



Wisconsin Shares

EBT CSAW User Guide

Provider Screens

January 19, 2018

Division of Early Care and Education

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Background Information on the EBT CSAW - Provider Screens

EBT CSAW has the following child care provider screens. Many of these screens have subordinate screens that are self-explanatory. Each screen will help the worker to answer provider questions or manage information.

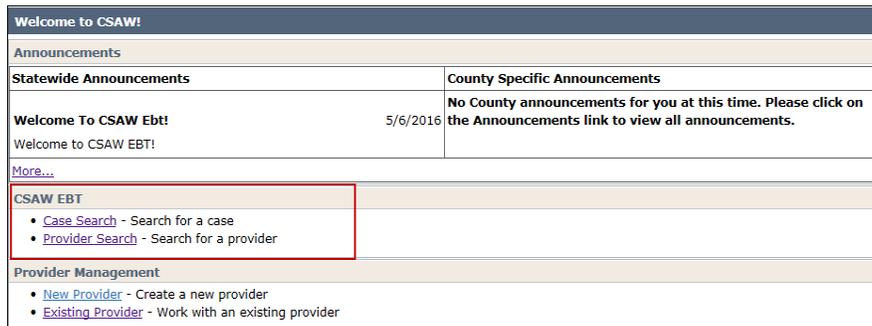
- **Location Details**
- Provider Prices
- Authorizations
- **Location Tasks**
- Subsidy Summary
- Location Payment Summary
- **Provider Transactions**
- **YoungStar Adjustments**
- **Data Exchange**
- **Provider Portal**
- **Documents**
- **Post Load Benefit Calculation (PLBC Provider)**

Provider Search

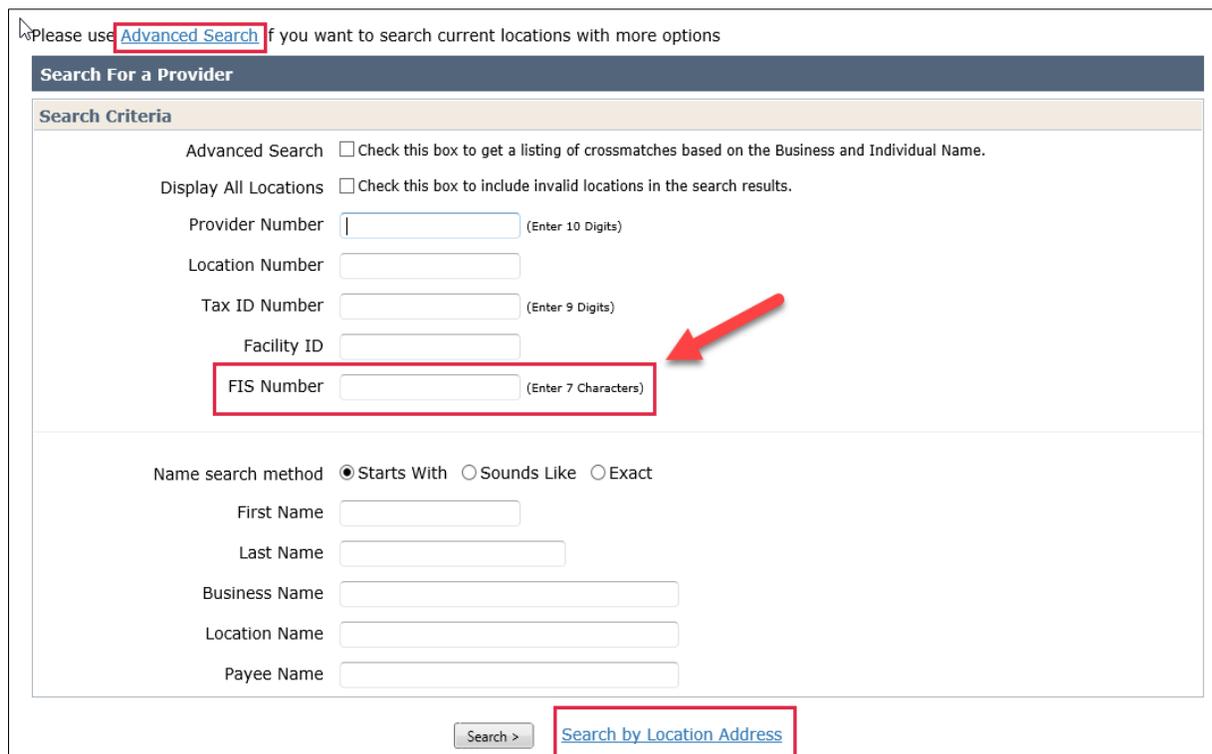
Select EBT CSAW from the CSAW home page



EBT CSAW Case Search and Provider Search links are available below the Announcement section.



Providers can be searched multiple ways in EBT CSAW. The search methods are explained in detail in the [EBT Authorization User Guide](#). The provider search has been enhanced to allow searching by the FIS Number.



After conducting a search for a provider, a selection screen will be displayed, unless there are no potential matches.

