



Child Care Provider Portal (CCPP) User Guide

October 2025

Division of Early Care and Education

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.

Contents

Background	5
Abbreviations	5
Technical Information	5
Gaining Access to the CCPP	6
Confidentiality and Passwords	6
Troubleshooting User ID and Password.....	6
Changing Your Password.....	6
Changing Account Information (change of name, email address, etc.)	7
Adding a New Facility/Location to an Existing CCPP User ID	7
Ending Access to the Portal.....	7
Training.....	8
Entering and Submitting an Expression of Interest.....	9
Functionalities Common to Multiple Screens	11
Users with Access to Multiple Sites	12
My Facilities	13
Financial	14
Authorizations	14
Authorization Termination Request	14
Reversing an Authorization Termination Request.....	16
Payments.....	16
Payment Summary by Quarter	17
Monthly Details.....	17
Adjustments (YoungStar).....	18
YoungStar Adjustments	18
YoungStar Calculations	18
Funds Debited from Provider’s Bank Account with Voluntary Repayment Agreement (VPA).....	20
Provider Prices and Parent Fees.....	22
New Providers Who Have Never Reported Prices to the Subsidy Agency	22
Uploading Price Sheets	24
Review Changes	25
Providers with Current Prices in the Subsidy System	26
Update Prices	27
Uploading Updated Price Sheets	29
Updating Prices – Age Range Change	30
Registration Fees	32
Add Registration Fee	33
Modify Registration Fee	33
Deleting the Registration Fee.....	34

Adding Other Fees	34
First Time Entering Parent Fees	34
Updating Parent Fees.....	36
Manage Regulatory Fees – e-Payments	38
Licensed Providers:	38
Milwaukee Certified Providers:	38
Certified provider (excluding Milwaukee):	38
Higher Education (Training) and Contracting Services Entities	38
E-payment Steps	38
Continuation Fees – Licensed Centers and certified providers (Milwaukee county)	45
Regulatory Fees Paid.....	46
Regulatory Fee Payment Details.....	46
Payment Failures.....	47
Refunds – Payment made in Excess.....	47
Facility Details	48
YoungStar Details	48
Wisconsin Registry Details.....	49
Copy Staff Member from the Registry to the Individuals Module	49
Wisconsin Registry Classroom Details	50
Individuals	51
Finding Individuals/Employees on the Individual Screen	52
Add Individual.....	53
Alias Names.....	57
Background Check Request (BCR) Form	58
Confirmation of Individual Information.....	62
Generating the Fingerprint Code	62
Scenarios when a Fingerprint Code is NOT generated	63
Modify Individuals.....	64
Adding an individual with a complete Background Check.....	65
Inactivating an Individual.....	67
Changing Roles for an Individual.....	68
Role Change Scenarios when a Review of a Background Check is Needed.....	69
Fingerprint Checks	70
Expired Eligibility.....	73
Background Check History	73
Individuals Who Had Background Checks Completed by DCF in the Past.....	75
iChildCare	76
iChildCare Access – Providers who have CCPP access.....	76
iChildCare – Electronic Notices	76
DCF-P-5221 (R. 10/2025)	3

Higher Education (Training) and Contracting Services Entities	77
Manage Facility	78
Regulations.....	78
Ages Served:.....	79
Hours of Operation	79
Accreditation.....	79
Closure Schedules - Facility Temporary Closure	80
Official vs. Reported Temporary Closure	80
Add Temporary Closure:	81
Modify/Delete Closure Record	82
Facility Closure History.....	83
Facility Closures – Effects on Wisconsin Shares Authorizations	83
Facility Closures – Effects on YoungStar	83
Facility Closures – Child Care Finder – Public Site.....	83
Prices and Parent Fees	84
Communication Preferences	84
Background Check Noncompliance	84
Progression of Noncompliance Steps	85
Individual Details.....	86
Documents	86
Child Care Finder Listing – Provider’s Website	87
Security	89
CCR&R Provider Reported Information	90
Facility Details	90
CCR&R Location Details	91
Types of Care	91
Preschool/4K	92
CCR&R Pricing.....	92
Discounts.....	92
Fees.....	93
Prices	93
CCR&R Child Care Slot Information	94
Enrollment	94
Vacancies	94
Wait-List.....	95
CCR&R Information on the Child Care Finder – Public Search.....	95
Communications.....	96

Background

The Child Care Provider Portal (CCPP) enables applicants and providers to:

