Streamline the way you get paid with MyWIChildCare

MyWIChildCare EBT cards are the way to get paid for providing Wisconsin Shares families with quality child care. The Wisconsin Department of Children and Families (DCF) is putting the payment responsibility in families’ hands, and that means faster payments (and a lot less paperwork) for your business.

Before families pay
1. Start with a straightforward pricing sheet for families
   It’ll help the families you work with understand the value of quality child care, no matter how much their subsidies cover.
2. Make sure everyone understands your payment policies
   Communicate clearly and consistently about payment schedules, deadlines, grace periods and late fees.
3. Discuss payment options
   DCF will teach families how to use their MyWIChildCare card. Just make sure you talk to families about the available payment methods—online, in person or over the phone—so they can pick the right option for them.

When families pay
1. Provide and keep a receipt for every payment
   Providing and keeping a copy of every receipt you issue is a good business practice. Encourage families to keep these receipts for their own records.
2. Keep track of each transaction and the period of care it pays for
   Knowing when a payment was made and how it was applied will help you answer any questions later.
3. Never keep families’ MyWIChildCare cards or store their card information
   It’s a matter of security and fraud prevention. Providers found storing card information may be terminated from the Wisconsin Shares program.

After families pay
1. Contact Wisconsin Shares if a family overpays
   But first, talk to the family and see if you can pinpoint and/or resolve the billing error yourself. Don’t forget to issue a receipt for any related transactions.
2. Continue to keep accurate records
   Using a Sign In/Sign Out sheet to track children’s attendance is still required.
3. Stay up to date with Wisconsin Shares
   Knowing the latest program rules and regulations is important. Joining the Wisconsin Shares mailing list is an easy way to get the updates you need. Sign up at dcf.wisconsin.gov /childcare/email-signup

Support is always within reach

24/7 resources
Visit ebtedge.com for direct, 24/7 access to your MyWIChildCare account and payment information. Remember to check out the Wisconsin Shares Provider Portal for the latest program news.

One-on-one assistance
Help is never more than a phone call away. For general inquiries, call MyWIChildCare customer service at 1-877-201-7753.

Help prevent fraud
Concerned someone may be using their MyWIChildCare subsidy inappropriately or fraudulently? Helping prevent fraud only takes a moment. Call the DCF Fraud Hotline at 1-877-302-3728 if you suspect MyWIChildCare card misuse of any kind, or email dcmchildcarefraud@wisconsin.gov to share your concerns. Found a lost, stolen or damaged card? Report it at 1-877-201-7753.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Division of Early Care and Education at 608-422-6002. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

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