Please use [Advanced Search](#) if you want to search current locations with more options

Search For a Provider

Search Results

Provider #	Locn #	Valid Active Locn Category	Facility / FIS #	Tax ID	Individual Name	Business Name	Location Name, Payee Name & Address
2800039412 001		Yes Yes	1122341 D205263	F 133365252	Anna Applicant-Smith	Abc Child Care	Anna's Kid Care, 4-Star, Dually Reg 111 New Address Annapolis WI 123456789
2800039412 002		Yes Yes	1122557	F 133365252	Anna Applicant-Smith	Abc Child Care	Second Location 2 2Nd St Anytown WI 45454
2800039412 003		Yes Yes	1122813	F 133365252	Anna Applicant-Smith	Abc Child Care	Adsasdf ADSF Adf Adf WI 45454

Search Criteria

Advanced Search Check this box to get a listing of crossmatches based on the Business and Individual Name.

Display All Locations Check this box to include invalid locations in the search results.

Provider Number (Enter 10 Digits)

Location Number

Tax ID Number (Enter 9 Digits)

Facility ID

FIS Number (Enter 7 Characters)

After selecting the provider, the *List of authorizations for the child care provider Location* page is displayed.

EBT CSAW Menu

- Home
- Dashboard
- Assignments Search
- Inbox Search
- EBT Case
- EBT Provider
 - Provider Search
 - Location Details
 - Provider Prices
 - Authorizations**
 - Location Tasks
 - Subsidy Summary
 - Location Payment Summary
 - Provider Transactions
- Adjustments (YoungStar)
- Data Exchange
- Provider Portal
- Documents
- PLBC - Case
- PLBC - Provider
- Case Overpayments
- Provider Overpayments
- Pending Authorizations

List of Authorizations for a Child Care Provider Location

Authorization Period

Begin Date: End Date:

Include deleted authorizations

Child Care Provider Location Details

<p>Provider/Location# 2800039412/001</p> <p>Provider Name Abc Child Care</p> <p>Location Name Anna's Kid Care, 4-Star, Dually Reg</p> <p>Phone # (123) 456-7891</p> <p>Address 111 New Address Annapolis WI 123456789</p>	<p>Hours of Operation</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%;">Licensed</td> <td style="width: 35%;">Certified</td> </tr> <tr> <td></td> <td>Period Jan-Dec</td> <td>Period Jan-Dec</td> </tr> <tr> <td></td> <td>Night Capacity 0</td> <td>Group Size 6</td> </tr> <tr> <td></td> <td>Day Capacity 8</td> <td>Children under Age of Seven 3</td> </tr> <tr> <td>MON</td> <td>6:00AM - 6:00PM</td> <td>Closed</td> </tr> <tr> <td>TUE</td> <td>6:00AM - 6:00PM</td> <td>Closed</td> </tr> <tr> <td>WED</td> <td>6:00AM - 6:00PM</td> <td>Closed</td> </tr> <tr> <td>THUR</td> <td>6:00AM - 6:00PM</td> <td>Closed</td> </tr> <tr> <td>FRI</td> <td>6:00AM - 6:00PM</td> <td>Closed</td> </tr> <tr> <td>SAT</td> <td>Closed</td> <td>6:00AM - 6:00PM</td> </tr> <tr> <td>SUN</td> <td>Closed</td> <td>6:00AM - 6:00PM</td> </tr> </table>		Licensed	Certified		Period Jan-Dec	Period Jan-Dec		Night Capacity 0	Group Size 6		Day Capacity 8	Children under Age of Seven 3	MON	6:00AM - 6:00PM	Closed	TUE	6:00AM - 6:00PM	Closed	WED	6:00AM - 6:00PM	Closed	THUR	6:00AM - 6:00PM	Closed	FRI	6:00AM - 6:00PM	Closed	SAT	Closed	6:00AM - 6:00PM	SUN	Closed	6:00AM - 6:00PM
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⚠ There are 1 Unprocessed Tasks. [Click here to view Unprocessed Tasks](#)

Click the Excel icon above to download the data in Excel format.

List of Authorizations for the Provider Location						
Case No: 1150921218		Agency: 40 - Milwaukee County		Primary Person: Betty Baltimore		
Child's Name	DOB	Begin Date	End Date	Average Weekly Hours	Status	
Babygirl Baltimore	01/01/2017	09/01/2017	12/20/2017	10:00	Processed	
Schoolageboy Baltimore	01/01/2010	08/01/2017	12/31/2017	05:00	Processed	
Case No: 8150919686		Agency: 13 - Dane County		Primary Person: Carla Connecticut		
Child's Name	DOB	Begin Date	End Date	Average Weekly Hours	Status	
Cali Connecticut	01/01/2011	10/01/2017	12/20/2017	16:15	Processed	
Carl Connecticut	01/01/2016	09/01/2017	12/17/2017	52:30	Processed	

List of Authorizations for a Child Care Provider Location

The *List of Authorizations for the Provider Location* lists all authorizations for the facility. The screen is defaulted to show authorizations for the last three months and all future authorizations. Change the date in the *Begin Date* field to view authorizations that span further back than three months in the past.

Click *Include Deleted Authorizations* checkbox below the *Begin Date* field to view authorizations that were deleted.

Click on the case number to view details about an authorization.

This information can also be exported to Excel by clicking the Excel icon above the List of Authorizations.

The Location Details Screen

The Location Details screen shows provider details by location. Information is provided on the YoungStar rating and status, ages served, accreditation, alternate address, provider suspension, subsidy language information, etc. The link takes you to the Provider Location Details screen in the Provider Management Module.

