shares child care subsidy program.

Introduction to CCPI

CCPI gives you an easy and efficient way to report attendance, view information about Wisconsin Shares authorizations, and payment information related to your child care center.

In CCPI you can:

- enter attendance on-line for payment reimbursement from the Wisconsin Shares program,
- view up to date information on your child care authorizations,
- print paper copies of attendance report forms,
- view summarized and detailed information about your payments, and
- view current and historical regulation and accreditation status about your center.

CCPI also provides information through *Announcements*, which includes both county/tribe-specific and statewide information of interest to child care providers around the state. The web-site includes a Frequently Asked Questions section that provides answers to common questions about the Wisconsin Shares subsidy program.

Access to CCPI

Request Access

You must have access to the internet in order to request CCPI access. All instructions for getting access are available at the Wisconsin Shares CCPI Web-site below:

<http://dcf.wisconsin.gov/user-guides/ccpi>

The Wisconsin Shares web-site offers many resources that are helpful to child care providers and families that use the program and partner agencies that administer the program.

The Wisconsin Shares page provides links to CCPI and other helpful and useful information. Below is a snapshot of the Wisconsin Shares webpage.

<http://dcf.wisconsin.gov/wishares>



Home > Child Care > Wisconsin Shares

"Wisconsin Shares" Child Care Subsidy Program

Wisconsin Shares is Wisconsin's child care subsidy program that helps families pay for child care. Learn more about Wisconsin Shares, including how to apply, using the links below.

[Where to Apply In-Person](#)

[Apply Online](#)

Parent Resources:

- [Parent Information](#)
 - [General information for parents who are participating in the Wisconsin Share Subsidy Program](#)
- [Eligibility Guidelines](#)
- [YoungStar Information for Parents](#)
 - [YoungStar Parent webpage](#)
 - [Reading the Stars brochure](#) to help parents understand the YoungStar ratings of child care providers

Partner Resources:

Rules, Policies and Procedures

- [Child Care Policy Manual \(Subsidy\)](#)
- [DCF201 - Subsidy Administrative Rules](#)
- [Chapter 49 - Public Assistance \(Child Care Subsidy is listed under 49.155\)](#)
- [Foster Parent Guide \(11/21/12\)](#)
- [Administrator's Memos](#)
- [Operations Memos](#)
- [Technical Memos](#)
- [Email Notifications - Sign up for email notifications on Wisconsin Shares, YoungStar and Regulation Information.](#)
- [2014 Attendance Periods and Issuance Dates](#)
- [2015 Attendance Periods and Issuance Dates](#)
- [Forms Repository](#)
- [Publications Repository](#)

Worker Resources

User Guides

- [CSAW \(Child Care Statewide Administration on the Web\)](#)
 - [CSAW Basics](#)
 - [CSAW Provider Management](#)
 - [CSAW Authorization Management](#)
 - [CSAW Issuance Management](#)
 - [PIES \(Program Integrity Enforcement System\)](#)
- [CCPI \(Child Care Provider Information Web\)](#)
 - [CCPI Provider Guide](#)
 - [CCPI Worker Guide](#)
- [WebI \(Web Intelligence\)](#)
 - [Subsidy WebI User Guide](#)
 - [Link to Web Intelligence InfoView \(requires login\)](#)

YoungStar

- [YoungStar and Wisconsin Shares webpage](#)
 - [To receive Wisconsin Shares payments, providers must participate in YoungStar.](#)
- [Reading the Stars brochure](#) to help parents understand the YoungStar ratings of child care providers
- [Resources for providers to prepare for YoungStar](#)

Administration - Local Agencies

- [Child Care Agency Annual Summary](#)
- [Fraud Plan Template](#)

[Statistical Reports](#)

Eligibility
:: Co-Payment Schedule 2014 (pdf)
:: Co-Payment Schedule 2015 (pdf) Effective 3/1/15
Providers
:: Provider Information
:: CCPI - Child Care Provider Information Web
Other Resources
:: Newsletter
:: Maximum Reimbursement Rates
:: Rates effective 11/9/2014
Parents
:: Parent Information about Wisconsin Shares
Partner Resources
:: Child Care Policy Manual
:: CSAW
County/Tribal Contacts
:: Listing of Child Care Coordinators by County/Tribe (pdf)
:: Provider Listing of Local Contacts by County/Tribe(pdf)

You can find a link to CCPI from the Wisconsin Shares home page. The CCPI webpage provides **Key Links** that include instructions for completing the security applications for access to CCPI.

This User Guide is also available through a link from the CCPI webpage.
<http://dcf.wisconsin.gov/user-guides/ccpi>

System Availability

CCPI is available from 7:00 a.m. to 10:00 p.m. weekdays and occasionally on Saturday from 7:00 a.m. to 3:00 p.m. An announcement on the CCPI sign in page will inform you when CCPI will not be available on Saturdays.

Logging into CCPI

A few days after you have completed the CCPI request forms, you will receive an email to notify you that your account has been activated.

Go to <http://dcf.wisconsin.gov/user-guides/ccpi> and follow the link to the CCPI page and add this address to your Favorites to make it easy to get to.

The screenshot shows the Wisconsin Department of Children and Families website. The main navigation bar includes links for 'Find Child Care', 'Report Fraud', 'Become a Foster Parent', and 'Report Child Abuse'. The breadcrumb trail is 'Home > Child Care > WI Shares > CCPI'. The page title is 'Child Care Provider Information (CCPI)'. Below the title, there is a section for 'CCPI Attendance Modes Demonstration' with three modules. A sidebar menu on the right contains 'Key Links' and 'Resources'. Red arrows point to 'CCPI Login', 'New User Access (pdf)', 'Account Management', 'User Help', and 'CCPI Guide/ Training' in the sidebar menu.

Enter your User ID and Password. Remember that the User ID and Password must have the exact characters you entered on the DWD Account Creation form. When you have successfully entered your User ID and Password, the next page will be the main page for accessing information about your child care. We will call it the CCPI Home Page, more on this in a later section.

Confidentiality and Passwords

The information contained in CCPI is confidential and users must be aware of this when using CCPI. All registered users must:

- **Log out of CCPI and close the browser when you are not using CCPI.** Logging out and closing the browser will prevent unauthorized people from entering or viewing information in CCPI.
- **Not share your User ID with other staff.** Each staff member that the center's owner/director wants to use CCPI should have his/her own User ID with security.

Troubleshooting User IDs and Passwords

- **If you have entered the incorrect User ID and/or Password,** the login window will refresh and you are not able to get into the program. *Remember that Passwords are case sensitive and must be entered exactly as you entered them when you registered.*
- **If you have forgotten your Password but remember your User ID and the answer to your Password reminder question,** you will have to change your Password. To do this:
 - a) Log onto the DWD/Wisconsin Login 'Account Management' screen at: <https://www.dwd.state.wi.us/accountmanagement/default.aspx>.
 - b) Under "Customer ID Menu" heading, click on "Forgot your account information?"
 - c) Enter the email address that you used to create the CCPI user account on the 'DWD/Wisconsin Logon ID/Password Recovery Process' page.
 - d) Then go to your email inbox to access the email. The email will have a link to the "secret question" that you entered when you created the account. Enter the correct answer and hit "submit". If the answer was correct, you now can change the password.
- **If you have forgotten your User ID, or if you have forgotten both your Password,** you will need to contact the DWD Service Desk at (608) 266-7252 to request your password to be reset.

Changing Your Password

You can change your password at any time. To change your password, follow these steps:

- a) Log into the DWD/Wisconsin Logon Management System page at <https://www.dwd.state.wi.us/accountmanagement/default.aspx>.
- b) Under "Customer ID Menu" heading on the right, click on "Password Management."
- c) Enter the old and new passwords and hit the *submit* button. You should see a message: 'DWD/Wisconsin Logon password was successfully updated'

Changing the Email Address on Your CCPI Account

If your email address is changed, you can update the address in CCPI by following these steps:

1. Log into the DWD/Wisconsin Logon Management System page at <https://www.dwd.state.wi.us/accountmanagement/default.aspx>.
2. Under “Customer ID Menu” heading on the right, click on “Profile Management”
3. Enter your user ID and password. You will be taken to “Change Account Information” page. Make the changes and hit “Submit.”

Ending Access to CCPI

The CCPI access must be ended in the following situations:

1. An employee terminates employment in a group center (or home).
2. The county/tribe sometimes ends CCPI access to providers who have been falsely reporting attendance
3. DCF Security revokes the user’s access if it has been brought to their attention that a user has been sharing his/her user ID with others

Steps to end CCPI access:

The link to the online form to end CCPI access can be found at:

<http://dcf.wisconsin.gov/files/wishares/ccpi/ccpi-req-access.pdf>

The top of this page gives three options:

- First Time Request for access to CCPI
- Modify existing access to CCPI
- End access to CCPI

In this case, you will want to select the third option, *End access to CCPI*.

In the lower half of the page, under Step 2 enter your provider and location numbers, county, type of access and the date the access should be ended and hit the *Submit* button. Your child care program is automatically assigned a provider number and location number when certification or licensing requirements have been completed in WISCCRS.

Questions regarding CCPI access can be directed to your county child care coordinator. A PDF list of county child care coordinators can be found on the Wisconsin Shares web-site: <http://dcf.wisconsin.gov/files/wishares/pdf/providercontacts.pdf>

CCPI Home Page

Child Care: Child Care Home  [Logout](#) 

[Home](#) | [Provider Information](#) | [Announcements](#) | [FAQ](#) | [Reports](#) | [Admin](#) | [CSAW](#) | [WISCCRS](#) | [YoungStar](#)

Welcome to the Child Care Provider Information Home Page

Announcements	
Statewide	Des
Updated Authorization Notices 7/20/2015 Technical Assistance Memo DECE-BELP-2015-03 introduced changes to the Child Care Provider and Parent versions of Authorization Notices. All authorization notices issued beginning on June 29, 2015 no longer display the child care provider's price or the parental copayment that has been reduced from the Wisconsin Shares payment. Other important changes to the text include changes to Rights and Responsibilities and Appeal Rights. More...	No Agency/Tribe announcements for you at this time. Please click on the Announcements link to view all announcements.

[Provider Information](#)
Here you will find information about current, past, and future authorizations which have been established for your child care center. Through this link, you will also be able to view details about payments made to your center. Finally, you can review specific information unique to your center which is used in the Child Care Subsidy System such as regulation status, accreditation, rates, ages of children served, address, telephone numbers, etc.

[Announcements](#)
This section will highlight specific announcements relating to the Child Care Subsidy System (e.g. changes in mailing dates due to federal holidays, special actions due to changes in the federal poverty level, etc.), other statewide items of interest, along with county/tribal announcements of interest to providers in those areas.

[Reports](#)
In addition to viewing much of this information on your computer screen, a number of reports can be requested and printed which summarize the authorization and payment records for you.

The CCPI Home Page provides links to each section of the site, along with an explanation of each section. At the top of the page is a blue navigation bar with tabs for each section that you can access from that page. The blue navigation bar only displays areas of the website that you have access to. This is the main navigation bar, from which you can jump to various sections of the web site. By clicking on the tabs on the navigation bar, you can view Provider Information, Announcements, Frequently Asked Questions, Reports, and the User Manual link will return you to the CCPI Training page.

Navigating CCPI

Command buttons in the CCPI system are *Search*, *Submit*, *Add*, or *Save* buttons. The system does **not** execute the commands if you leave the page without clicking them. You must click submit for the system to save the data input.



Scroll Icon: To view history



Pencil Icon: To enter attendance



Warning Icon: To indicate an upcoming change or a recent change

Session Timing Out

CCPI will automatically time out if you are inactive in the program for 45 minutes. The reason for this functionality is to protect confidential information in CCPI; some child care providers use the public library to access CCPI. If the session has timed-out, you must re-enter your user ID and password.

Viewing Your Provider Information

When you select Provider Information, your location will be displayed. If you have several locations, each will be displayed.

Location List

Selecting the “Provider Information” tab from the blue bar across the top of the page, you will see a list of sites/locations that you have CCPI access to. Select the desired location/provider number.

Child Care: Location List



[Logout](#)



[Home](#) | [Provider Information](#) | [Announcements](#) | [FAQ](#) | [Reports](#) | [Admin](#)

Your Locations

Showing 10 records per page
Page 1 of 1 - Records 1-4 of 4

Provider #	Locn #	Attd	Valid Locn	Active Category	Facility ID	Tax ID	Individual Name	Business Name	Location Name, Payee Name & Address
1800039431	001		Yes	Yes	1122390	S 587498874	Sammy Samsonson		Sam's Care 123 New Address Anytown WI 45454
2800039492	001		Yes	Yes	1122482	F 123456445	Hairston Lorenzo	Little Treasures From Heaven C	Little Treasures Childcare Llc 3149 Maple Valley Dr Madison WI 53719
6800039526	001		Yes	Yes	1122500	S 767391919	Dolly Winthrop		Dolly's House 11055 Zwettler Rd Blue Mounds WI 535179608
8800039458	001		Yes	Yes	1122435	F 823232522	Patty Cake	Patty Cake Day Care	Patty Cake 1 123 Main St Anytown WI 45454

Helpful Hint!



If you want to access the Attendance page from the Locations List, click on the *Pencil Icon*.

If you have access only to one location, you will be directed to the *Location Details* page.