- Submit an Expression of Interest (EOI) to indicate interest in becoming a regulated provider and get connected to a local Pre-Licensing or Certification agency
- Submit an Initial licensing/certification application online
- Submit a continuation/renewal application
- Submit background checks on individuals affiliated with the child care program
- View background check eligibility status and notices
- View [Wisconsin Shares](#) authorizations and payment details
- Update child care prices (required for licensed centers participating in the Wisconsin Shares program) for the center
- Send a request to end a Wisconsin Shares authorization for a child who is no longer attending or has never attended the program
- Report days (or weeks) the child care program is closed so a parent can request an authorization to an alternate provider during the closure
- View [YoungStar](#) quality rating information and documents
- View certain Licensing, Certification, and Wisconsin Registry details/documents
- Pay fees using the E-Payment module
- View certain information brought over from your local CCR&R agency
- Apply for Child Care Bridge payments and view payment details (includes historical payment details for Child Care Counts/COVID-19 payments)
- View B-3 CC Pilot authorizations and view payment details (This program ended in June 2023, but the historical information is still in CCPP).

Abbreviations

The following abbreviations appear in this guide:

- **BCR:** Background Check Request
- **BIF:** Business Information Form
- **CBC:** Child Care Background Check
- **CBU:** Child Care Background Check Unit
- **CCPP:** Child Care Provider Portal
- **CCR&R:** Child Care Resource and Referral
- **DCF:** Department of Children and Families
- **DOJ:** Department of Justice
- **EOI:** Expression of Interest
- **FBI:** Federal Bureau of Investigation
- **SSN:** Social Security Number
- **VRA:** Voluntary Repayment Agreement
- **WISCCRS:** Wisconsin Child Care Regulatory System
- **Wisconsin Shares:** Wisconsin Shares Child Care Subsidy Program

Technical Information

The Child Care Provider Portal can be accessed using all common browsers (Microsoft Edge, Google Chrome, Safari, etc.) and is mobile-friendly.

When entering new individuals into the Child Care Provider Portal, it is recommended that you use a desktop, laptop, or a tablet because of the amount of data entry needed for those pages.

To protect the information from unauthorized users, the Portal is designed so that the user is automatically logged out after 30 minutes of inactivity.

Gaining Access to the CCPP

See [Provider Portal Security Module](#) User Guide for further information.

How to gain access to CCPP is explained on the [Accessing the Child Care Provider Portal](#) webpage.

Accessing the Child Care Provider Portal (CCPP)

Please follow the instructions provided to obtain access to the DCF Child Care Provider Portal (CCPP). Watch the [training video](#) that explains the functionality of the Provider Portal.

[Learn more about what you can do in the Child Care Provider Portal.](#)

Provider Portal Login

[Instructions for Child Care Providers and Center Staff Only](#)

[Instructions for Tribal/County/State Staff](#)

Confidentiality and Passwords

The child care subsidy authorization and background check information contained in the Child Care Portal is confidential and users must be aware of this when using the system.

- **Log out of the Portal and close the browser when you are not using it.** This will prevent unauthorized people from entering or viewing information in the Portal.
- **Do not share your user ID with anyone.** Each staff member who needs access to the Portal must create his or her own account, request access and log in using his or her own credentials.

Troubleshooting User ID and Password

If you enter an incorrect user ID and/or password, the login page shows an error message stating that the “or password” entered was incorrect. **Note that your password is case sensitive and must be entered exactly as you entered it when you created your account.**

You can take the following steps, when you are unable to log in to CCPP because of a wrong or forgotten user ID and/or password:

- **If you have entered an incorrect user ID and/or password,** a warning message will display alerting you that the user ID or password entered were incorrect. Remember that passwords are case sensitive and must be entered exactly as you entered them when you created your account.
- **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:
 1. Log on to the [DWD / Wisconsin Login Account Management screen](#).
 2. Under the Username/Password Recovery section, choose “What should I do if I forget my password or username?”
 3. On the following screen, choose either “Logon Recovery” or “Recover using your email address or phone number” function.
 4. Go to your email inbox to access the email. Follow the instructions.
- **If you are not able to access the system after taking the steps above,** please contact the [DCF Service Desk](#) at 608-264-6323.

Changing Your Password

To change your password, follow these steps:

1. Log in to the [DWD / Wisconsin Login Management System page](#)

2. Under Profile Management heading, click on “How do I change my password?”. Follow the instructions.

Changing Account Information (change of name, email address, etc.)

If you would like to update or view any of your account information, follow these steps:

1. Log in to [DWD / Wisconsin Login Management System page](#)
2. Under Profile Management header, click on the “How do I change my email or phone number?” link.
3. Enter your current Login ID and password.
4. Then choose the link of your choice.

Adding a New Facility/Location to an Existing CCPP User ID

See [Provider Portal Security Module](#) user guide for further information at the [Child Care Provider Portal User Guides](#) webpage.