To see the YoungStar rating and participation status, click the YoungStar Details link.

To see the accreditation detail summary, click “Summary” in the “Category” section. On the Category Summary page, you will find the provider’s category (licensed group, certified family, etc.) and the effective period for the category. You will also find a link to the Ages Served page.

Provider Menu		Modify Provider Location																																																																							
<ul style="list-style-type: none"> Home Search Create Provider Provider <ul style="list-style-type: none"> Details / W9 Provider 1099 Override Check Intercept Issuance History Parent Employment List Provider Restitution List Location <ul style="list-style-type: none"> Summary Location Details EFT Alternate Addresses Comments Attendance Entry Provider Utilization Resend Attd Form List Authorizations Issuance History Adjustment Requests List Suspend Payments Suspend Payments List SHARES Contract List YoungStar Details Provider Prices - EBT Category <ul style="list-style-type: none"> Summary Certified <ul style="list-style-type: none"> Summary Serving Relatives Only Ages Served Accreditation Hours of Operation Licensed <ul style="list-style-type: none"> Summary 		<table border="1"> <thead> <tr> <th colspan="2">Provider Location Details</th> </tr> </thead> <tbody> <tr> <td>Provider #</td> <td>2800039412</td> </tr> <tr> <td>Location #</td> <td>001</td> </tr> <tr> <td>Provider Name</td> <td>Abc Child Care</td> </tr> <tr> <td>Location Name</td> <td>Anna's Kid Care, 4-Star, Dually Reg</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Facility Details</th> </tr> </thead> <tbody> <tr> <td>Facility Number</td> <td>1122341</td> </tr> <tr> <td>Licensor Name</td> <td>Ole Officemanager-Sero</td> </tr> <tr> <td>Facility Name</td> <td>Annas Child Care</td> </tr> <tr> <td>Certifier Name</td> <td>Clark Certifier</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Location Address</th> </tr> </thead> <tbody> <tr> <td>Location Name *</td> <td>Anna's Kid Care, 4-Star, Dually Reg</td> </tr> <tr> <td>Street Number</td> <td>111</td> </tr> <tr> <td>Unit</td> <td></td> </tr> <tr> <td>Direction</td> <td></td> </tr> <tr> <td>Street/Rural Rt/Box# *</td> <td>New Address</td> </tr> <tr> <td>Suffix</td> <td></td> </tr> <tr> <td>Quadrant</td> <td></td> </tr> <tr> <td>Apt#</td> <td></td> </tr> <tr> <td>Address Line 2</td> <td></td> </tr> <tr> <td>City *</td> <td>Annapolis</td> </tr> <tr> <td>State *</td> <td>Wisconsin</td> </tr> <tr> <td>Zip Code *</td> <td>123456789</td> </tr> <tr> <td>Phone</td> <td>1234567891</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Location Contact Information</th> </tr> </thead> <tbody> <tr> <td>First Name</td> <td>Anna-Maria</td> </tr> <tr> <td>Middle Initial</td> <td></td> </tr> <tr> <td>Last Name</td> <td>Applicant</td> </tr> <tr> <td>Suffix</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Subsidy Details</th> </tr> </thead> <tbody> <tr> <td>Entered County *</td> <td>Kenosha County</td> </tr> <tr> <td>Location County *</td> <td>Milwaukee County</td> </tr> <tr> <td>Payment Method</td> <td>Issued To Headquarters</td> </tr> <tr> <td>This Location is HQ</td> <td>No</td> </tr> <tr> <td>Subsidy Language</td> <td></td> </tr> </tbody> </table>		Provider Location Details		Provider #	2800039412	Location #	001	Provider Name	Abc Child Care	Location Name	Anna's Kid Care, 4-Star, Dually Reg	Facility Details		Facility Number	1122341	Licensor Name	Ole Officemanager-Sero	Facility Name	Annas Child Care	Certifier Name	Clark Certifier	Location Address		Location Name *	Anna's Kid Care, 4-Star, Dually Reg	Street Number	111	Unit		Direction		Street/Rural Rt/Box# *	New Address	Suffix		Quadrant		Apt#		Address Line 2		City *	Annapolis	State *	Wisconsin	Zip Code *	123456789	Phone	1234567891	Location Contact Information		First Name	Anna-Maria	Middle Initial		Last Name	Applicant	Suffix		Subsidy Details		Entered County *	Kenosha County	Location County *	Milwaukee County	Payment Method	Issued To Headquarters	This Location is HQ	No	Subsidy Language	
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Provider Prices

Licensed providers and public school programs must submit prices charged to their private pay parents. Providers can submit prices either in writing to the local child care agency or by submitting the prices using the Provider Portal. Prices must be submitted and entered before authorizations can be written.

Note: Private provider prices can be entered for certified providers; however, those prices are not used when calculating the subsidy.

Provider prices are entered into EBT CSAW for each age group. Each provider may have a different age group variation.

If a certified provider becomes licensed, the agency must enter private prices for the provider. If the prices have been entered into EBT CSAW for the provider prior to the benefit load, which happens the last business day of the month, the system will automatically re-calculate the authorizations effective the first day of the following month. If the prices are not entered by the last business day of the month, the benefit load fails. If the benefit fails, a task is created on the dashboard. To reload the benefit in this scenario, the worker must enter the provider prices into EBT CSAW. The system will reload the benefit the following day.