Child Care: Provider Location Details

Logout

Home | Provider Information | Announcements | FAQ | Reports | Admin

Location	Patty Cake Day Care	Provider Number 8800039458
Location List	Location Patty Cake 1 #001	Facility Number 1122435
Location Details	123 Main St	Facility Name Patty Cake 1
Confirmation Option	Anytown WI 45454	Licensor Name Stephen Vakil
License/Certification	Contact Phone 608-231-2632	Certifier Name
CCPI User(s)		
Correspondence		
YoungStar Details		
Attendance		
Enter Attendance		
To Do List		
Weekly Summary		
Biweekly Summary		

Provider Location Details

Headquarters Yes

Contact Name Patricia Carrington

Payment To Patty Cake Day Care

Payment Made By Check

Payments Will Actually Be Sent To Issued To Headquarters
123 Main St
Anytown WI 45454

Provider Location Details

After selecting either the provider or location number on the previous screen, the Provider Location Details screen will display.

The navigation menu on the left side of the screen allows you to access information regarding your location and to Wisconsin Shares Child Care authorizations for your location.

From this page you can:

- View your *Licensing/Certification* information,
- Find all the authorized *CCPI Users* for your location,
- See all *Correspondence* from DCF that has been issued to your location, and
- View *YoungStar* information about your location.

Key fields on the Provider Location Details page:

Field Name	Description
Business Name	The Provider's Business name is displayed in bold if the provider/center is operating with a Federal Employer Identification Number (FEIN). If the provider is operating the business with his/her SSN, the provider's First and Last name is displayed.
Location	The facility name is displayed in this field for licensed providers and for certified providers the provider's first and last name is displayed.
Address	The address displayed on the provider's license or certificate is displayed here. Errors in the address must be reported to your Licensing or Certification staff.
Contact Phone	Phone number to the facility/provider's home is displayed here. If the phone number is incorrect, the provider must contact the Licensor or Certifier to have this corrected. The county child care coordinator cannot change this number.
Provider Number	The system assigns a 10-digit provider number to every certified or licensed provider.
Facility Name	Facility ID on the license issued by DCF is displayed here. This field is not displayed for certified providers.
Licensor Name	ID of the licensing specialist who monitors the day care program. This information comes from WISCCRS. This field is not displayed for certified providers. WISCCRS is the automated system that is used by licensing and certification staff to document regulatory information.
Certifier Name	The name of the Certification specialist that monitors the facility. This field is not displayed for licensed providers.

License/Certification

To access information on the current regulation status of your location, click on the *License/Certification* tab in the left-side navigation menu.

By default, the current date is displayed in the "date" field and, the regulation status that is displayed is the current status. From this main Regulation Information page, by entering a date in the field provided, you will also be able to view historical regulation data as of that date, including:

- The regulation type of your location(s),
- County/tribal maximum rates for the regulatory type,
- Prices that you have reported to the County/Tribe regarding the price you charge for private pay children (licensed programs only), and
- Accreditation status if your location is accredited.

* If your child care center changes prices, you must notify the <http://dcf.wisconsin.gov/files/wishares/pdf/providercontacts.pdf> care coordinator in your county at least two weeks before the rate change takes effect. The new rates must be in writing. The child care coordinator will enter the new rates into the system. Rate changes cannot be back-dated; this makes it important to provide this information well in advance of the rate change.



- Location**
- [Location List](#)
- [Location Details](#)
- [Confirmation Option](#)
- [License/Certification](#)
- [CCPI User\(s\)](#)
- [Correspondence](#)
- [YoungStar Details](#)
- Attendance**
- [Enter Attendance](#)
- To Do List**
- [Weekly Summary](#)
- [Biweekly Summary](#)
- [Attendance Entry Options](#)
- [Search by Case Number](#)
- [Request Payment For Absence](#)
- [Request Paperless Attendance](#)
- [Print Attendance Report Form](#)
- [Request Vacation](#)
- [Track Sick Time](#)
- [Reports](#)
- Authorizations**
- [Authorizations](#)
- [Reports](#)
- Payments**
- [By Date](#)
- [By Quarter](#)
- [By Family/Child](#)
- [Overpayments](#)
- [1099 Summary](#)
- [Reports](#)

Patty Cake Day Care
 Location Patty Cake 1 #001
 123 Main St
 Anytown WI 45454
 Contact Phone 608-231-2632

Provider Number 8800039458
 Facility Number 1122435
 Facility Name Patty Cake 1
 Licensor Name Stephen Vakil
 Certifier Name

Search

View Information For * 4/11/2013

Regulation Information

Regulation	Status	Effective Period					
Licensed Group	Approved	05/02/11					
County Rate							
From Age	To Age	Maximum County Rate (Hourly)	Maximum County Rate (Weekly)				
00 Years 00 Months	01 Years 11 Months	\$4.63	\$162.00				
02 Years 00 Months	03 Years 11 Months	\$4.14	\$145.00				
04 Years 00 Months	05 Years 11 Months	\$4.00	\$140.00				
06 Years 00 Months	12 Years 11 Months	\$4.08	\$142.88				
Regular Rate							
From Age	To Age	Begin Date	End Date	Rate			
0 Years 0 Months	12 Years 11 Months	05/01/11		\$300.00			
Age Served							
From Age	To Age	Begin Date	End Date				
0 Year(s), 0 Month(s), 0 Week(s)	17 Year(s), 11 Month(s), 0 Week(s)	05/02/11	11/30/11				
0 Year(s), 0 Month(s), 0 Week(s)	13 Year(s), 0 Month(s), 0 Week(s)	12/01/11					
Accreditation							
Accreditation Name	Begin Date	End Date					
National Association For The Education Of Young Children (Naeyc)	05/02/11						
Hours of Operation							
Effective Date	From Month	To Month	Day	Time	Capacity	Night Time Capacity	
12/01/11	January	December 30				0	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	6:00 AM						
	To						
	6:00 PM						
05/06/11	January	December 30				30	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	6:00 AM	6:00 AM	6:00 AM	6:00 AM	6:00 AM	6:00 AM	
	To	To	To	To	To	To	
	6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM	
12/15/10	January	December 30				0	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5:00 AM	5:00 AM	5:00 AM	5:00 AM	5:00 AM	5:00 AM	
	To	To	To	To	To	To	
	6:30 PM	6:30 PM	6:30 PM	6:30 PM	6:30 PM	6:30 PM	

Key fields on this page:

Search Heading	
View Information for	The date is defaulted to the current date. If you wish to view past regulatory information, please change the date in the “search” section and hit the <i>Search</i> button.
Regulation Information Heading	
Regulation	<p>This field displays the regulatory status of the provider/center. The regulatory types are:</p> <ul style="list-style-type: none"> • Licensed Group: Center serving 9 or more children • Licensed Family: A family center serving 4-8 children • Regular Certified: Family providers serving 1-3 children • Provisionally Certified: Family providers serving 1-3 children. No training required. • Certified School Age: Programs serving children over age 7 only. • Public School Program: A program operated by a Public School District.
Status	If your provider/center has active regulatory status, ‘approved’ is displayed. If the provider/center has been revoked ‘Lic/Cert Revoked’ will display.
Effective Period	Licensed centers will have the licensing effective displayed without an expiration date. Certified providers will display certification period with begin and end date.
County Rate:	These are the maximum subsidy rates paid in the county/tribe (where the provider/center is located) for the regulatory type
From Age	The age the rate is effective from.
To Age	The age the rate is effective through. Note: the system displays the age in years and months. Example: 01 years, 11 months means that the rate is good through the 11 th month (to the date the child turns 2 years).
Maximum Hourly Rate	This is the maximum hourly rate that the county/tribe pays for the age group.
Maximum Weekly Rate	This is the maximum weekly rate that the county/tribe pays for the age group.
*Regular Rate:	This section shows the prices the provider/center charges private pay clients (displayed for licensed centers only).
From Age	The child’s age the provider’s price is effective from.
To Age	<p>The age the provider’s price is effective through.</p> <p>Note: the system displays the age in years and months. Example: 01 years, 11 months means that the rate is good through the 11th month (to the date the child turns 2 years).</p>
Begin Date	The date the price becomes effective.
End Date	For the current prices, the field is blank. If there is a date here, it is the end date of old rates and should match the begin date of new rates.
Rate	The weekly rate that the provider has reported to the agency; this is also the rate the provider charges private pay children (children not enrolled in the subsidy

	program).
Part-time Rate	This section shows the prices the provider/center charges private pay clients (displayed for licensed centers only).
This rate is used for children with authorizations for less than 25 hours per week. This rate is mandatory for providers/centers that care for subsidized children over 7 years of age who are authorized for 20 hours or fewer per week. An authorization cannot be written for a school aged child who needs a part time authorization if there are no part time rates for that provider in the system. If the provider has not submitted part time rates the county agency may calculate one or contact the provider to obtain one.	
From Age	The age at which the provider's price is effective begins.
To Age	The age the provider's price is effective through. Note: the system displays the age in years and months. Example: 01 years, 11 months means that the rate is good through the 11 th month (to the date the child turns 2 years).
Begin Date	The date the price became effective.
End Date	For the current prices, the field is left blank.
Rate	The weekly rate the provider charges the private pay children.
Accreditation	If the provider/center is accredited, this heading is displayed.
<p>NOTE: The subsidy system increases the county maximum rate by 10% when calculating authorizations for accredited Out of State child care providers. The qualifying accreditation bodies are:</p> <ul style="list-style-type: none"> • Licensed Group: NAEYC; NAC; COA; NECPA; NAA • Family Providers: NAFCC; CDA • School Age Programs: NAA <p>The provider/center is responsible for faxing the accreditation information to the Child Care Information Center at 608-224-6178.</p>	
Begin Date	The date the accreditation information is entered into the system (we do not back date this information when it is provided late).
End Date	The date the accreditation expires.

CCPI Users

This link will display all of the staff at your location who have access to your location.

Dolly Winthrop
Location Dolly's House #001
 11055 Zwettler Rd
 Blue Mounds WI 535179608
Contact Phone 608-555-1212

All of the staff at your location with CCPI access is displayed here, along with the date the access was granted.

Provider Number 6800039526
Facility Number 1122500
Facility Name Dolly's House
Licensors Name
Certifier Name

CCPI User List

Showing records per page
 Page 1 of 1 - Records 1-3 of 3

User Name	User ID	Type of Access	Email	Access Granted	Last Login Date
Karalyn Kratowicz	karaprovider2	A:Update Attd, View ATTD		11/8/2011 10:53:51 AM	2/2/2012 10:29:44 AM
Praba Jaya	prabaja50	A:Update Attd, View ATTD		2/1/2012 10:23:28 AM	2/2/2012 10:07:58 AM
Rose Prochazka	providertestid	A:Update Attd, View ATTD		11/12/2012 5:48:45 PM	4/22/2013 3:19:37 PM

Showing records per page
 Page 1 of 1 - Records 1-3 of 3

Notice that all the staff at this location have both Update and View Attendance access.

Correspondence

From the Correspondence link you can view all correspondence from DCF to your location.

Dolly Winthrop
Location Dolly's House #001
 11055 Zwettler Rd
 Blue Mounds WI 535179608
Contact Phone 608-555-1212

All Correspondence from DCF can be found here. You can sort by mailing date and follow the link to "view" if you wish.

Provider Number 6800039526
Facility Number 1122500
Facility Name Dolly's House
Licensors Name
Certifier Name

View Information From **To**

List of Correspondences

Mailing Date	Description	
4/22/2013	Notification Of Child Care Attendance Mode Change	View
8/14/2012	Child Care Authorization Information	View
7/16/2012	Notification Of Child Care Attendance Mode Change	View
6/20/2012	Child Care Authorization Information	View
5/30/2012	Youngstar Contract Renewal	View
5/30/2012	Youngstar Contract Renewal	View
5/15/2012	Child Care Authorization Information	View
5/14/2012	Youngstar Reminder Letter	View

YoungStar Details

From the YoungStar link in the Navigation menu you can find your YoungStar information.

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensors Name Certifier Name	
<div style="border: 1px solid red; padding: 5px; display: inline-block; margin-bottom: 5px;"> Here you can see your YoungStar participation information, anniversary date, and rating history. </div>			
YoungStar Details			
Current Participation Status:	Participant	Anniversary Date:	Will be available when first rating is approved
Current Star Level:	Not Rated		
Participation Details			
Begin Date	End Date	Participation Status	
03/31/13		Participant	
08/12/12	03/30/13	Not Participating	
08/02/12	08/11/12	Not Participating*	
08/01/11	08/01/12	Participant	
01/01/10	07/31/11	Not Participating	
Rating Details			
Begin Date	End Date	Star Level	
08/12/12		Not Rated	
11/01/11	08/11/12	☆☆☆☆	
<p>* Authorization can continue during this period.</p> <p>Contact the YoungStar Office nearest you for more information about YoungStar. You may visit http://dcf.wisconsin.gov/youngstar/map/default.htm to see details of YoungStar offices.</p>			

Child Care Authorizations

Authorizations

Information about authorizations can be found by clicking on the *Authorization* tab on the navigation menu. By selecting the *Authorization* link you can find an alphabetical list of children for whom there is an authorization. By default, the current 4 week period is displayed. To view a different time period, change the dates at the top of the page to view past or future 4 week period.