Ending Access to the Portal

See [Provider Portal Security Module](#) user guide for further information on the [Accessing the Child Care Provider Portal \(CCPP\) webpage](#).

Training

A training video explaining the Child Care Provider Portal is available on the [Child Care Provider Portal Information webpage](#), under the Training and Resources section.

After your security has been set-up, access the [Child Care Provider Portal login screen](#).

On the Login screen, enter the user ID and password you created. Then click the Login button.

Login

User ID
AbcChildCare3

Password

[...Show Options](#)

Login

Request access, reset password, and update your user profile in [Account Management](#).

For additional information, visit the [DCF 'Portal Info'](#) webpage.

If you want to work for an existing regulated child care program and need a background check, go to [iChildCare](#).

Do you want to start your own regulated child care program? Begin the process by clicking the Expression of Interest (EOI) button and follow the instructions on the next page.

If you would like to learn more about starting a regulated child care program before filling out the EOI, visit the [Child Care Regulation](#) web page or reach out to your local [certification](#) or [pre-licensing](#) agency for more information.

Expression of Interest

Entering and Submitting an Expression of Interest

See [Online Licensing/Certification Applications](#) user guide for how to enter an Expression of Interest.

Home Screen

After you log in, the default home screen displays if you have access to one facility/location. If you have access to multiple regulated sites, a list of facilities displays:



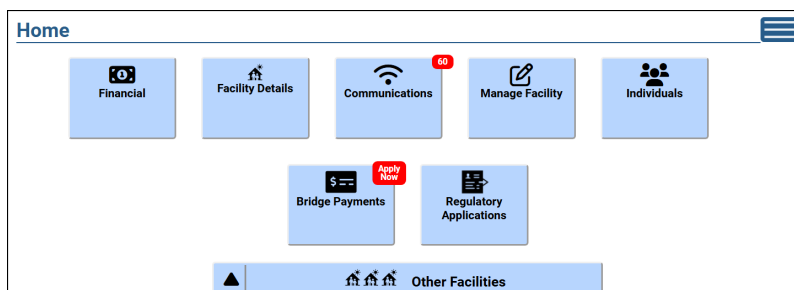
The screenshot shows the 'Child Care Provider Portal' with a welcome message 'Welcome, Rita' and a 'Logout' link. Below the header is a 'Facility List' table with five entries, each with a play button icon.

Facility Name	Facility ID	Action
DECE Demo Facility 123 Demo Dm Darnotown , WI 12121-2121	0800040130-001	▶
Sfta Group 933 W Highland Ave Milwaukee , WI 53233-1445	1800039431-004	▶
Nadinea Group Center-Fis Active 123 Side Racine , WI 45454	1800039621-001	▶
Randy's Preschool Fis 205 Corporate Dr Mke , WI 53206	3800036563-001	▶
Johnson Early Care Locn 1 Fis 27 N Webster St Madison , WI 53703-3412	3800036813-001	▶

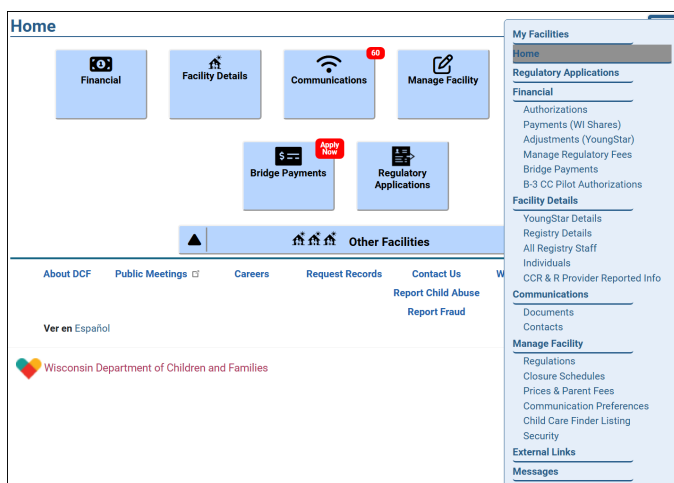
If you have access to one facility/location or if you choose one of the facilities on your facility list (users with access to multiple child care locations/sites), you will be taken to the Home page. The top portion of this screen includes basic information about the facility/location such as address, contact (usually the Director for group centers) and phone number.

Facility Home page

The facility home page has multiple buttons (explained below).



1. **Sandwich menu:** Displays on the top right corner. This menu allows you to quickly access any page within the facility/location. The menu is available on all pages within the Child Care Provider Portal.