To access the *Provider Prices* screen, click on the *Provider Prices* link in the navigation menu.

Provider Prices

Child Care Provider Location Details

Provider/Location# 2800039412/001

Provider Name Abc Child Care

Location Name Anna's Kid Care, 4-Star, Dually Reg

Phone # (123) 456-7891

Address 111 New Address
Annapolis WI 123456789

Hours of Operation

	Licensed	Certified	
Period	Jan-Dec	Period	Jan-Dec
Night Capacity	0	Group Size	6
Day Capacity	8	Children under Age of Seven	3
MON	6:00AM - 6:00PM		Closed
TUE	6:00AM - 6:00PM		Closed
WED	6:00AM - 6:00PM		Closed
THUR	6:00AM - 6:00PM		Closed
FRI	6:00AM - 6:00PM		Closed
SAT	Closed		6:00AM - 6:00PM
SUN	Closed		6:00AM - 6:00PM

Task Details [Update Task](#)

Source	Provider Portal	Status	Pending
Task Type	Provider Prices Change Request	Created Date	10/18/2017
Tracking#	2856310000	Last Updated	10/18/2017 10:16 AM

Search for Provider Prices

Effective Date

List of Provider Prices

[Add Provider Prices](#)

From Age	To Age	Begin Date	End Date	Prices	Updated Date	
Type: Full-time weekly						
0 Year(s) 0 Month(s)	1 Year(s) 11 Month(s)	11/01/2017		\$275.00	10/18/2017 10:18 AM	
2 Year(s) 0 Month(s)	12 Year(s) 1 Month(s)	11/01/2017		\$250.00	10/18/2017 10:18 AM	
0 Year(s) 0 Month(s)	12 Year(s) 11 Month(s)	09/01/2017	10/31/2017	\$275.00	10/18/2017 10:13 AM	
0 Year(s) 0 Month(s)	12 Year(s) 11 Month(s)	08/01/2016	08/31/2017	\$250.00	08/28/2017 03:32 PM	

The screen is defaulted to show the prices current as of today. Change the *Effective Date* to view past prices.

From this screen, you can access the *Add Provider Prices*, *Modify* (pencil icon), *Delete* (trash can) and *History* (scroll) screens.

Add Provider Prices

If current authorizations exist for a provider in EBT CSAW, the provider prices cannot be modified for the current month. In that case, the worker must enter a new price with the begin date of the following month. If no authorizations exist, the price *Begin Date* can be in the past.

Click on *Add Provider Prices* link on the *Provider Prices* screen (shown above) to add a new record (below).

Full and part-time weekly prices are collected.

Note: If the child care provider is licensed to care for children under 3 months old, enter the provider price “From Ages Year” and “From Ages Month” as “0 years and 0 months”.

Key fields on this page:

Name of Field	Description
Full time Weekly	Choose this value when entering a price that reflects more than 20 hours of care per week.
Part time Weekly	Choose this value when entering a price that reflects 20 hours or less of care per week.
From Ages Year	Enter the beginning age in years (0 to 12 years) for the price.
From Ages Month	Enter the beginning age in months (1 to 11 months) for the price.
To Ages Year	Enter the ending age in years (0 to 12 years) for the price.
To Ages Month	Enter the ending age in months (1 to 11) for the price.

Effective Begin Date	Enter the date the price is effective from. This has to be the first day of the month. If current authorizations exist for a provider in EBT CSAW, the Effective Begin Date cannot be in the current month. If no authorizations exist, the price Begin Date can be in the past.
Effective End Date	This field is usually left blank.
Prices	Enter the WEEKLY price.

Note: An asterisk next to the field indicates that it is a required field. When all of the required fields are completed, click the “Add” button at the bottom of the screen.

Part-time Programs

The school closed hours (scheduled and inclement weather) are capped at the provider’s full time price. This is true even for programs operating part-time (usually school-age programs).

If the program does not have a full time price, divide the part-time price by 20 to calculate an hourly price. Then multiply this hourly price by 35 to obtain a full time price.

Modifying Provider Prices:

If current authorizations exist for a provider in EBT CSAW, the provider prices cannot be modified for the current month. In that case, the worker must add a new provider price with the Effective Begin Date of the following month. If the provider price for the current or past months was incorrect, and authorizations have been processed using those prices, see the [Post-Load Benefit Correction \(PLBC\) User Guide](#). To modify prices, click the pencil icon.

Modify Provider Prices

Type Full-time weekly

From Age 0 Year(s) 0 Month(s)

To Ages Year * **To Ages Month ***

Effective Begin Date 06/01/2016

Effective End Date

Prices \$200.00

The *Effective Begin Date* cannot be modified. Only the *To Ages Year*, *To Ages Month*, and *Effective End Date* fields can be modified. If the age range (*From Age* and *To Age*) of the new price matches the previous one, EBT CSAW will automatically enter the *End Date* for the previous price.

List of Provider Prices						
Add Provider Prices						
From Age	To Age	Begin Date	End Date	Prices	Updated Date	
Type: Full-time weekly						
0 Year(s) 0 Month(s)	2 Year(s) 11 Month(s)	07/01/2016	09/30/2016	200.00	09/15/2016 10:07 AM	  
0 Year(s) 0 Month(s)	2 Year(s) 11 Month(s)	10/01/2016		225.00	09/15/2016 10:07 AM	  

Deleting Provider Prices

Click on the trash can icon on the *Provider Prices* screen to access the *Delete Provider Prices* screen.