Child Care: Authorizations




[Home](#) | [Provider Information](#) | [Announcements](#) | [FAQ](#) | [Reports](#) | [Admin](#)

Location

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- [Location Details](#)
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Attendance

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Authorizations

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Payments

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Patty Cake Day Care
 Location Patty Cake 1 #001
 123 Main St
 Anytown WI 45454
 Contact Phone 608-231-2632

Provider Number 8800039458
 Facility Number 1122435
 Facility Name Patty Cake 1
 Licensor Name Stephen Vakil
 Certifier Name

View Information From 2/3/2013 ▼ To 3/2/2013 ▼ Search >

Children Authorized for Period 02/03/13 to 03/02/13

Showing 100 records per page
Page 1 of 1 - Records 1-6 of 6

Child's Name	Auth Ending Indicator	School Age	Date Of Birth	Primary Person Name	Case Number	SMRF Date	Review Date	Absence Details
Assistance, Kid			01/01/12	Public Assistance	2700545923	03/31/13	09/30/13	Absence Approval
Companion, Baby	Y		06/01/11	Childcare Companion	2700547926	04/30/13	10/31/13	Absence Approval
Semploved, Kid			03/01/07	Susan Semploved	5700546051	03/31/13	09/30/13	Absence Approval
Silverado, Sten			01/24/08	Chevy Silverado	1700470019	04/30/13	10/31/13	Absence Approval
Test, Freddy		Y	12/01/99	Mom Test	5700547856	N/A	10/31/13	Absence Approval
Test, Kid			04/03/12	Mom Test	5700547856	N/A	10/31/13	Absence Approval

Showing 100 records per page
Page 1 of 1 - Records 1-6 of 6

⚠ - Authorization details have changed within past 2 weeks. These may include new authorization, ending of authorization/rate or change in rate details.
Auth Ending Indicator - The Y means that the authorization is ending for this child and there is no new authorization.

15

The following information is displayed for each authorization:

Children Authorized for Period	
Child's Name	The name of the authorized child. The name also works as a link to the Authorization Details page for the child.
	If the warning icon is displayed next to a child's name, it means that the authorization has been changed within the past 2 weeks. This may include a new authorization, ending of authorization/rate or change in rate details.
Auth Ending Indicator	If a "Y" displays next to a child's name, the system is alerting you that the authorization is ending and no continuation authorization is in place for the day after the current authorization ends.
School Age	If a "Y" appears, then "school closed" hours can be paid for times the child is in your care due to temporary school closure.
Date of Birth	Child's date of birth.
Primary Person Name	Name of the person approved for assistance, usually parent, or guardian.
Case Number	CARES case number for the child's assistance group.
SMRF Date	The date the Primary Person must submit the next Six-Month-Report-Form to the county/tribe to continue receiving child care subsidy. If N/A is displayed, no SMRF is needed before the next review date.
Review Date	This is the date the Primary Person must complete an annual case review in order to continue receiving child care subsidy.
Absence Details	Link to Absence Approval. See Request Payment for Absence section for further details.

Authorization Details

To access details about a child's authorization, click on the Authorization link on the left-side menu and after that, click on the child's name.

Children Authorized for Period 02/03/13 to 03/02/13								
Showing 100 records per page								
Page 1 of 1 - Records 1-6 of 6								
Child's Name	Auth Ending Indicator	School Age	Date Of Birth	Primary Person Name	Case Number	SMRF Date	Review Date	Absence Details
Assistance, Kid			01/01/12	Public Assistance	2700545923	03/31/13	09/30/13	Absence Approval
Companion, Baby	Y		06/01/11	Childcare Companion	2700547926	04/30/13	10/31/13	Absence Approval
Semployed, Kid			03/01/07	Susan Semployed	5700546051	03/31/13	09/30/13	Absence Approval
Silverado, Sten			01/24/08	Chevy Silverado	1700470019	04/30/13	10/31/13	Absence Approval

In this example we will select Sten Silverado.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632		Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name				
Child's Case Details						
Child's Name <u>Sten Silverado</u> Child Care Agency Dane County		Case Number 1700470019 Worker Name <u>Stephan Vakil</u> & Phone				
Authorizations for the Period 02/03/13 to 03/02/13						
Showing 50 records per page Page 1 of 1 - Records 1-2 of 2						
Authorization Period	Type	Weekly Hours	Provider Regulation	Authorization Number	Special Needs	Agency Payment
01/27/13 - 04/27/13	Attendance	35	Licensed Group (LGRP)	3800297203	No	Rate
02/03/13 - 03/09/13	Enrollment	35	Licensed Group (LGRP)	5800297205	No	Rate

Sten currently has an attendance based authorization and previously had an enrollment authorization. Notice the link on the right side of the screen for the *rate*. Follow this link to see rate details about this authorization (see next screen shot).

Key fields on the Child's Case Details page:

Child's Case Details	
Child's Name	The name of the authorized child. The name also works as a link to the Authorization Details page for the child.
Child Care Agency	The county/tribe that issued the authorization.
Case Number	CARES case number for the child's assistance group.
Worker Name & Phone	The name and phone number of the authorization worker. In Milwaukee county, the name and phone number of the authorizing agency is displayed.
Authorizations for the Period	
Authorization Period	Dates you have selected to view (default is current 4 week period).
Type	Type of Authorization (Attendance or Enrollment based).
Weekly Hours	Number of weekly hours the child is authorized for subsidized care.
Provider Regulation	The regulated provider type to which the authorization is written.
Authorization Number	The authorization number.
Special Needs	If "yes" is displayed, the child has been coded as special needs.
Agency Payment	"Rate" is displayed. This link takes you to a page that shows the authorized amount in more detail. NOTE: The rate for an authorization may change for many reasons during the authorization period, such as a change in parent's income, child's age, provider's rates, county/tribal maximum rates, federal poverty level, a child is added/delete from the case (affects the poverty level), etc.

Authorization Rate Details

To access this page, click on the *Authorization* link on the left side navigation menu, then on the child's name, and then click on the *Rate* on the Authorization Details page.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632		Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name			
Authorization Rate Details					
Child's Name	Sten Silverado	Case Number	1700470019		
Agency	Dane County	Worker Name & Phone			
Authorization Number	3800297203	Authorization Type	Attendance		
Authorization Period	1/27/2013 - 4/27/2013	Weekly Hours	35		
Authorization Rate Details					
Rate Begin Date	Rate End Date	Weekly Rate	Hourly Rate	Updated User ID	Updated Date
03/10/13	04/27/13		\$5.48	XCTR34	03/01/13
02/17/13	03/09/13		\$5.56	XCTR34	03/01/13
01/27/13	02/16/13		\$5.48	XCTR34	02/18/13

Key fields on this page:

Authorization Rate Details	
Child's Name	The name of the authorized child.
Child Care Agency	The county/tribe that issued the authorization.
Authorization Number	The authorization number.
Authorization Period	Dates for the authorization period.
Case Number	CARES case number for the child's assistance group.
Worker Name & Phone	The name and phone number of the Primary Person's Case worker. In Milwaukee county, the name and phone number of the authorizing agency is displayed.
Authorization Type	Type of Authorization (Attendance or Enrollment based)
Weekly Hours	Number of weekly hours authorized for care.

Authorization Rate Details	
Rate Begin Date	The date the rate began.
Rate End Date	The date the rate ended.
Weekly Rate	Weekly amount that the subsidy will pay. Weekly rate is displayed for enrollment based authorizations only. The column will be blank for attendance based authorizations.
Hourly Rate	The hourly authorized rate. If the authorization is on enrollment basis, the hourly rate is used to calculate the weekly rate. Also, this rate is used for potential overrides and school closed hours.
Updated User ID	This is the county/tribal worker's user ID who made the latest change to the authorization.
Updated Date	The date when the rate was updated.

Reporting Attendance for Reimbursement

Wisconsin Shares attendance reporting periods are two weeks in length. You can find the attendance periods on the Wisconsin Shares Webpage on the CCPI home page:

<http://dcf.wisconsin.gov/user-guides/ccpi>



The screenshot shows the Wisconsin Department of Children and Families website. The main navigation bar includes links for 'Find Child Care', 'Report Fraud', 'Become a Foster Parent', and 'Report Child Abuse'. The breadcrumb trail is 'Home > Child Care > WI Shares > CCPI'. The page title is 'Child Care Provider Information (CCPI)'. Below the title, there is a section for 'CCPI Attendance Modes Demonstration' with three modules listed. A sidebar on the right contains 'Key Links' and 'Resources'. A red arrow points to the '2015 Attendance Periods' link in the Resources section.

You will also find a link to the Attendance Reporting Periods on the Wisconsin Shares Main page: <http://dcf.wisconsin.gov/wishares>

In most circumstances, the time you report for reimbursement from the Wisconsin Shares program will be the same hours the child was in attendance as recorded on the sign-in sign-out sheets. However, there are some situations where you should not report time for reimbursement from Wisconsin Shares including the following situations:

- Child care is provided above your regulated capacity;
- Child care is provided outside of your regulated hours or days of operation;
- The parent is paying for the care him or herself or you are not requesting payment for the care;
- The child is in shared placement and the attended time is for care provided when the child is not with the parent with the Wisconsin Shares subsidy.

When the sign-in sign-out sheets contain more hours than reported on CCPI due to the above situations, you must document the reasons by attaching the information to the sign-in sign-out sheets.

Attendance Entry Modes

County and tribal workers are responsible for assigning and changing each child provider's attendance reporting mode. When your attendance reporting mode is changed you will receive a notice two weeks in advance to inform you of the effective date. The change is done in CCPI on the Attendance Entry Options page. Providers do not have update access to this page but can view the details and history.

Dolly Winthrop
Location Dolly's House #001
 11055 Zwettler Rd
 Blue Mounds WI 535179608
Contact Phone 608-555-1212

This provider was changed to reporting in the In/Out Mode on 5/12/13. You can also view history on this page by following the scroll icon.

Provider Number 6800039526
Facility Number 1122500
Facility Name Dolly's House
Licensor Name
Certifier Name

Attendance Entry Options Summary

Showing 10 records per page
 Page 1 of 1 - Records 1-2 of 2

Effective Begin Date	Effective End Date	Attendance Entry Option	Updated User ID
05/12/13		Daily Check-In Check-Out Time	XCTD03
08/05/12	05/11/13	Daily Attendance Hours	XCTD03

Showing 10 records per page
 Page 1 of 1 - Records 1-2 of 2

Three Attendance Reporting Modes

1. **Weekly Mode:** Enter the total number of hours the child attended for the week. Entry is done after the attendance period has passed.
2. **Daily Mode:** Enter the exact daily hours and minutes and the system adds the daily hours and minutes for a weekly total. Entry can be done for the current date and for past dates.
3. **In/Out Mode:** Enter the actual arrival and departure times for each child and the system calculates the weekly total. Entry can be done for the current date and for past periods.

Attendance Entry

From any page in CCPI, see the Navigation Menu at the left side of the screen and find the Blue Attendance Banner, find *Enter Attendance*. Select the *Enter Attendance* link on the left side of the screen.

Child Care: Provider Location Details



Logout



Home | Provider Information | Announcements | FAQ | Reports | Admin | CSAW | WISCCRS | YoungStar

Location Location List Location Details Confirmation Option License/Certification CCPI User(s) Correspondence YoungStar Details Attendance Enter Attendance To Do List	Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632	Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensors Name Stephen Vakil Certifier Name
Provider Location Details		
Headquarters Yes		
Contact Name Patricia Carrington		
Payment To Patty Cake Day Care		
Payment Made By Check		
Payments Will Actually Issued To Headquarters		
Re Sent To 123 Main St		

Sort Records for Attendance Reporting

Select the *Enter Attendance* link to go directly to attendance entry page. The default is to display the records by case number, but you can sort the children by name or age and by Attendance Period/Week. When you've made your sort selections, press the Search button.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632	Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensors Name Stephen Vakil Certifier Name
Search	
Attendance Period Date 4/27/2013	Sort by Drop down menu. Case Number, PIN Case Number, PIN PIN, Case Number Last Name, First Name Authorization Worker Date of Birth
Click Here to go to location details page without saving attend	Authorization Worker ID (Optional) <input type="text"/> Search >
Attendance for t... to 04/27/2013	

The Weekly Mode

Attendance Entry

Patty Cake Day Care
 Location Patty Cake 1 #001
 123 Main St
 Anytown WI 45454
 Contact Phone 608-231-2632

Provider Number 8800039458
 Facility Number 1122435
 Facility Name Patty Cake 1
 Licensor Name Stephen Vakil
 Certifier Name

Enter the total hours for each week.

Search

Attendance Period Date: Sort by: Authorization Worker ID (Optional):

[Click Here](#) to go to location details page without saving attendance information.

Attendance for the Period 03/31/2013 to 04/13/2013

Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth	Conf Wk1 Attd	Conf Wk2 Attd
Silverado, Sten	Silverado, Chevy	1700470019	A	35	XCTR34	<input style="border: 1px solid red;" type="text"/>	N/A		<input style="border: 1px solid red;" type="text"/>	N/A		N/A	<input type="checkbox"/>	NR	NR

Week 1
Week 2

To enter attendance details for a specific child, enter the weekly total in the *Reg Hrs* box for each week of the attendance period. Enter the School Closing hours in the *Sch Hrs* field (if applicable).

All of the regularly authorized hours must be used before you enter *Sch Hrs*.

Attendance periods always begin on Sunday and end on Saturday.

Rounding in the Weekly Mode

Licensing and certification rules require the provider to record actual arrival and departure times on the sign-in/sign out forms. It is recommended that the parent signs the in and out time in hours and minutes. Attendance reporting for Wisconsin Shares subsidy reimbursement requires child care providers to add up the total hours for each day and round each day to the nearest full or half hour and enter the total for the week into the weekly total field.

Example:

Child attends 8 hours and 10 minutes: Round down to 8 hours.

Child attends 8 hours and 15 minutes: Round up to 8.5 hours.

Child attends 8 hours and 45 minutes: Round up to 9 hours.

Weekly = 25.5

In this example, 26 will be the amount entered into CCPI; round up to the nearest full hour.