2. **Financial:** This button takes you to financial related pages, such as Wisconsin Shares authorizations to your program, payments, and YoungStar Adjustments (if applicable) and Regulatory Fee Payments, **Child Care Bridge (previously Child Care Counts)** applications and payment pages, and B-3 CC Pilot authorizations and payment pages (historical information). Here you can pay regulation related fees such as background check and licensing fees.
3. **Facility Details:** This button takes you to screens that pertain to your facility such as YoungStar and Wisconsin Registry Details, individuals associated with your program, and what has been reported to the CCR&R.
4. **Communications:** This button takes you to various documents such as authorization notices and subsidy and licensing/certification documents. You can also access the Contacts page using this button. [See CCPP - Communications](#) user guide for further details.
5. **Manage Facility:** This button takes you to the Regulations (licensing, certification, and public school) screen, Closure Schedules, and Prices pages. This page also has the link to the Mailing Options where you can request certain notices be generated electronically instead of paper format.
6. **Individuals:** This button takes you to the list of individuals associated with your program.
7. **Bridge Payments (previously Child Care Counts-COVID-19):** This button takes you to the **Child Care Bridge** applications and payment pages. Information about these payments can be found on the [Child Care Bridge website](#).
8. **Regulatory Applications:** This button takes you to a page that lists all regulatory applications for the location. If "Apply Now" bubble is shown on this button, licensed programs and regularly certified providers can complete their continuation/renewal application online. Review the [Online Licensing/Certification Applications](#) user guide for more details on this module.

Functionalities Common to Multiple Screens

Below is a list of screen functionality that appears on multiple screens in the Child Care Provider Portal:

Child Care Provider Portal
Welcome, Randy

Logout

Randy's Preschool 3800036563-001

Facility Details

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

[More](#)

...More: Select this link to view additional information on the screen.

Child Care Provider Portal
Welcome, Randy

Logout

Randy's Preschool 3800036563-001
123 Main St Facility ID 120856
Anytown, WI 52222 FIS Provider ID D205258

Regulation Details

Current and future regulation, ages served, hours of operation, and accreditation information.

Regulation

Category	Licensed Group
Status	Approved
Effective From	02/29/16
Continuation Date	02/28/18

[Regulation History](#)

[Less](#)

...Less: This link is displayed on screens that have been expanded. Select the link to collapse the information.

Child Care Provider Portal
Welcome, Randy

Logout

Randy's Preschool 3800036563-001
123 Main St Facility ID 120856
Anytown, WI 52222 FIS Provider ID D205258

Authorizations

Current and future authorizations

[Download to Excel/CSV](#)

Child	DOB	Period	Updated Date
Case # 0150880804 - Marni Lopez-Seventeen			
Marta Lopez	09/20/10	06/01/17 - 08/31/17	06/02/17

Download to Excel/CSV icon: Screens with multiple records have an option to download the information into Excel (CSV).

Child Care Provider Portal
Welcome, Randy

Logout

Randy's Preschool 3800036563-001
123 Main St Facility ID 120856
Anytown, WI 52222 FIS Provider ID D205258

YoungStar Details

Current and future YoungStar details

YoungStar

Participation Status	Participant
Anniversary Date	10/01/17
Current Star Level	★★★★★

[Participation History](#)

[Rating History](#)

[Less](#)

History: You can search historical information on almost every screen in the Child Care Provider Portal. Select "...More" to access the history screen.

Transaction Date	Amount
Transactions From - July, 2017	
07/31/17	\$3,147.31
	Total:
	\$3,147.31

Additional details/edit icon: If there is more detail for the record, select the “arrow” to view details.

Transaction Date	Amount
Transactions From - July, 2017	
07/31/17	\$3,147.31
	Total:
	\$3,147.31

Sorting icon: If the screen has multiple records, the information can be filtered by selecting the “funnel” icon on the header.

<input checked="" type="radio"/> Current	
<input type="radio"/> Not Hired/Did Not Reside	
<input type="radio"/> Prospective	

“I” Informational Icons: Some fields have an “I” icon next to the field. By clicking this icon, additional text displays that explains the field in more detail.

--	--	--

Screens with multiple screens: If the screen has more than 15 rows, the screen is divided into multiple sections. Use the bar on the bottom of the screen to move to other sections.

Users with Access to Multiple Sites

If you have access to multiple sites/provider locations, the Child Care Provider Portal allows you to ‘jump’ from a page in one location to the same page under another location. **Example below:**

Randy wants to download payment information for multiple locations under his user ID.

In the screenshot below, Randy is accessing payment details for location 001. He wants to download payment information for the additional locations that he has access to.