Note: Prices cannot be deleted if they are associated with a processed authorization for a past or current month.

Error in Entering Provider Prices

If an error was made when entering provider prices, EBT CSAW allows the deletion of the future price as long as the begin date for the new price is in the future.

Example: On September 15, a worker enters a weekly price of \$100 for a provider with the effective begin date of October 1. The price should have been \$200. There are authorizations for the provider in October. If the error is discovered prior to October 1, the incorrect price can be deleted and the correct price re-entered. **If discovered after October 1, visit the [Post-Load Benefit Correction \(PLBC\) User Guide](#) for instructions.**

Location Tasks

Selecting the Location Tasks link will bring up a list of all tasks by provider/location.

The yellow banner is displayed when there are unprocessed tasks related to the provider. Clicking on the *Unprocessed Tasks* link in the banner will also take the worker to the task that needs to be completed. More information about tasks visit the [EBT CSAW Dashboard User Guide](#).

EBT CSAW Menu

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Tasks - Provider/Location

Child Care Provider Location Details

Provider/Location#	2800039412/001		
Provider Name	Abc Child Care		
Location Name	Anna's Kid Care, 4-Star, Dually Reg		
Phone #	(123) 456-7891		
Address	111 New Address Annapolis WI 123456789		
	Hours of Operation		
	Licensed	Certified	
	Period	Jan-Dec	Period Jan-Dec
	Night Capacity	0	Group Size 6
	Day Capacity	8	Children under Age of Seven 3
MON	6:00AM - 6:00PM	Closed	
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FRI	6:00AM - 6:00PM	Closed	
SAT	Closed	6:00AM - 6:00PM	
SUN	Closed	6:00AM - 6:00PM	

⚠ There are 1 Unprocessed Tasks. [Click here to view Unprocessed Tasks](#)

Search

Begin Date

End Date

Include Processed

Include Cancelled

Total No.of Rows Retrieved: 1

List of Tasks - Provider/Location									
	Source	Created Date	Priority	Assigned Admin Unit/Role	Task Description	Due Date	Status		
⚠	Provider Portal	10/18/2017	High	County: Milwaukee Role: Dashboard Administrator	Provider Prices Change Request Provider Number: 2800039412 Location Number: 1 Tracking Number: 2856310000	10/19/2017	Pending	<input type="button" value="🔄"/>	<input type="button" value="🗑"/>

Subsidy Calculation Summary

This screen can be accessed by clicking the Subsidy Summary link. The screen lists subsidy amounts for each child authorized to the provider. If the provider is 4 or 5 Star, the YoungStar Adjustment to Provider column lists the amount that will be sent directly to the provider.

Click on the *Details* link to access the *Calculation Details* screen for the case.

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Subsidy Calculation Summary

Child Care Provider Location Details

Provider/Location# 2800039412/001	Hours of Operation																						
Provider Name Abc Child Care	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Licensed</th> <th style="width: 50%;">Certified</th> </tr> <tr> <td style="text-align: center;">Period Jan-Dec</td> <td style="text-align: center;">Period Jan-Dec</td> </tr> <tr> <td style="text-align: center;">Night Capacity 0</td> <td style="text-align: center;">Group Size 6</td> </tr> <tr> <td style="text-align: center;">Day Capacity 8</td> <td style="text-align: center;">Children under Age of Seven 3</td> </tr> <tr> <td>MON 6:00AM - 6:00PM</td> <td style="text-align: center;">Closed</td> </tr> <tr> <td>TUE 6:00AM - 6:00PM</td> <td style="text-align: center;">Closed</td> </tr> <tr> <td>WED 6:00AM - 6:00PM</td> <td style="text-align: center;">Closed</td> </tr> <tr> <td>THUR 6:00AM - 6:00PM</td> <td style="text-align: center;">Closed</td> </tr> <tr> <td>FRI 6:00AM - 6:00PM</td> <td style="text-align: center;">Closed</td> </tr> <tr> <td>SAT Closed</td> <td style="text-align: center;">6:00AM - 6:00PM</td> </tr> <tr> <td>SUN Closed</td> <td style="text-align: center;">6:00AM - 6:00PM</td> </tr> </table>	Licensed	Certified	Period Jan-Dec	Period Jan-Dec	Night Capacity 0	Group Size 6	Day Capacity 8	Children under Age of Seven 3	MON 6:00AM - 6:00PM	Closed	TUE 6:00AM - 6:00PM	Closed	WED 6:00AM - 6:00PM	Closed	THUR 6:00AM - 6:00PM	Closed	FRI 6:00AM - 6:00PM	Closed	SAT Closed	6:00AM - 6:00PM	SUN Closed	6:00AM - 6:00PM
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Location Name Anna's Kid Care, 4-Star, Dually Reg																							
Phone # (123) 456-7891																							
Address 111 New Address Annapolis WI 123456789																							

⚠ There are 1 Unprocessed Tasks. Click here to view [Unprocessed Tasks](#)

Benefit Summary

Click the Excel icon above to download the data in Excel format.