Key fields on the Weekly Attendance Reporting page:

Search	
Attendance Period Date	The most current 2 week attendance period is displayed. To view/enter attendance details for a past date, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, click "Search" to continue.
Sort by	This drop-down field allows you to sort your children by Case and PIN number, Last Name/First Name, Authorization Worker, or Date of Birth.
Authorization Worker ID (Optional)	The 4 th option is to sort the records by Authorization Worker. If you choose to see only the authorizations that are associated with a specific Authorization Worker ID, you can enter the Authorization Worker ID into the "Authorization Worker ID" field and click on Search.
Lower section of the page	
Attendance Period	This shows a date within the attendance period that you are viewing. The default date is the first Sunday of the prior attendance period. The default is to display the most current attendance period. The attendance period is not available until Monday after the attendance period has ended.
Child's Name	Names of children who have authorizations for the specified attendance period are listed under this heading. By selecting the child's name link you can view the history of attendance entry for a specific child.
Primary Person's Name	The name of parent or guardian is displayed.
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
Auth Worker	The user ID of the authorizing worker is displayed here.
Reg Hrs	Regular hours: Enter the actual number of hours that the child was in care for the first and/or second week of the attendance period. If N/A is displayed, the child does not have a regular authorization (usually school age children who have a 0-hour authorization to cover school closed hours). If the field is not updatable, the payment has already been issued so the hours can no longer be modified.
Sch Hrs (School Closed Hours)	Children over 5 years of age are automatically marked as 'school age'. The system automatically banks about 110 hours for every trimester to be used for days when the school is closed due to snow days, teacher conferences, etc. Enter the number of hours that the child attended because of school closings. Regular Hours must be exhausted before entering School Hours. If you have a full time weekly rate in the system, that rate + school bank hours are capped at your full time rate. If your program has a part time weekly rate in the system, the regular attendance, + school bank attendance hours will be capped at the county/tribal maximum weekly rate. If N/A is displayed in this column, the child is not a school age child.
Override	This field is used to request an adjustment to a payment (i.e., paying more hours than authorized for an attendance-based authorization, or paying more or less than the weekly authorized amount for an enrollment-based authorization). This field is updated by county or tribal agency workers. However, providers can view details on overrides. If Override is displayed in this column, click on the field and

	choose 'View' to see details on the override. Click 'submit' to access the override page. If 'no' is displayed, there is no override.
Del Attd	Delete Attendance: This field is used to delete incorrect attendance entries for the row before the attendance period has been paid. To delete a row of attendance, click inside the <i>Del Attd</i> box. This will delete the entered attendance for the specific child, if the attendance has <u>not</u> yet been paid. This box is only available for rows that have attendance entered but reimbursement has not been processed.
Term Auth	Terminate Authorization: Check the box to terminate an authorization. Do this when a child is no longer attending your child care center but the authorization has not ended. The auth will end the following Saturday.
Conf Attd	<u>Confirmation of Attendance</u> : If your county/tribe is a 'confirmation county/tribe', the subsidy worker at the county must confirm your attendance entry before payment can be issued. If 'no' is displayed, the attendance has not been confirmed. The payment will not be issued until the county staff have confirmed it and a 'yes' is displayed. If the county worker will not review and verify your attendance entries, 'N/R' is displayed.
Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 20 attendance records. By clicking 'next', you will continue to the next page.
Attendance Verification	Before hitting 'submit', you must read the text in the scroll box and confirm that the hours submitted are accurate.

Terminating Authorizations

If the child no longer attends your child care program, you can terminate the authorization in CCPI. If you use the Weekly attendance mode, terminate the authorization on the Attendance Entry page by checking the *Term Auth* box and hitting the *Submit* button. The authorization will end the upcoming Saturday.

Providers reporting in the Daily and In/Out mode can terminate the authorization on the [Biweekly Summary](#) page. The authorization will end the upcoming Saturday.

Modify/Delete Attendance

The attendance cannot be modified if the payment has already been issued. If the payment cycle has not run yet, you can modify or delete attendance. Below are instructions on attendance modification/deletion:

Providers who report on the Weekly mode can modify the attendance on the Attendance Entry page, up until the local agency has confirmed the attendance (if required).

The Daily Mode

Attendance Entry

The Daily Mode requires some extra steps. The process is explained below:

Enter attendance

Access the attendance screen by clicking the *Enter Attendance* link in the left-side navigation menu. The current week will display. Below is a screen print of the **Daily Mode**.

Child Care: Enter Daily Attended Hours Logout

Home | Provider Information | Announcements | FAQ | Reports | Admin | CSAW | WISCCRS | YoungStar

Dolly Winthrop
Location Dolly's House #001
11055 Zwettler Rd
Blue Mounds WI 535179608
Contact Phone 608-555-1212

Provider Number 6800039526
Facility Number 1122500
Facility Name Dolly's House
Licensor Name
Certifier Name

In the Daily mode, enter the exact hours and minutes. The system will calculate the total for you. Enter 0 for days the child did not attend your child care program, and on days your child care program is closed.

Search
Attendance Week: 4/7/2013
Sort by: Case Number, PIN
Authorization Worker ID (Optional):
Search >

Attendance 04/13/2013

Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Sun 04/07	Mon 04/08	Tue 04/09	Wed 04/10	Thu 04/11	Fri 04/12	Sat 04/13	Total Hrs
Silverado, Sten	Silverado, Chevy	1700470019	Attendance	30	00:00	05:05	03:46	04:15	03:10	05:06	00:00	021:22

Submit >

When you complete the *To Do* page, your entries will update to the rounded amount, in this case 22 hours.

No Rounding Hours of Attendance in the Daily Mode

In the Daily mode, enter actual hours and minutes for each day. There is no need to round your entries; the system will round the weekly total to nearest half hour.

Key fields on the Daily Attendance page:

Search section	
Attendance Week	The most current week is displayed. To view/enter attendance details for a past week, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, click <i>Search</i> to continue.
Sort by	<p>You may choose to display the authorizations in different ways. The default view is by the case number and PIN. You can choose to sort by the PIN and then by the case number. You can also sort by age, or by the children’s last names then the children’s first names. To create a sort, click on the arrow next to the <i>Sort By</i> box, select the sort type, and click on <i>Search</i>. The 4th option is to sort the records by Authorization Worker.</p> <p>If you choose to see only the authorizations that are associated with a specific Authorization Worker ID, you can enter the Authorization Worker ID into the “Authorization Worker ID” field and click on Search.</p> <p>You can use all three sort codes at the same time. Select the <i>Attendance Period Date</i>, the <i>Sort By</i> type, enter the <i>Authorization Worker ID</i>, and hit the <i>Search</i> button. This will display the attendance details for authorizations created by a specific worker, which exist during a specific attendance period in the sort order.</p> <p>If you want the Provider Attendance screen sort to match to Attendance Report Form sort, select the following sorts:</p> <p>Outside of Milwaukee County:</p> <p>Case Number/PIN and enter the worker ID in Authorization Worker ID field for each worker listed on the Attendance Report Form.</p> <p>Milwaukee County:</p> <p>Choose PIN/Case Number</p>
Lower section of the page	
Attendance Week	This shows dates of the attendance week that you are viewing. The system defaults the view to the current week. If you wish to enter attendance for a past week, please change the date.
Child’s Name	Names of children who have authorizations for the specified week are listed under this heading. These will appear underlined and blue. By clicking the name, you can view the history of attendance entry for a specific child.
Primary Person’s Name	The name of parent or guardian is displayed
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed group providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
Week Days and Date (Sun-Sat)	<p>Enter the actual number of hours and minutes that the child was in care each day. When entering daily hours and minutes, do not use periods. If the child attends 8 hours and 15 minutes, just type “815” and then tab to the next field. The system will automatically format the hours and minutes. Also, to separate hours and minutes you may use the colon.</p> <p>After entering the attendance, you must hit the Submit button.</p>
Total Hrs	After you enter daily hours and hits Submit, the system automatically calculates the <i>Total Hours</i> .

Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 20 attendance records. By clicking <i>Next</i> , you will continue to the next page. The system saves the entered data when you click <i>Next</i> .
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The To Do Page

After entering attendance for the **entire** attendance period, click on the *To Do* link from the left-side navigation menu. The system needs to know when a week's attendance is complete so payment can be processed or so that the local agency staff can confirm attendance (if required). The *To Do* page displays Attendance Completed and Attendance Agreement Accepted links for each week of attendance that has been entered. If *No* is displayed in the Attendance Completed column, it means that there is uncompleted attendance for the attendance weeks. **No payments will be issued until the attendance has been marked complete.** Click on the *No* to access the Complete Attendance page.

Location

[Location List](#)

[Location Details](#)

[Confirmation Option](#)

[License/Certification](#)

[CCPI User\(s\)](#)

[Correspondence](#)

[YoungStar Details](#)

Attendance

[Enter Attendance](#)

[To Do List](#)

[Weekly Summary](#)

Dolly Winthrop
Location Dolly's House #001
11055 Zwettler Rd
Blue Mounds WI 535179608
Contact Phone 608-555-1212

The To Do List must be completed.

In this example, the County does not need to Confirm attendance.

Provider Number 6800039526
Facility Number 1122500
Facility Name Dolly's House
Licenser Name
Certifier Name

Reminder: The 'To Do List' must be cleared at the end of each attendance period. Child care providers must complete both the 'Attendance Completed' and 'Attendance Agreement Accepted' columns. If attendance needs to be confirmed before payment, a county worker will clear the 'Attendance Confirmed' column. Failure to complete all applicable columns in the 'To Do List' may result in delayed issuance.

Provider Attendance To Do List			
Attendance Begin Date	Attendance Completed	Attendance Agreement Accepted	Attendance Confirmed
03/31/2013	Yes	No	NR
04/07/2013	No	N/A	N/A
04/14/2013	No	N/A	N/A

Key fields on To Do List:

Provider Attendance To Do List	
If all attendance has been completed and the provider has verified the attendance, the page will display <i>No data was found for the provider location</i> . Providers who are reporting in the Weekly mode do not use this page.	
Attendance Begin Date	This column shows the weeks of attendance that must be completed before a payment can be issued.
Attendance Completed	If "No" displays, you must access the Complete Attendance page by clicking on the <i>No</i> link. If Yes is displayed, all attendance is complete.
Attendance Agreement Accepted	The column will display the following options: <ul style="list-style-type: none"> N/A: No Agreement is needed NO: Provider must access the <i>Attendance Agreement</i> acceptance page where you will attest that the attendance report is accurate.

Complete Attendance

Click on the *No* link from the *To Do* page to access the Complete Attendance page. The following page will display:

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212			Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name											
Search Attendance Period Date: 3/31/2013 Sort by: Case Number, PIN Authorization Worker ID (Optional): <input type="radio"/> All <input type="radio"/> Incomplete <input type="radio"/> Complete <input type="button" value="Search >"/>														
Check here <input type="checkbox"/> to complete all entries on this screen for which you have access. Click Here to go to location details page without saving attendance information.														
Attendance for the Week 03/31/2013 to 04/06/2013														
<input checked="" type="checkbox"/> Complete	Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Sun 03/31	Mon 04/01	Tue 04/02	Wed 04/03	Thu 04/04	Fri 04/05	Sat 04/06	Reg Hrs	Sch Hrs
<input checked="" type="checkbox"/>	Silverado, Sten	Silverado, Chevy	1700470019	A	30	00:00	05:00	05:00	05:00	10:00		00:00	25	N/A
<input type="button" value="Submit"/>														

If the child has attended all of the normally authorized hours plus additional hours due to school having been closed during the week, report the additional hours in the *Sch Hrs* field. The system automatically totals the daily hours for a weekly sum. When the child care provider is sure the hours are correct she must check the *Complete* box and hit the *Submit* button.

If you make changes to the already completed attendance, you must return to the *To Do* page, complete it, and accept agreement again for the weeks where attendance was modified. If the child care agency staff makes a change to attendance after you (the child care provider) have marked it complete, you must again return to the *To Do* page, complete it and accept the agreement again, and the child care agency staff will then be able to mark the attendance *confirmed*, if required.

Key fields on the Complete Attendance page:

Search section	
Attendance Period Date	The most current week is displayed. To view/enter attendance details for a past week, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, click <i>Search</i> to continue.
Sort by	<p>You may choose to display the authorizations in different ways. The default view is by the case number and PIN. You can choose to sort by the PIN and then by the case number. You can also sort by age, or by the children's last names then the children's first names. To create a sort, click on the arrow next to the Sort By box, select the sort type, and click on Search. The 4th option is to sort the records by Authorization Worker.</p> <p>If you choose to see only the authorizations that are associated with a specific Authorization Worker ID, you can enter the Authorization Worker ID into the <i>Authorization Worker ID</i> field and click on <i>Search</i>.</p> <p>You can use all three sort codes at the same time. Select the <i>Attendance Period</i></p>

	<p><i>Date</i>, the <i>Sort By</i> type, enter the <i>Authorization Worker ID</i>, and click on <i>Search</i>. This will display the attendance details for authorizations created by a specific worker, which exist during a specific attendance period in the sort order.</p> <p>If you want the <i>Provider Attendance</i> screen sort to match to Attendance Report Form sort, select the following sorts:</p> <p>Outside of Milwaukee County:</p> <p>Case Number/PIN and enter the worker ID in Authorization Worker ID field for each worker listed on the Attendance Report Form.</p> <p>Milwaukee County:</p> <p>Choose PIN/Case Number</p>
All/Incomplete/ Complete	The page is defaulted to display all attendance for the entire week. If you want to sort them to only include incomplete or complete attendance, click on the radio button of your choice.
Complete All entries	If you want to complete all attendance at once for the entire week, click on the check box below the Attendance Period Date.
Attendance for the Week of...	
Complete	If the check box is not clicked, the attendance has not been completed. To complete it, click on the check box.
Child's Name	Names of children who have authorizations for the specified week are listed under this heading.
Primary Person's Name	The name of parent or guardian is displayed
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed group providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
Week Days and Date (Sun-Sat)	The daily hours entered on the Attendance Entry page are displayed here. You cannot modify the attendance on this page. Modifications must be completed on the Attendance Entry page.
Reg Hrs	The system automatically totals the daily hours into this field. You cannot reduce/increase the amount. If changes are needed, they must be completed on the Attendance Entry page.
Sch Hrs (School Closed Hours)	<p>Children over 5 years of age are automatically marked as 'school age'. The system automatically banks about 110 hours for every trimester to be used for days when the school is closed due to snow days, teacher conferences, etc. Enter the number of hours that the child attended because of school closings. Regular Hours must be exhausted before entering School Hours. If you have a full time weekly rate in the system, that rate + school bank hours are capped at your full time rate. If your program has a part time weekly rate in the system, the regular attendance, + school bank attendance hours will be capped at the county/tribal maximum weekly rate.</p> <p>If N/A is displayed in this column, the child is not a school age child.</p>
Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 20 attendance records. By clicking <i>Next</i> , you can continue to the next page. The system saves the entered data when you click <i>Next</i> .

The Attendance Agreement

After you have marked the attendance complete click the *Attendance Agreement Accepted* link from the To Do page. On the Attendance Agreement page click on the check box below the text in the scroll field to certify that the entered attendance is accurate.

Location	Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name	
Location List Location Details Confirmation Option License/Certification CCPI User(s) Correspondence YoungStar Details	Reminder: The 'To Do List' must be cleared at the end of each attendance period. Child care providers must complete both the 'Attendance Completed' and 'Attendance Agreement Accepted' columns. If attendance needs to be confirmed before payment, a county worker will clear the 'Attendance Confirmed' column. Failure to complete all applicable columns in the 'To Do List' may result in delayed issuance.			
Attendance	Provider Attendance To Do List			
Enter Attendance To Do List	Attendance Begin Date	Attendance Completed	Attendance Agreement Accepted	Attendance Confirmed
	03/31/2013	Yes	No	NR
	04/07/2013	No	N/A	N/A
	04/14/2013	No	N/A	N/A

The Agreement:

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name											
Search Attendance Week: 3/31/2013 Sort by: Case Number, PIN Authorization Worker ID (Optional): <input type="text"/> <input type="button" value="Search >"/>													
Click Here to go to location details page without saving attendance agreement information.													
Attendance Week 03/31/2013 thru 04/06/2013													
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Sun 03/31	Mon 04/01	Tue 04/02	Wed 04/03	Thu 04/04	Fri 04/05	Sat 04/06	Reg Hrs	SCH Hrs
Silverado, Sten	Silverado, Chevy	1700470019	Attendance	30	00:00	05:00	05:00	05:00	10:00	00:00	00:00	25	00
I Understand That I Must Enter The Actual Hours Of Attendance For Each Child In Care On Each Child Care Attendance Report Form, Even If The Authorization Is Based On Enrollment. I Understand That I Must Notify The Local Child Care Agency If I Become Aware That A Child Is No Longer Attending The Child Care Center/Home. I Can Notify The Local Agency By Phone, In Writing Or By Entering A "I" In The Special Use Box On The Child Care Attendance Report.													
By clicking this Check box you certify that all of the reported information is complete and accurate to the best of your knowledge													<input type="checkbox"/>
<input type="button" value="Submit"/>													

Scroll through the information in the text box and be sure you understand and agree to these statements before checking the box.

Terminating Authorizations

If a child no longer attends your center, you may terminate the authorization. If you are reporting attendance in the Daily and In/Out mode use the [Biweekly Summary](#) page. The authorization will end the following Saturday.

If you make modifications to the already completed attendance, you must again access the *To Do* page and complete it again for the modified attendance.

After completing the steps above, the attendance is ready for payment processing. To be sure that all steps have been completed, go to the *To Do* page; if *No data was found for the provider location* is displayed your attendance is complete.

Modifying Attendance in the Daily Mode

To modify attendance, go to the *Attendance Entry* page and update the hours that need to be changed. This can be done until the payment issuance has run the following Saturday or until the local agency staff has confirmed the attendance, if required.

If local agency staff make changes to attendance after you (the child care provider) have marked it complete, you must again return to the *To Do* page, complete it and accept the agreement again, and the local agency staff will then be able to mark the attendance *confirmed*, if required.

The In/Out Mode

Enter Attendance

Access the attendance screen from the *Enter Attendance* link in the left-side navigation menu. The current week will display.

The In/Out mode you may enter attendance for the current date by clicking on the specific date you want to work with or you may click on the week to enter attendance for a specific child for the week.

You must check the *Absent* box if the child was absent or the child care center was closed on that day. In the In/Out fields you must enter the exact time in hours and minutes that the child arrived and left your care on that day. Hit the *Submit* button when you have completed your entries for the week.

Below is a snap shot of the attendance screen using the In/Out mode if you wish to enter the whole week on one page.

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212				Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name																																																									
Search Attendance Week: Prev May 2013 Next > Sort by: Case Number, PIN <input type="text"/> Authorization Worker ID (Optional) <input type="text"/> <input type="button" value="Search >"/>																																																													
<table border="1"> <thead> <tr> <th>Week</th> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>Week></td> <td>28</td> <td>29</td> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Week></td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>Week></td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>Week></td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>Week></td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> </tr> <tr> <td>Week></td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> </tbody> </table>						Week	Su	Mo	Tu	We	Th	Fr	Sa	Week>	28	29	30	1	2	3	4	Week>	5	6	7	8	9	10	11	Week>	12	13	14	15	16	17	18	Week>	19	20	21	22	23	24	25	Week>	26	27	28	29	30	31	1	Week>	2	3	4	5	6	7	8
Week	Su	Mo	Tu	We	Th	Fr	Sa																																																						
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Click Here to go to location details page without saving attendance information.																																																													
Attendance Week 05/12/2013 To 05/18/2013																																																													
Sunday (05/12) Monday (05/13) Tuesday (05/14) Wednesday (05/15) Thursday (05/16) Friday (05/17) Saturday (05/18)																																																													
Child's Name: <u>Silverado, Sten</u> PP Name: Silverado, Chevy Case # 1700470019 Auth Type: Attendance Auth Hours: 30																																																													
Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent	<input type="checkbox"/> Absent																																																						
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Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																						
<input type="button" value="Submit"/>																																																													

You may also enter attendance every day by selecting a specific day on the calendar to work with.

In the In/Out attendance reporting mode, by selecting a specific day for which to enter attendance, the system will display two sets of In/Out fields. This is helpful when a child must leave for part of the day and then returns. The child does not need to be marked "school-age" in order for two sets of In/Out to be available.

Little Treasures From Heaven C
 Location Little Treasures Childcare Llc #001
 3149 Maple Valley Dr
 Madison WI 53719
 Contact Phone 608-845-3522

Provider Number 2800039492
 Facility Number 1122482
 Facility Name Little Treasures Childcare Llc
 Licensor Name Lars Licensor
 Certifier Name

Search
 Attendance Week **Prev** August 2014 **Next**>
 Sort by Case Number, PIN
 Authorization Worker ID (Optional) Search >

by selecting the specific day you can enter two In/Out records for each child for one day.

Click Here to go to location details page without saving attendance information.

Monday 08/18/2014

Child's Name	Existing Hours	In	Out	In	Out	Absent	Primary Person	Case #	Authorization
Rabbitt, Bugs		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Absent	Rabbitt, Bunny	8150780785	Enrollment: 30
Rabbitt, Floppsy		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Absent	Rabbitt, Bunny	8150780785	Enrollment: 30

Both children in this example are pre-school aged.

Submit

Several Episodes of In/Out In One Day

In the In/Out mode, multiple episodes of In/Out can be reported in one day. To do this, complete the first set of In/Out and press "submit" then return to the same day from the Enter Attendance menu and CCPI will display two additional sets of In/Out that are available for use.

Search
 Attendance Week **Prev** August 2014 **Next**>
 Sort by Case Number, PIN
 Authorization Worker ID (Optional) Search >

In this example, both children have attended 8 am to 11 am, and 2 pm to 3 pm and then returned again from 3:30 pm to 5 pm.

After pressing the Submit button and returning to the specific day, CCPI will display two new In/Out fields.

Click Here to go to location details page without saving attendance information.

Monday 08/18/2014

Child's Name	Existing Hours	In	Out	In	Out	Absent	Primary Person	Case #	Authorization
Rabbitt, Bugs	3:30 PM - 5:00 PM 2:00 PM - 3:00 PM 8:00 AM - 11:00 AM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Absent	Rabbitt, Bunny	8150780785	Enrollment: 30
Rabbitt, Floppsy	3:30 PM - 5:00 PM 2:00 PM - 3:00 PM 8:00 AM - 11:00 AM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Absent	Rabbitt, Bunny	8150780785	Enrollment: 30

Submit

No Rounding Hours of Attendance in the In/Out Mode

When exact arrival and departure times are entered, the system will calculate the daily total with minute's accuracy. This eliminates the need for rounding. When summarizing the daily hours into a weekly total, the system rounds up any minutes above 15 into the next full hour.

Key fields on the In/Out Attendance Reporting page:

Search section	
Attendance Week	The most current week is displayed. To view/enter attendance details for a past week, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, hit the <i>Search</i> button to continue.
Sort by	<p>You may choose to display the authorizations in different ways. The default view is by the case number and PIN. You can choose to sort by the PIN and then by the case number. You can also sort by age, or by the children’s last names then the children’s first names. To create a sort, click on the arrow next to the Sort By box, select the sort type, and click on Search. The 4th option is to sort the records by Authorization Worker.</p> <p>If you choose to see only the authorizations that are associated with a specific <i>Authorization Worker ID</i>, you can enter the Authorization Worker ID into the <i>Authorization Worker ID</i> field and click on Search.</p> <p>You can use all three sort codes at the same time. Select the <i>Attendance Period Date</i>, the <i>Sort By</i> type, enter the <i>Authorization Worker ID</i>, and hit the <i>Search</i> button. This will display the attendance details for authorizations created by a specific worker, which exist during a specific attendance period in the sort order.</p> <p>If you want the Provider Attendance screen sort to match to Attendance Report Form sort, select the following sorts:</p> <p>Outside of-Milwaukee County: Case Number/PIN and enter the worker ID in Authorization Worker ID field for each worker listed on the Attendance Report Form.</p> <p>Milwaukee County: Choose PIN/Case Number</p>
Attendance Week Section	
Attendance week	The most current week is displayed. Providers in In/Out mode can enter child’s arrival and departure times daily if preferred; however, the payment will not be processed until the attendance period has ended.
Sunday-Saturday	The page has columns for each week day for the attendance week.
Child’s name	Child’s name is displayed. The name also works as a link to the Attendance History page.
PP Name	Primary Person’s Name: The name of parent or guardian is displayed
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
In	Enter the time of the day the child arrived at the center. Use actual hours and minutes. Example: 06:06AM enter “0606” and the system formats it to display as 6:06 AM. If the time is in the afternoon, either use 24-hour clock or enter a “p” after the time. Example: 04:11PM. Enter “0411p” and the system will automatically format it as 4:11 PM.

Out	<p>Enter the time of the day the child left the center. Use actual hours and minutes. Example: 06:06AM enter "0606" and the system formats it to display as 6:06 AM. If the time is in the afternoon, either use 24-hour clock or enter a "p" after the time. Example: 04:11PM. Enter "0411p" and the system will format it as 4:11 PM.</p> <p>If the child stays in the center overnight, the times must be entered for each week day. Example: A child is in care from 10pm on Monday until 6am on Tuesday morning. Enter the attendance as follows: Monday – Enter 6pm in the <i>In</i> field then enter 11:59 p.m. in the <i>Out</i> field. Then for Tuesday, enter 12:01am in the <i>In</i> field and 6 a.m. in the <i>Out</i> field.</p>
Absent	If a child is absent during a regularly scheduled day, please click the <i>Absent</i> check box.
Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 10 attendance records. By clicking <i>Next</i> , you can continue to the next page. The system saves the entered data when you click <i>Next</i> .

The To Do page

After entering attendance for the **entire** week, click on the *To Do* link in the left-side navigation menu. The system needs to know when a week's attendance is complete so payment can be processed. The *To Do* page displays Attendance Completed and Attendance Agreement Accepted links for each week of attendance that has been entered. If *No* is displayed in the Attendance Completed column, it means that there is uncompleted attendance for the attendance week. **No payments will be issued until the attendance has been marked complete.**

Click on the *No* to access the Complete Attendance page.

Watts Valley Day Care Location Watts Valley Day Care #001 2702 Monroe St Milwaukee WI 53203 Contact Phone 414-258-7110		Provider Number 4800039704 Facility Number 1122684 Facility Name Watts Valley Day Care Licensor Name Certifier Name	
<p>Reminder: The 'To Do List' must be cleared at the end of each attendance period. Child care providers must complete both the 'Attendance Completed' and 'Attendance Agreement Accepted' columns. If attendance needs to be confirmed before payment, a county worker will clear the 'Attendance Confirmed' column. Failure to complete all applicable columns in the 'To Do List' may result in delayed issuance.</p>			
Provider Attendance To Do List			
Attendance Begin Date	Attendance Completed	Attendance Agreement Accepted	Attendance Confirmed
03/31/2013	No	N/A	N/A

Key fields on the Attendance To Do page:

Attendance To Do List	
<p>If all attendance has been completed and the provider has verified the attendance, the page will display <i>No data was found for the provider location</i>. Providers who are reporting in the Weekly attendance reporting mode do not use this page.</p>	
Attendance Begin Date	This column shows the weeks of attendance that must be completed before a payment can be issued.