Case Number	Child's Name	Date of Birth	Month	Subsidy Amount	YoungStar Adjustment To Provider	
▼ Case Number: 150816707 Agency Name: 40 - Milwaukee County Primary Person: Emily English						
150816707	Erik English	01/01/2009	January 2017	\$93.62	\$23.41	Details
▼ Case Number: 150862202 Agency Name: 40 - Milwaukee County Primary Person: Wendy Worker						
150862202	Wille Child	01/01/2010	July 2016	\$1,599.83	\$168.49	Details
150862202	Wille Child	01/01/2010	August 2016	\$1,497.83	\$142.99	Details
150862202	Wille Child	01/01/2010	September 2016	\$1,497.83	\$142.99	Details
150862202	Wille Child	01/01/2010	October 2016	\$1,496.83	\$142.74	Details
150862202	Wille Child	01/01/2010	November 2016	\$1,496.83	\$142.74	Details

For an advanced search, enter information in the filter field for case number, child's name, month, subsidy amount, or YoungStar Adjustment to Provider.

Filtered by case number

Case Number	Child's Name	Date of Birth	Month	Subsidy Amount	YoungStar Adjustment To Provider	
2003159321				T	T	Clear
▼ Case Number: 2003159321 Agency Name: 40 - Milwaukee County Primary Person: Sivaji Overactor						
2003159321	Prabhu Overactor	06/12/2000	June 2016	\$672.46	\$0.00	Details
2003159321	Prabhu Overactor	06/12/2000	July 2016	\$706.86	\$68.81	Details
2003159321	Prabhu Overactor	06/12/2000	August 2016	\$706.86	\$68.81	Details
2003159321	Aishwarya Overactor	09/09/2009	August 2016	\$688.10	\$68.81	Details
2003159321	Prabhu Overactor	06/12/2000	September 2016	\$706.86	\$68.81	Details

The information can also be exported to MS Excel by clicking the Excel icon above the Benefit Summary list.

Location Payment Summary

The Location Payment Summary provides a quarterly or annual look at EBT card payments, YoungStar Payments, retractions, and Voluntary Repayment Agreements other types of adjustments.

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Location Payment Summary

Child Care Provider Location Details

Provider/Location# 3800036563/001	Months Open Jan-Dec
Provider Name Randy's Child Care, Inc	Night Capacity 0
Location Name Randy's Group Care	Day Capacity 50
Phone # (414) 555-6666	Hours: MON-SAT 6:00AM - 6:00PM
Address 123 Main St Anytown WI 52222	

There are 2 Unprocessed Tasks. Click here to view [Unprocessed Tasks](#)

Search

Change Payment Year

Location Payment Summary For 2017

Quarter	Quarterly Card Payments	Quarterly Young Star Payments	Quarterly Other Payments*	Quarterly Grand Total
▶ 1st Quarter	\$200.00	\$104,423.47	\$100.00	\$104,723.47
▶ 2nd Quarter	\$3,522.39	\$20,537.85	\$0.00	\$24,060.24
▶ 3rd Quarter	\$9,940.02	\$8,446.07	(\$1,813.75)	\$16,572.34
▶ 4th Quarter (Current)	\$3,310.14	\$6,748.76	\$0.00	\$10,058.90
Grand Total:	\$16,972.55	\$140,156.15	(\$1,713.75)	\$155,414.95

* Other Payments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

Provider Transactions

The provider transaction screen allows the worker to confirm EBT card payments. The transaction period is defaulted at three months. Workers can look at one day or go back in time to create a date range by putting the date parameters in the *Begin Date* and *End Date* fields. Recent transactions are shown automatically.

The Transaction Time is when the payment was made to the provider. When transactions are complete a Transaction Confirmation number is provided by FIS. This number is very useful for parents and providers to have handy when they contact FIS with questions.

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List of Transactions for a Child Care Provider Location

Transaction Period

Begin Date

End Date

Child Care Provider Location Details

Provider/Location# 3800036563/001

Provider Name Randy's Child Care, Inc

Location Name Randy's Group Care

Phone # (414) 555-6666

Address 123 Main St
Anytown WI 52222

Months Open Jan-Dec

Night Capacity 0

Day Capacity 50

Hours: MON-SAT 6:00AM - 6:00PM

⚠ There are 2 Unprocessed Tasks. [Click here to view Unprocessed Tasks](#)

List of Transactions for a Child Care Provider Location Recent

Case Number	Primary Person Name	Child's ID	Child's Name	Child's DOB	Amount	Transaction Time	Transaction Confirmation
9150922696	Frida Florida	2	Baby Florida	01/01/2017	\$500.00	12/13/2017 07:56:23 Am	000169
9150922696	Frida Florida	1	George Florida	01/01/2010	\$500.00	12/11/2017 10:08:28 Am	000167

List of Transactions for a Child Care Provider Location

Case Number	Primary Person Name	Child's ID	Child's Name	Child's DOB	Amount	Transaction Time	Transaction Confirmation
4150897247	Freddie Webster	2	Ron Webster	09/23/2014	\$2,543.70	09/05/2017 03:51:21 Pm	000109
4150897247	Freddie Webster	1	Ricky Webster	08/21/2012	\$2,426.31	09/05/2017 03:50:03 Pm	000107
1150908513	Anna Alabama	2	Andrew Alabama	01/01/2016	\$1,511.70	11/27/2017 09:59:06 Am	000160
1150921218	Betty Baltimore	3	Schoolageboy Baltimore	01/01/2010	\$367.94	11/27/2017 09:55:02 Am	000159
1150921218	Betty Baltimore	1	Babygirl Baltimore	01/01/2017	\$1,430.50	11/27/2017 09:54:25 Am	000158
9150922696	Frida Florida	1	George Florida	01/01/2010	\$500.00	12/11/2017 10:08:28 Am	000167

Adjustments (YoungStar)

This screen shows financial adjustments by transaction date and by authorization month. YoungStar Adjustments are increases that are paid out to 4 and 5 Star child care providers. They are transferred to the provider’s bank account the last day of the month. Providers receive the funds in the same bank account they provided to FIS during contracting.