Attendance Completed	If "No" displays, you must go to the Complete Attendance page by clicking on the "No" link. If "Yes" is displayed, all attendance is complete.
Attendance Agreement Accepted	The column will display the following options: <ul style="list-style-type: none"> N/A: No Agreement is needed No: Provider must access the Attendance Agreement Accepted page to verify that the attendance is accurate

The Attendance Agreement

After you have marked the attendance complete click the *Attendance Agreement Accepted* link from the *To Do* page. On the *Attendance Agreement* page click on the check box below the text in the scroll field to certify that the entered attendance is accurate.

Location	Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name																
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The Agreement:

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<table border="1"> <thead> <tr> <th>Child's Name</th> <th>Primary Person's Name</th> <th>Case Number</th> <th>Auth Type</th> <th>Auth Hrs</th> <th>Sun 03/31</th> <th>Mon 04/01</th> <th>Tue 04/02</th> <th>Wed 04/03</th> <th>Thu 04/04</th> <th>Fri 04/05</th> <th>Sat 04/06</th> <th>Reg Hrs</th> <th>SCH Hrs</th> </tr> </thead> <tbody> <tr> <td>Silverado, Sten</td> <td>Silverado, Chevy</td> <td>1700470019</td> <td>Attendance</td> <td>30</td> <td>00:00</td> <td>05:00</td> <td>05:00</td> <td>05:00</td> <td>10:00</td> <td>00:00</td> <td>00:00</td> <td>25</td> <td>00</td> </tr> </tbody> </table>	Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Sun 03/31	Mon 04/01	Tue 04/02	Wed 04/03	Thu 04/04	Fri 04/05	Sat 04/06	Reg Hrs	SCH Hrs	Silverado, Sten	Silverado, Chevy	1700470019	Attendance	30	00:00	05:00	05:00	05:00	10:00	00:00	00:00	25	00		
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Sun 03/31	Mon 04/01	Tue 04/02	Wed 04/03	Thu 04/04	Fri 04/05	Sat 04/06	Reg Hrs	SCH Hrs																	
Silverado, Sten	Silverado, Chevy	1700470019	Attendance	30	00:00	05:00	05:00	05:00	10:00	00:00	00:00	25	00																	
<div style="border: 1px solid gray; padding: 5px;"> I Understand That I Must Enter The Actual Hours Of Attendance For Each Child In Care On Each Child Care Attendance Report Form, Even If The Authorization Is Based On Enrollment. I Understand That I Must Notify The Local Child Care Agency If I Become Aware That A Child Is No Longer Attending The Child Care Center/Home. I Can Notify The Local Agency By Phone, In Writing Or By Entering A "I" In The Special Use Box On The Child Care Attendance Report. </div>																														
By clicking this Check box you certify that all of the reported information is complete and accurate to the best of your knowledge <input type="checkbox"/>																														
<input type="button" value="Submit"/>																														

Scroll through the information in the text box and be sure you understand and agree to these statements before checking the box.

Terminating Authorizations

If the child no longer attends the center, you can terminate the authorization in CCPI. Using the In/Out mode the authorization can be terminated from the [Biweekly Summary](#) page. The authorization will end the following Saturday.

If you make modifications to the already completed attendance, you must again access the *To Do* page and complete it again for the modified attendance.

Modifying Attendance Entry in the In/Out Mode

When modifying/deleting attendance, you must first access the *Attendance Entry* page and from that page select the date that you wish to modify.

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensors Name Certifier Name																																																																									
Search																																																																											
Attendance Week		Sort by Case Number, PIN	Authorization Worker ID (Optional) <input type="text"/> <input type="button" value="Search >"/>																																																																								
<table border="1"><tr><td>Prev</td><td colspan="7">May 2013</td><td>Next ></td></tr><tr><td></td><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td><td></td></tr><tr><td>Week ></td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr><tr><td>Week ></td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td></td></tr><tr><td>Week ></td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td></td></tr><tr><td>Week ></td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td></td></tr><tr><td>Week ></td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td></td></tr><tr><td>Week ></td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td></td></tr></table>		Prev	May 2013							Next >		Su	Mo	Tu	We	Th	Fr	Sa		Week >	28	29	30	1	2	3	4		Week >	5	6	7	8	9	10	11		Week >	12	13	14	15	16	17	18		Week >	19	20	21	22	23	24	25		Week >	26	27	28	29	30	31	1		Week >	2	3	4	5	6	7	8			
Prev	May 2013							Next >																																																																			
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Attendance Week 05/12/2013 To 05/18/2013																																																																											
Sunday (05/12)		Monday (05/13)		Tuesday (05/14)		Wednesday (05/15)		Thursday (05/16)		Friday (05/17)		Saturday (05/18)																																																															
Child's Name: <u>Silverado, Sten</u> PP Name: Silverado, Chevy Case # 1700470019 Auth Type: Attendance Auth Hours: 30																																																																											
Absent <input type="checkbox"/> Absent		<input type="checkbox"/> Absent		<input type="checkbox"/> Absent		<input type="checkbox"/> Absent		<input type="checkbox"/> Absent		<input type="checkbox"/> Absent		<input type="checkbox"/> Absent																																																															
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<u>Absent</u>		8:15 AM - 12:00 PM		7:59 AM - 11:55 AM		7:48 AM - 11:45 AM		8:01 AM - 11:58 AM		<u>Absent</u>		<u>Absent</u>																																																															
<input type="button" value="Submit"/>																																																																											

In this example, you want to modify your entries for Thursday, May 16th.

Clicking on the date you wish to modify will bring you to the page where you actually make your changes.

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name	
Authorization Details			
Child's Name	Sten Silverado	Case Number	1700470019
Authorization Hours	30	Authorization Type	Attendance
Termination Indicator			
Modify/Delete Check-In/Out Time			
Authorization Number	4800297224		
Attendance Begin Date	05/12/2013		
Day of the Week	Thursday		
Check-In Time	8:01 AM		
Check-Out Time	11:58 AM		
Delete Check-In Check-Out Time	<input type="checkbox"/>		
		<input style="border: 2px solid red;" type="button" value=" < Modify and Go Back "/> <input style="border: 1px solid gray;" type="button" value=" Cancel "/>	

When you make modifications to the already completed attendance, you must again access the To Do page, complete it, and accept the agreement again for the weeks that attendance was modified. If the child care agency staff makes modifications to the already completed attendance, you (the child care provider) must again access the *To Do* page and complete it again for the modified attendance, and the local agency staff may then confirm the attendance, if required.

School Closed Hours

Children over 5 years of age are automatically marked as 'school age' in the subsidy system. The system automatically banks about 110 hours for every trimester to be used for days when the school is closed due to snow days, teacher conferences, etc. If you are reporting in the Weekly mode, enter the *School Closed* hours on the *Attendance Entry* page. If you are reporting in Daily and In/Out modes, enter the *School Closed* hours on the *Complete Attendance* page.

Children over 5 years of age are automatically marked as 'school age'. The system automatically banks about 110 hours for every trimester to be used for days when the school is closed due to snow days, teacher conferences, etc. Regular attendance hours must be completely used before entering School Hours. If you have a full time weekly rate in the system, that rate + school bank hours are capped at your full time rate. If your program has only a part time weekly rate in the system, the regular attendance, + school bank attendance hours will be capped at the county/tribal maximum weekly rate.

Example of usage of *School Closed* hours:

John attends Mary's Day Care regularly from 3 to 6 pm (3 hours/day=15 hours/week authorization), Monday – Friday. The school is closed for teacher conference on Thursday and Friday. John attends Mary's care from 8am to 6pm these 2 days (total number of hours attended this week is 29). The provider will report 15 hours in the Reg Hrs field and 14 hours in the Sch Hrs field (8-3pm both days = 7 hours/day).

Let's apply this example to the **In/Out mode**. After entering attendance for the **entire week** (see page 33 for details), click on the *To Do List* in the left-side navigation menu. Then, click on *No* under *Attendance Completed*, which will take you to the screen below. In this example, John attended a total of 29 hours for the week, which CCPI automatically put in the *Reg Hrs* box.

Attendance for the Week 01/31/2016 to 02/06/2016												Reg Hrs	Sch Hrs
Complete	Child's Name	Case Number	Auth Type	Auth Hrs	Sun 1/31	Mon 02/01	Tue 02/02	Wed 02/03	Thu 02/04	Fri 02/05	Sat 02/06		
<input type="checkbox"/>	Dane, John	5150849855	A	15	2:00 AM-12:00 AM	3:00 PM-6:00 PM	3:00 PM-6:00 PM	3:00 PM-6:00 PM	8:00 AM-6:00 PM	8:00 AM-6:00 PM	12:00 AM-12:00 AM	29	0

However, John's authorization is for 15 hours per week. **Any additional hours he attended because school was closed must be reported as *Sch Hrs***. Take the total hours attended for the week and subtract the authorized hours to get the school hours: $29-15=14$. Change the 29 to 15 in the *Reg Hrs* (to match the *Auth Hrs*) and add the additional 14 hours in the *Sch Hrs* box.

Attendance for the Week 01/31/2016 to 02/06/2016												Reg Hrs	Sch Hrs
Complete	Child's Name	Case Number	Auth Type	Auth Hrs	Sun 1/31	Mon 02/01	Tue 02/02	Wed 02/03	Thu 02/04	Fri 02/05	Sat 02/06		
<input checked="" type="checkbox"/>	Dane, John	5150849855	A	15	2:00 AM-12:00 AM	3:00 PM-6:00 PM	3:00 PM-6:00 PM	3:00 PM-6:00 PM	8:00 AM-6:00 PM	8:00 AM-6:00 PM	12:00 AM-12:00 AM	15	14

Then, check the *Complete* box and click on *Submit*.

This will take you back to your *To Do List*, where you need to confirm attendance by completing the *Attendance Agreement Accepted* link (see page 37 for details).

School bank hours must not be used when a child is out of school due to illness. If your child care center is approved to care for sick children, you may contact the county or tribal worker to request an override or an increase in the authorization hours for that week.

When School Closed hours are used correctly it is not likely for them to be all used before the end of the trimester; however if it does occur the provider must contact the County or Tribal child care agency.

Attendance Entry History

To access information on attendance entry, click on the child's name on the *Attendance Entry* screen (all modes). The history page will show who entered attendance and when the changes were made. The most recent entry is displayed on top. If you wish to view a previous date, select the week from the *Attendance Entry* page.

This example shows an *Attendance* based authorization for 35 hours and that 35 hours have been entered for each week under *Regular Hours*, no *School Hours* have been reported. After the payment for the week has been issued, the attendance can no longer be updated. Notice in the example below that the Issuance Status is *N*, not issued.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632							Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name		
Authorization Details									
Child's Name Sten Silverado					Case Number 1700470019				
Authorization Hours 35					Authorization Type Attendance				
Termination Indicator									
Attendance History for the Week of 03/03/2013									
Regular Hours	School Hours	Override Hours	Confirm Attendance	Complete Attendance	Delete Attendance	Agreement Accepted	Issuance Status	Updated Date	Updated User ID
35	0	0	NR	Yes		Yes	N	04/24/13	W01251
Attendance History for the Week of 03/10/2013									
Regular Hours	School Hours	Override Hours	Confirm Attendance	Complete Attendance	Delete Attendance	Agreement Accepted	Issuance Status	Updated Date	Updated User ID
35	0	0	NR	Yes		Yes	N	04/24/13	W01251
Termination Indicator: R - Requested for authorization termination. T - Authorization ended due to termination.					Issuance Status: N - Not issued. Y - Issued.				
Confirm Attendance: NR - Confirmation not required. Y - Attendance confirmed. N - Attendance not confirmed.					S - Suspended. R - Released. D - Denied.				
Please click here to close this window and return to the previous page Close Window									

To close the Attendance History screen and return to the Provider Attendance screen, click on the Close Window button at the bottom of the page.

Find the Staff Person that Entered the Attendance

Viewing the example screen shot above, you can find the worker that entered the attendance on the right side of the page. Selecting the link will bring you to the *User ID Details* page. This page will display the User ID, the user's county, the User's Name and the User's phone number (if exists).

Child Care: User ID Details [Logout](#) 

[Change SPA Settings](#)

[Home](#) | [Provider Information](#) | [Announcements](#) | [FAQ](#) | [Reports](#) | [Admin](#)

User ID Details	
User ID	W01251
County	Milwaukee County
CCPI User	providertestid
Name	Rose Prochazka
Phone	Not-Found

[< Back](#)

To exit the User ID Details screen, click on the “Back” button. This will return you to the *Attendance History* screen.

Weekly Summary page

The Weekly Summary page is the same for all three attendance reporting modes. This page shows attendance information for **one** week at a time. It also shows if the provider-entered attendance has been confirmed by the county worker (if applicable), if the attendance is complete, and if the payment has been issued. Below is a screen print of this page.

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name									
Search											
Attendance Week	4/21/2013	Sort By	Case Number, PIN								
		Authorization Worker ID (Optional)	<input type="text"/>								
Click Here to go to location details page.											
Attendance Summary for the week 04/21/2013 to 04/27/2013											
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Reg Hrs	Sch Hrs	Override	Confirm Attendance	Complete Attendance	Agreement Accepted	Issuance Status
Silverado, Sten	Silverado, Chevy	1700470019	A	30							
Authorization Type: A = Attendance E = Enrollment		Issuance Status: N - Not issued. Y - Issued.									
Confirm Attendance: NR - Confirmation not required. Y - Attendance confirmed. N - Attendance not confirmed.		S - Suspended. R - Released. D - Denied.									

Key fields on the Weekly Summary page: (none of these fields are updatable):

Search section	
Attendance Week	The most current week is displayed. To view/enter attendance details for a past week, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, click <i>Search</i> to continue.
Sort by	<p>You may choose to display the authorizations in different ways. The default view is by the case number and PIN. You can choose to sort by the PIN and then by the case number. You can also sort by age, or by the children's last names then the children's first names. To create a sort, click on the arrow next to the Sort By box, select the sort type, and click on Search. The 4th option is to sort the records by Authorization Worker.</p> <p>If you choose to see only the authorizations that are associated with a specific <i>Authorization Worker ID</i>, you can enter the Authorization Worker ID into the <i>Authorization Worker ID</i> field and click on Search.</p> <p>You can use all three sort codes at the same time. Select the <i>Attendance Period Date</i>, the <i>Sort By</i> type, enter the <i>Authorization Worker ID</i>, and click on <i>Search</i>. This will display the attendance details for authorizations created by a specific worker, which exist during a specific attendance period in the sort order.</p> <p>If you want the Provider Attendance screen sort to match to Attendance Report Form sort, select the following sorts:</p> <p>Outside of Milwaukee County: Case Number/PIN and enter the worker ID in Authorization Worker ID field for</p>

	each worker listed on the Attendance Report Form. Milwaukee County: Choose PIN/Case Number
Attendance Summary for the week	
Attendance Summary for the week	This shows the dates for the week that you are viewing. The default week is the current week.
Child's Name	Names of children who have authorizations for the week are listed under this heading.
Primary Person's Name	The name of parent or guardian is displayed.
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed group child care providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
Reg Hrs	Regular hours: Displays the hours entered for the child on the Attendance page.
Sch Hrs (School Closed Hours)	Displays number of School Closed hours entered on the Attendance page.
Overrid'n	Values are: No: No override has been entered by the county/tribal worker Yes: Override has been entered by the worker. To view details, access the Biweekly Summary page for the attendance period for further details.
Confirm Attd	Confirmation of Attendance: If your county/tribe is a 'confirmation county/tribe', the subsidy worker must confirm your attendance entry before payment can be issued. If <i>No</i> is displayed, the attendance has not been confirmed. The payment will not be issued until the worker has confirmed it and a <i>Yes</i> is displayed. If you modify the confirmed attendance, then you must re-confirm the attendance otherwise the system will not pay for the un-confirmed attendance. (This is applicable only for confirmation required counties/tribes) For non-confirmation counties, <i>N/R</i> is displayed.
Complete Attendance	No: the attendance for the week has not been completed. No payment will be issued until the attendance has been completed on the <i>Complete Attendance</i> page.
Agreement Accepted	This field displays if the provider has clicked on the check box in the <i>Agreement Accepted</i> page. If <i>No</i> is displayed, the payment will not go out until the provider has clicked on the verification check box. If <i>Yes</i> is displayed, the agreement has been completed.
Issuance Status	This column has the following options: N: No payment has been issued Y: Payment has been made for the week for the child S: Payment has been calculated but check/EFT not issued due to suspension R: Previously suspended payment was released

	D: Previously suspended payment denied.
	History Icon: If you click on the icon, you will continue to the Attendance History page where you can see who has updated the attendance for the specific child of the week displayed.
Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 20 attendance records. By clicking 'next', you will continue to the next page.

Biweekly Summary

The Biweekly Summary page displays the whole two week attendance period. If you are reporting attendance in the In/Out Mode, you will use this page to end authorizations, by checking the *Term Auth* box. Checking this box will result in the authorization ending the following Saturday.

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name													
Search Attendance Period Date: 4/14/2013 Sort by: Case Number, PIN Authorization Worker ID (Optional): <input type="text"/> Search >															
Click Here to go to location details page without saving attendance information.															
Attendance for the Period 04/14/2013 to 04/27/2013															
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth	Conf Wk1 Attd	Conf Wk2 Attd
Silverado, Sten	Silverado, Chevy	1700470019	A	30	XCTR34							N/A	<input type="checkbox"/>		
Term Auth: R - Termination Requested T - Authorization Terminated		Authorization Type: A = Attendance E = Enrollment		NR = Confirmation not required N/A = Not Applicable											
I Understand That I Must Enter The Actual Hours Of Attendance For Each Child In Care On Each Child Care Attendance Report Form, Even If The Authorization Is Based On Enrollment. I Understand That I Must Notify The Local Child Care Agency If I Become Aware That A Child Is No Longer Attending The Child Care Center/Home. I Can Notify The Local Agency By Phone, In Writing Or By Entering A "T" In The Special Use Box On The Child Care Attendance Report.															
By clicking this Check box You certify that all of the reported information is complete and accurate to the best of your knowledge. <input type="checkbox"/>															
<input type="button" value="Submit"/>															

The only updatable field on this page is the *Term Auth* (Terminate Authorization) field. If you check the *Term Auth* box, the system ends it effective the upcoming Saturday.

The Bi-Weekly Summary page is the same for all attendance reporting modes.

Override Attendance

When a parent must use more subsidized child care than their authorization allows, the parent must contact the county/tribal child care authorization worker to request extra hours to be paid. The county/tribal child care authorization worker can adjust the payment amount to be more than the regular authorization by completing an *Override*.

Viewing overrides:

Weekly Mode:

If attendance has been approved for an override the Weekly Summary page will indicate this in the Override column. Notice in this example Baby Jones has a 22 hour authorization but attended 50 hours this week and the Override to allow the extra hours to be paid is marked, Yes.

Remember that the override will only be entered by the County/Tribal Child care authorization worker if there is adequate documentation to support the override.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632						Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name					
Search Attendance Week <input type="text" value="1/6/2013"/> Sort By <input type="text" value="Case Number, PIN"/> Authorization Worker ID (Optional) <input type="text"/> <input type="button" value="Search >"/>											
Click Here to go to location details page.											
Attendance Summary for the week 01/06/2013 to 01/12/2013											
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Reg Hrs	Sch Hrs	Override	Confirm Attendance	Complete Attendance	Agreement Accepted	Issuance Status
Silverado, Sten	Silverado, Chevy	1700470019	A	20	20	0	No	NR	Yes	Yes	N
Silverado, Sten	Silverado, Chevy	1700470019	A	20	20	0	No	NR	Yes	Yes	N
Assistance, Kid	Assistance, Public	2700545923	A	18	18	0	No	NR	Yes	Yes	N
Companion, Baby	Companion, Childcare	2700547926	E	40	40	0	No	NR	Yes	Yes	N
Jones, Baby	Jones, Judy	5700547350	A	22	50	0	Yes	NR	Yes	Yes	N
Test, Kid	Test, Mom	5700547856	E	40	40	0	No	NR	Yes	Yes	N
Test, Freddy	Test, Mom	5700547856	E	21	20	0	No	NR	Yes	Yes	N
Authorization Type: A = Attendance E = Enrollment			Issuance Status: N - Not issued. Y - Issued. S - Suspended. R - Released. D - Denied.								
Confirm Attendance: NR - Confirmation not required. Y - Attendance confirmed. N - Attendance not confirmed.											

Daily and In/Out Mode:

The override information can be viewed in the [Bi-weekly Summary](#) page. In this example there is no override, the *Override* column indicates, *No*.

Dolly Winthrop Location Dolly's House #001 11055 Zwettler Rd Blue Mounds WI 535179608 Contact Phone 608-555-1212		Provider Number 6800039526 Facility Number 1122500 Facility Name Dolly's House Licensor Name Certifier Name													
Search Attendance Period Date: 4/13/2013 Sort by: Case Number, PIN Authorization Worker ID (Optional): <input type="text"/> <input type="button" value="Search >"/>															
Click Here to go to location details page without saving attendance information.															
Attendance for the Period 03/31/2013 to 04/13/2013															
Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Auth Worker	Reg Hrs	Sch Hrs	Override	Reg Hrs	Sch Hrs	Override	Del Attd	Term Auth	Conf Wk1 Attd	Conf Wk2 Attd
Silverado, Sten	Silverado, Chevy	1700470019	A	30	XCTR34	25	N/A	No				N/A	<input type="checkbox"/>	NR	

Part-Time Authorizations:

Part-time authorizations are anywhere from 1 to 34 hours. The system allows overrides between the weekly authorized amount and the weekly ceiling of 35 and then again, any hours over 50.

Example – override on part time attendance based authorization

Baby has a 22 hour attendance based authorization to attend Patty Cake Day Care. During this week, Baby's mother worked additional hours. The parent has contacted her worker to request extra hours of child care. Since Baby has a part time authorization in place the system will pay up to 50 hours for the week; in this case an additional 28 hours.

Full Time Authorizations

Authorizations for 35 to 50 hours of care are full time. The county/tribal maximum weekly ceiling is met at 35 hours per week. If more than 50 hours of child care is needed on a regular basis, the county agency should enter a 2nd authorization for the child. If the need is sporadic, the county agency worker may enter an override into CCPI, however, only hours above 50 will be paid.

Request Payment for Extended Absence

If a child is absent for two or more weeks, Wisconsin Shares will not make payments unless a request for the absence is submitted by the provider and approved by the county/tribe. If the child was absent from child care due to a medical issue, or the parent was on medical leave, or has a temporary break in employment and will return to the same job, the county/tribe may authorize payment if the authorization is enrollment-based. Please refer to the Wisconsin Shares Policy Manual for more information.

The child care provider must request payment; either online if reporting attendance in CCPI or by paper form if using an ARF. Before the county/tribe child care authorization worker approves the request, the parent must validate the request.

This does not apply for children with an attendance based authorization. In those cases, the payments are issued only on the actual attendance; there is no payment for extended absence.

To enter a request for payment for a period that the child is absent for an extended period of time, click on the *Request payment for Absence* link on the left side navigation menu. The *Search by Case Number* page will display. Enter as much information as you can to find the child you are looking for.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632	Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name
Search Criteria	
Name search method <input checked="" type="radio"/> Starts With <input type="radio"/> Sounds Like <input type="radio"/> Exact	
Case Number	<input type="text"/> (Enter 10 Digits)
First Name	<input type="text"/>
Last Name	<input type="text"/>
SSN	<input type="text"/> (Enter 9 Digits)
PIN	<input type="text"/> (Enter 10 Digits)
Attendance Date	<input type="text"/>  (A date within Attendance period)
<input type="button" value="Search >"/>	

The *New Payment Request* page will display.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632		Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name	
Case Number 5700547350 Primary Person's Name Judy Jones		PIN 5101318329 Child's Name Baby Jones	
Existing Payment Requests for Approved Absence for the child There are no Payment Requests for this child for this location.			
New Payment Request for Approved Absence			
Reason for Absence * <input type="text"/> (Select the Reason for Absence from the dropdown box.)			
Begin Date * <input type="text"/> (Enter the Begin Date for which the child will be absent.)			
End Date * <input type="text"/> (Enter the End Date for which the child will be absent.)			
Comments <input type="text"/> 0 of 500 characters.			
* The worker must approve the request for payments to be made. ** Please note that attendance must be entered for payments to be made to enrollment based authorizations.			
<input style="border: 1px solid blue;" type="button" value=" < Submit and Go Back "/>		<input style="border: 1px solid blue;" type="button" value=" Submit > "/>	

New Payment Request for Approved Absence	
Begin Date	The begin date for the absence. Must always be a Sunday. This date also works as a link to 'Modify Payment Request' page.
End Date	The end date of the absence. Must be a Saturday.
Reason for Absence	From the drop down menu: <ul style="list-style-type: none"> • Child Absent due to Medical • Parent Medical Leave • Temporary Break in Activity • Temporary Layoff • Vacation
Comments	Enter comments to explain the justification for this request.

Submit	Hit the Submit button when you have completed your entries.
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After submitting the Request Payment for Absence it is important for providers to contact the local agency to inform the agency of the request to ensure that the child care worker is aware of the request and can process the request in a timely manner.

Request Paperless Attendance

If you are reporting your attendance in CCPI and would like to not receive Attendance Report Forms (ARF) in the mail, you can stop the mailings from this page.

To stop paper ARFs, click on the *Request Paperless Attendance* link in the left side navigation menu. This will take you to *Attendance Report Form Options* page.

If you change your mind, you can ‘reactivate’ the mailing by returning to this page and changing your selection.

This page also has history that displays the User ID that changed the ARF options and the date the action was taken. To view history, click on the ‘View history’ link above the two radio buttons.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632	Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name
Attendance Report Form Options	
View History	
Please select how you would like to receive Attendance Report Forms in the mail:	
<input type="radio"/> no longer wish to receive Attendance Report Forms by mail. I will print them through this site if needed. <input checked="" type="radio"/> I wish to receive Attendance Report Forms by mail for every attendance period.	
<div style="text-align: center;"> <input type="button" value="Save Request >"/> </div>	

Print Attendance Report Form

If you need to print out a copy of the paper ARF form, you can do this by selecting the *Print Attendance Report Form* link in the left side navigation menu. The *Print Attendance Report Form* page automatically defaults search dates to be the last three months. Please change the dates if you want to narrow the search and hit the *Search* button. The system will display ARFs generated during any defined search period.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632		Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name			
View Information From		1/24/2013	To	4/24/2013	Search >
Attendance Report Forms Showing 10 records per page Page 1 of 3 - Records 1-10 of 22 Next > Last > 					
ARF Created	Attendance Period	Agency			
View 02/14/13	02/03/13 - 02/16/13	Wssob Po Box 7850 1 W Wilson St Madison WI 53707-7850			
View 02/14/13	02/03/13 - 02/16/13	Milwaukee Co Dept Of Human Services Cc Accounting Unit 1220 W. Vliet St Milwaukee, WI 53205			
View 02/14/13	11/25/12 - 12/08/12	Wssob Po Box 7850 1 W Wilson St Madison WI 53707-7850			
View 02/14/13	11/11/12 - 11/24/12	Wssob Po Box 7850 1 W Wilson St Madison WI 53707-7850			

From the View link you can view and then print the PDF version of the ARF.