The payment batch is calculated prospectively based on the amounts loaded on EBT cards for the next month. The calculation also looks back to the previous YoungStar payment and picks up any transactions that happened since the previous load.

If the calculation occurs on November 30, in most cases the provider will receive the funds in their bank accounts on December 1. However, weekends and bank holidays can delay the deposit. Clicking on *Details* provides a by-child list of YoungStar Adjustments included in the total.

Workers may find it helpful to access the YoungStar information by going to the Provider Portal. The provider can access the same information by logging into their own Provider Portal account.

YoungStar Adjustments can be accessed by transaction or by authorization month.

Adjustments (YoungStar)

Adjustments Period
 From Month: To Month:

Child Care Provider Location Details

Provider/Location# 2800039412/001
 Provider Name Anna's Kid Care, 4-Star, Dually Reg
 Location Name Anna's Kid Care, 4-Star, Dually Reg
 Phone # (123) 456-7891
 Address 111 New Address
 Annapolis WI 123456789

Hours of Operation

	Licensed	Certified
	Period Jan-Dec	Period Jan-Dec
	Night Capacity 0	Group Size 6
	Day Capacity 8	Children under Age of Seven 3
MON	6:00AM - 6:00PM	Closed
TUE	6:00AM - 6:00PM	Closed
WED	6:00AM - 6:00PM	Closed
THUR	6:00AM - 6:00PM	Closed
FRI	6:00AM - 6:00PM	Closed
SAT	Closed	6:00AM - 6:00PM
SUN	Closed	6:00AM - 6:00PM

Adjustments (YoungStar) by Transaction Date

Type	Amount	
Transaction Date: 10/31/2017		
YoungStar Adjustments	\$269.39	Details
Transaction Date: 11/30/2017		
YoungStar Adjustments	\$145.55	Details
Transaction Date: 9/29/2017		
YoungStar Adjustments	\$1,256.59	Details

⚠ There are 1 Unprocessed Tasks. [Click here to view Unprocessed Tasks](#)

Click the Excel icon above to download Adjustments by Transaction Date in Excel format.

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Adjustments (YoungStar)

Adjustments Period

From Month To Month

Child Care Provider Location Details

Provider/Location# 6800039986/001	Months Open Jan-Dec
Provider Name Nancy Thompson	Night Capacity 150
Location Name Sweet Dreams Day And Night Care	Day Capacity 150
Phone # (608) 422-6138	Hours: MON-SUN 12:00AM - 11:59PM
Address 109 Elm St Madison WI 537263819	

Click the Excel icon above to download Adjustments by Transaction Date in Excel format.

Adjustments (YoungStar) by Transaction Date

Type	Amount	
Transaction Date: 10/31/2017		
YoungStar Adjustments	\$1,349.92	Details
Transaction Date: 11/30/2017		

* Other Adjustments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

Click the Excel icon above to download Adjustments by Authorization Month in Excel format.

YoungStar Adjustments by Authorization Month

Authorization Month	Amount	
October, 2017	\$706.75	Details

Adjustments by Transaction-Other

This menu link retrieves adjustment transactions that are not part of EBT Card payments or YS adjustments. This screen allows workers to better track these transactions (most commonly Voluntary Repayment Agreements).

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Other Adjustments By Transaction Date

Child Care Provider Location Details

Provider/Location# 3800036563/001	Months Open Jan-Dec
Provider Name Randy's Child Care, Inc	Night Capacity 0
Location Name Randy's Group Care	Day Capacity 50
Phone # (414) 555-6666	Hours: MON-SAT 6:00AM - 6:00PM
Address 123 Main St Anytown WI 52222	

⚠ There are 2 Unprocessed Tasks. Click here to view Unprocessed Tasks

Other Adjustment Payment Details

Transaction Date: 9/11/2017 12:00:00 AM

Child Name	Reason Code	Authorization Month	Amount
Case Number: 4150897247 - Freddie Webster			
Ron Webster	Authorization Error	September, 2017	(\$777.04)
Ricky Webster	Authorization Error	September, 2017	(\$747.04)

Other Adjustments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

Provider Data Exchange

The Department of Children and Families (DCF) sends changes in provider demographics to FIS on a daily basis at midnight. FIS sends information regarding EBT card transactions and vendor contract status to DCF as part of this communication process.

To access the FIS Provider Location Details screen, click on the *Data Exchange* link in the navigation menu. This screen displays the FIS Provider ID status (Vendor Status), and if the provider is using a Point of Sale (POS) device. This screen is the first place a worker should look if they are having problems authorizing to a new provider to ensure they have their FIS contract completed.

Once a provider is participating in YoungStar (or has a Wisconsin Shares contract in place), CSAW sends the provider information to FIS. DCF then assigns the provider a FIS Provider ID number, and sends the number to CSAW. At that point, DCF sends the provider a letter with the FIS Provider ID number, and information about how to fill out the FIS contract online.

Vendor Provider Data Exchange

Child Care Provider Location Details

Provider/Location# 2800039412/001

Provider Name Abc Child Care

Location Name Anna's Kid Care, 4-Star, Dually Reg

Phone # (123) 456-7891

Address 111 New Address
Annapolis WI 123456789

Hours of Operation

	Licensed	Certified
Period	Jan-Dec	Period Jan-Dec
Night Capacity	0	Group Size 6
Day Capacity	8	Children under Age of Seven 3
MON	6:00AM - 6:00PM	Closed
TUE	6:00AM - 6:00PM	Closed
WED	6:00AM - 6:00PM	Closed
THUR	6:00AM - 6:00PM	Closed
FRI	6:00AM - 6:00PM	Closed
SAT	Closed	6:00AM - 6:00PM
SUN	Closed	6:00AM - 6:00PM

⚠ There are 1 Unprocessed Tasks. Click here to view Unprocessed Tasks

Child Care Provider Location Account Details

FIS Provider ID	Vendor Status Updated On	Vendor Status	POS Indicator
D205263	8/15/2016 10:13 PM	Active	No
D205263	8/15/2016 10:45 AM	Add	No

[Updates to Vendor](#)

The table below shows all possible values for the *Vendor Status* column (the latest status is on the top):

Status	Authorization can be created	Explanation
Add	No	Provider has a current license, certification, or a public school category. The provider is participating in YoungStar. They have been added to CSAW tables to be sent to FIS.
Initial Load	No	Provider's information has been sent to FIS from DCF.
Contract Sent	No	FIS has completed the initial load and is waiting for an online contract entry. FIS will mail a paper FIS Provider contract to providers. The provider can request a new one by contacting FIS Merchant Services at 800-894-0050.
Contract Signed	Yes	Provider has electronically signed the online FIS Provider contract or mailed/faxed the signed paper contract. FIS has received the information and has the contract under review. The review checks to ensure the routing number for the provider's bank account is valid, that the address provided by the provider is a good address, cut-off times are selected, a Point of Contact is identified, and a valid signature is present. FIS' review should be done within a week. If the worker sees the status is Contract Signed status for longer than a week, the agency should follow up by sending an email to the Child Care Subsidy and Technical Assistance Line at childcare@wisconsin.gov . If a provider calls the local agency for contract status, they should be referred to FIS Merchant Services at 800-894-0050.
Database Setup	No	Database Setup status indicates the contract has been approved by FIS. FIS will set up the direct deposit with the provider's bank. It can take several days to complete this process and move to Active status.
Active	Yes	Provider is active in the FIS system. These providers are ready to have authorizations and to receive payments from FIS.
Suspended	No	Provider has been suspended in the FIS system. This is a status that stops transactions due to program integrity or regulation issues.
Delete	No	A provider whose status is inactive in the DCF system has been sent to FIS. FIS has deleted the provider record in their system.
Not Participating	No	Provider is not going to participate in the Wisconsin Shares Child Care Subsidy Program. These providers will need to start from the beginning if they change their mind.

Provider Portal

The Provider Portal link, located just below the Data Exchange link, allows the worker to move from EBT CSAW to the Provider Portal. The Provider Portal is a one-stop shop for providers. It allows them to look at transactions, see licensing information, review YoungStar batches and detail, upload prices, report temporary closures, see authorizations to their center, documents, and review payment activity. Workers should explore and use the portal. Some provider questions can be easier to understand by using the portal to see what the provider is looking at. This link [Provider Portal training](#) will take you to training and other information on the Provider Portal.

Child Care Provider Portal
Welcome, Kevin

Randy's Preschool

Logout
3800036563-001

Facility Details

Facility ID	120856
FIS Provider ID	D205258
Address	123 Main St Anytown, WI 52222
Contact Name	Rita Randall
Phone	(414) 555-6666

[More](#)

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youngstar
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Payments

◀ | 🔍 Provider Search

Documents

Selecting the *Documents* link on the provider menu provides the worker access to the documents for that provider. Provider Documents will include Authorization Notices and other documents sent to providers. The worker can click the link to see the document.

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Child Care Provider Location Details

Provider/Location # 2800039412/001

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Location Name Anna's Kid Care, 4-Star, Dually Reg

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FRI	6:00AM - 6:00PM			Closed
SAT	Closed			6:00AM - 6:00PM
SUN	Closed			6:00AM - 6:00PM

⚠ There are 1 Unprocessed Tasks. Click here to view Unprocessed Tasks

Search

Begin Date 09/01/2017 **End Date**

Documents

Date	Document
11/30/2017	Provider Ebt Authorization Letter
10/31/2017	Provider Ebt Authorization Letter
9/29/2017	Provider Ebt Authorization Letter

Post Load Benefit Calculation – Provider

Also known as PLBC. PLBC allows workers to make corrections to subsidies after the funds have been loaded on the MyWICChildCare EBT cards. The PLBC module has a [PLBC User Guide](#) specific to PLBC to assist workers to correct errors.