Provider Vacation Request

Licensed group child care providers may request up to one full week of vacation per year. The payment will be issued only for children authorized on **enrollment** basis during the vacation week. The vacation request can only be entered by a worker in the county where the center/provider is located. Providers with CCPI access may view the requests, history, and the User ID that updated the request; however, the provider cannot modify the requests.

When claiming vacation days, you must report/enter zeroes on the attendance screen for the payment to be issued.

Payments

Electronic Funds Transfer (EFT)

You are encouraged to use the EFT payment method instead of checks. The EFT payment method is the fastest and most secure way of receiving payments.

- It is safe and fast. You will no longer have to worry about lost checks or wait for the mail.
- It is reliable. Your money will be automatically available in your bank account.
- You have no check cashing fees. The money is deposited directly into your bank account.

Please complete the Child Care Electronic Funds Transfer authorization form. Follow this link to a PDF version of the form: <http://dcf.wisconsin.gov/files/forms/doc/392.docx>

Send the completed form to the [child care coordinator](#) in your county/tribe. The list of coordinators can be found at: <http://dcf.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf>.

From the navigation menu at the left side of the screen you can find links to search *Payments*.

Information can be searched By Date, By Quarter, By Family/Child, Overpayments, or by 1099 Summary.

Payment Issuance by Date

To find information regarding payments subsidy payments listed by the issuance date, click on the *By Date* link on the left-side navigation menu. The issuances are listed in chronological order with the latest issuance on to bottom of the page. This page is defaulted to show the last 6 months of issuances, however, if you want to modify the list or look at past issuances, you can change the *Begin* and *End Dates*.

Patty Cake Day Care
Location Patty Cake 1 #001
 123 Main St
 Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licenser Name Stephen Vakil
Certifier Name

Notice that you can search by begin and end dates and select specific issuance dates to see details for that payment.

Payment by Issuance Date

Issuance Begin Date * 10/24/2012 Issuance End Date * 4/24/2013

Search >

Issuance Search - from 10/24/12 to 04/24/13

Dates	Gross Amount	YoungStar Amount	Net Amount*	Check/EFT Amount	Check/EFT Number	Check/EFT Date	Payment Method
12/08/12	\$477.75	\$133.42	\$611.17	\$611.17			Check
12/15/12	\$1,017.71	\$254.40	\$1,272.11	\$1,272.11			Check
12/15/12	\$904.00	\$226.00	\$1,130.00	\$1,130.00			Check
12/15/12	\$194.40	\$19.44	\$213.84	\$213.84			Check
12/22/12	\$1,273.11	\$183.90	\$1,457.01	\$1,457.01			Check
12/29/12	\$716.76	\$179.18	\$895.94	\$895.94			Check
01/12/13	\$757.81	\$189.43	\$947.24	\$947.24			Check
03/16/13	\$10.00	\$0.00	\$10.00	\$10.00			Check
Total:	\$5,351.54	\$1,185.77	\$6,537.31	\$6,537.31			

* Note: The above payment amounts may not include all recovered/returned payments.

Issuance Details

To find the details of any issuance you can select the issuance date (see previous screen shot) The *Issuance Details* page displays the reported attendance that has been included in a specific issuance.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632	Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name
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Payment Information for Issuance on 12/08/12

Total Check/EFT Amount \$611.17	Total YoungStar Amount \$133.42	Check/EFT Number
Gross Amount \$477.75		Total Net Amount \$611.17

Showing records per page
 Page 1 of 1 - Records 1-6 of 6

Case Number	Child's Name	Date Of Birth	Attendance Begin Date	Pay Type**	Gross Amount*	YoungStar Level	YoungStar Amount	Net Amount	Auth Hours	Auth Type	Actual Hours	Paid Hours
3700539631	August, Andy	01/01/08	09/04/11	NAJ	(\$56.00)			(\$56.00)	0	Enrollment	0	0
5700547350	Jones, Baby	01/25/12	10/28/12	ATD	\$93.50	5 Stars	\$23.37	\$116.87	22	Attendance	22	22
5700547350	Jones, Baby	01/25/12	11/04/12	ATD	\$93.50	5 Stars	\$23.37	\$116.87	22	Attendance	22	22
5700547350	Jones, Baby	01/25/12	11/11/12	ATD	\$127.50	5 Stars	\$31.87	\$159.37	22	Attendance	30	30
5700547350	Jones, Baby	01/25/12	11/18/12	ATD	\$106.25	5 Stars	\$26.56	\$132.81	22	Attendance	25	25
1700470019	Silverado, Sten	01/24/08	11/18/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20

Payment Issuance by Quarter

From the navigation menu at the left side of the page, select *By Quarter*. This page displays issuances by quarter and includes the annual total amount.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632	Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name
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Notice that you can search by year.

Change Payment Year:

Payment Information for 2013 by Quarter				
Quarter	Total Check/EFT Amount	Total Gross Amount	Total YoungStar Amount	Net Amount*
1st Quarter	\$957.24	\$767.81	\$189.43	\$957.24
2nd Quarter (as of 04/24/13)	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$957.24	\$767.81	\$189.43	\$957.24

* Note: The above payment amounts may not include all recovered/returned payments.

Search Payment Issuance by Family/Child

This page list the payment issuance information pertaining to either a family (all children in one case) or by a particular child. To access this page, click on the “By Family/Child” link and conduct a search.

Patty Cake Day Care Location Patty Cake 1 #001 123 Main St Anytown WI 45454 Contact Phone 608-231-2632						Provider Number 8800039458 Facility Number 1122435 Facility Name Patty Cake 1 Licensor Name Stephen Vakil Certifier Name						
Case Number 1700470019 PIN 1101188910			Child Care Agency Dane County Child's Name Silverado, Sten									
Payment Information from 10/24/12												
Showing <input type="text" value="100"/> records per page Page 1 of 1 - Records 1-10 of 10												
Dates	Child's Name	Date Of Birth	Attendance Begin Date	Pay Type**	Gross Amount*	YoungStar Level	YoungStar Amount	Net Amount	Auth Hours	Auth Type	Actual Hours	Paid Hours
12/08/12	Silverado, Sten	01/24/08	11/18/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20
03/16/13	Silverado, Sten	01/24/08	11/18/12	PAJ	\$10.00			\$10.00	0	Attendance	0	0
12/15/12	Silverado, Sten	01/24/08	11/25/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20
12/15/12	Silverado, Sten	01/24/08	11/25/12	ATD	\$141.25	5 Stars	\$35.31	\$176.56	20	Attendance	25	25
12/15/12	Silverado, Sten	01/24/08	12/02/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20
12/15/12	Silverado, Sten	01/24/08	12/02/12	ATD	\$129.95	5 Stars	\$32.48	\$162.43	20	Attendance	23	23
12/29/12	Silverado, Sten	01/24/08	12/09/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20
12/29/12	Silverado, Sten	01/24/08	12/16/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20
01/12/13	Silverado, Sten	01/24/08	12/23/12	ATD	\$124.30	5 Stars	\$31.07	\$155.37	20	Attendance	22	22
01/12/13	Silverado, Sten	01/24/08	12/30/12	ATD	\$113.00	5 Stars	\$28.25	\$141.25	20	Attendance	20	20
Showing <input type="text" value="100"/> records per page Page 1 of 1 - Records 1-10 of 10												
*Note: The above payment amounts may not include all recovered/returned payments.												
**Pay Types: ATD Attendance PAJ Positive Adjustment NAJ Negative Adjustment YSI YoungStar Initial YSR YoungStar Retroactive REG Registration Fee												

The system displays the issuances for the last 6 months; however, you can adjust the time period on the search page.

Example: A book-keeper in a large group center wants to know how much the subsidy paid for a child during a specific period. To view this information, the book-keeper would enter begin and end dates and then hit the *Search* button.

Overpayments

Negative payment adjustments may be required when an overpayment has occurred and a recovery needs to be implemented. Negative adjustments are offset by other issuances, including positive adjustments and regular payments for attendance. Negative adjustments are collected as follows:

Intentional Program Violation (fraud) - 50%

Provider Error - 25%

Agency Error - 10%

Multiple overpayment types:

If the provider has more than one type of overpayment, the system will recoup at the highest percentage.

Example: Provider has \$500 overpayment due to provider error and also has a \$1000 overpayment due to agency error. The system will recoup up to 25% of the provider's issuance until the \$500 has been paid. After that, the recoupment will go down to 10% of the issuance amount.

Negative adjustments are made to the issuance in the third Saturday batch cycle from the date entered to allow for a notice.

The status of overpayments can be viewed by clicking on the *Overpayments* link on the left-side navigation menu. In this section, you will be able to view information regarding any outstanding overpayments made to your provider location/site.

Patty Cake Day Care
Location Patty Cake 1 #001
 123 Main St
 Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

Overpayment Information

Showing 10 records per page
 Page 1 of 1 - Records 1-6 of 6

Child's Name	Date of Birth	Attendance Begin Date	Adjustment Amount	Adjustment Reason	Adjustment Category	Balance Due	Adjustment Creation Date
Jones, Baby	01/25/12	12/09/12	\$50.00	Violation Due To Overbilling Or Overcapacity	PE	\$50.00	04/19/13
Jones, Baby	01/25/12	12/09/12	\$50.00	Violation Due To Overbilling Or Overcapacity	PE	\$50.00	04/19/13
Jones, Baby	01/25/12	12/16/12	\$50.00	Violation Due To Overbilling Or Overcapacity	PE	\$50.00	04/19/13
Jones, Baby	01/25/12	12/16/12	\$50.00	Violation Due To Overbilling Or Overcapacity	PE	\$50.00	04/19/13
Silverado, Sten	01/24/08	12/09/12	\$50.00	Violation Due To Overbilling Or Overcapacity	PE	\$50.00	04/19/13
Silverado, Sten	01/24/08	12/16/12	\$50.00	Violation Due To Overbilling Or Overcapacity	PE	\$50.00	04/19/13

Overpayment Information Section

Child's Name	Name of child for whom the overpayment was made. The name also works as a link to the Overpayment Collection Details.
Date of Birth	The Date of birth of the child for whom the overpayment was made.
Attendance Begin Date	Week of attendance for which the overpayment was made
Adjustment Amount	Total amount being adjusted
Adjustment Reason	The reason for the adjustment
Adjustment Category	There are 3 possibilities: AE: agency error (recouped up to 10% of issuance) PE: provider error (recouped up to 25% of issuance) IPV: intentional program violation (recouped up to 50% of issuance)
Balance Due	The total amount due
Adjustment Creation Date	The date the adjustment was made.

1099 Tax Statements

Child Care providers that are operating as any business structure other than a Corporation will receive a 1099 tax statement in the end of January. The statement includes the total amount of subsidy payments issued to the provider, if \$600 or more has been paid in the calendar year.

To check the business structure as documented in the Wisconsin Shares payment system, refer to the navigation menu at the left side of your screen and select the *Location List* link.

This amount must be reported to the IRS and must be claimed when you file taxes for the year.

Provider Number : 8800039458	Owner Type : Individual/Sole Proprietor/Partnership 1099 Address : 123 Main St Anytown WI 45454		
Change Payment Year: 2012 <input type="button" value="Search"/>	This amount will be reported to the IRS.		
1099 Information for 2012			
Tax ID	Tax ID Type	Name	1099 Amount
82-3232522	FEIN	Patty Cake Day Care	* \$7,356.26
Note: * This screen is for informational purposes only and may not reflect all corrections or adjustments to this account. It is not intended as a final document for income tax purposes.			

Creating and Printing Reports

Another valuable service on the CCPI web site is the ability to create and print customized reports with specific information about authorizations and payments. You can choose one or all of your locations, and then create one of four reports by dates that span up to six months. To begin creating and printing reports, simply click on the “Report” tab at on the main navigation bar, or from the menu at the left or your screen. You can select:

- Attendance Reports,
- Authorization Reports, or
- Payment Reports.

Authorization Reports

Authorizations Ending as of a Selected Date

This report lists children whose authorizations for your site are ending as of a selected date. The report will display all authorizations that end as of the following Saturday of the selected date (when there are no authorizations beginning the next day).

This report allows you to view children who have authorizations to your site as of a specified time frame. The time frame can be in the past, current, or in the future; however, the maximum time span for which you can request a report is six (6) months.

Payments Reports

Payments for a Selected Period

This report displays the children authorized to your site for which a payment was issued. The time frame for the payment issuance must be in the past and cannot span more than 6 months.

Remittances for a Selected Date

This is the same remittance report that is mailed to the providers with checks and EFT statements. Enter a desired issuance date to see a list of children that the issuance covered.

Overpayments

This report lists current overpayments to your site. This report does not display historical information.

Where to Go for Help

If you are having trouble navigating CCPI, review the FAQ section of the CCPI web page and review this User Guide; if you would like on-site training on using CCPI to report attendance, contact your county child care coordinator to request additional CCPI training.

<http://dcf.wisconsin.gov/files/wishares/pdf/providercontacts.pdf>

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).