Child Care Provider Portal

Welcome, Randy

Randy's Preschool

123 Main St

Anytown, WI 52222

Logout

1800034561-001

Facility ID 120856

FIS Provider ID 0205258

Payments

View payments details

Payment Date

11/27/2017

Amount

\$4,871.09

Export

Child Name	Confirmation #	Amount
Case# 1150908513 - Anna Alabama		
Andrew Alabama	000160	\$1,511.70
Case# 1150921218 - Betty Baltimore		
Schoolageboy Baltimore	000159	\$367.94
Babygirl Baltimore	000158	\$1,430.50
Case# 8150904689 - Donna Demo		
Danny Demo	000157	\$826.13
Dennis Demo	000156	\$734.82

Payments

Other Facilities

By selecting the Other Facilities button, he can access other facilities/locations he has access to.

Select New Location

Randys Group Care Inc 444 School Age Rd Milwaukee , WI 45445	3800036563-002	▶
Randy's Daycamp 123 New Address Smalltown , WI 12121	3800036563-003	▶
Fifth Location 345 Test St Milwaukee , WI 45454	3800036563-005	▶
Johnson Early Care Locn 1 256 W Main Milwaukee , WI 53333	3800036813-001	▶
Watts Valley Day Care 2702 Monroe St Milwaukee , WI 53203	4800039704-001	▶
Nordic Wonderland 123 Modified Address Rd Northwoods , WI 45454	9800039909-001	▶

By selecting Nordic Wonderland, he is taken directly to the Payment Details page for that site.

Child Care Provider Portal
Welcome, Randy

Logout
9800039909-001
Facility ID 1122832
FIS Provider ID D205298

Payments
View payments details

Payment Date 11/27/2017
Amount \$3,201.48

Export

Child Name	Confirmation #	Amount
Case# 8150892281 - Mamma Januari		
Fyra Aring Januari	000163	\$554.52
Skolbarn Januari	000162	\$878.02
Bebis Januari	000161	\$1,768.94

Payments

Other Facilities

This functionality works on all CCPP pages.

My Facilities

Child Care Provider Portal
Welcome, Randy

Logout

My Facilities

Randy's Preschool 123 Main St Anytown , WI 52222	3800036563-001	▶
Randys Group Care Inc 444 School Age Rd Milwaukee , WI 45445	3800036563-002	▶
Johnson Early Care Locn 1 256 W Main Milwaukee , WI 53333	3800036813-001	▶
Watts Valley Day Care 2702 Monroe St Milwaukee , WI 53203	4800039704-001	▶
Nordic Wonderland 123 Modified Address Rd Northwoods , WI 45454	9800039909-001	▶

Select the My Facilities link to access regulatory, authorization and payment information for your facility.

If you have access to multiple facilities, you will be taken to a screen that lists all facilities that you have been given access to. If you only have one facility, you will be taken directly to the Facility Details screen.

In the example, Randy has access to multiple sites. He has to select the facility he wants to proceed to.

Financial

The Financial screen shows buttons that link to all pertinent information about financial topics for the location.

Child Care Provider Portal
Welcome, Pirkko

Logout
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Financial

Facility ID 120856
FIS Provider ID D205258
Address 205 Corporate Dr
Mke, WI 53206
Contact Name Rita Randall
Phone () -

More

Authorizations Payments Adjustments (YoungStar) Prices & Parent Fees Manage Regulatory Fees

The screens are explained in the sections below.

Authorizations

The Authorizations screen displays all Wisconsin Shares authorizations that span current date and into the future.

Sandy's Child Care
123 Happy Dr
Stoughton, WI 53589
7800059417-001
Facility ID 1122396
FIS Provider ID D205670

Authorizations
Current and future authorizations

Download

Child	DOB	Period	Updated Date
Case# 7150891772 - Tamara Tammikuu			
Tom Tammikuu	01/01/15	06/10/17 - 12/20/17	08/25/17
Case# 9150863894 - Julia July			
Jenna July	01/01/13	09/06/17 - 07/31/18	09/05/17
Jacob July	01/01/09	09/06/17 - 12/20/17	09/05/17
Jim July	01/01/00	09/06/17 - 12/20/17	09/05/17

* Indicates authorizations termination request has been submitted.

The list of authorized children can be exported into Excel/CSV.

The screen displays the child's name, date of birth, authorization period and the date when the authorization was last updated. The columns can be sorted by clicking on the header.

If an authorization is created that has an end date in the past, you can only view that authorization on the Authorization History screen.

Child Name Date of Birth

Case# 1150878118 - Show items with value that:
Contains
cart

Case# 4150883947 - And
Is equal to

Case# 5150887251 - Filter Clear

On the desktop computer view, you can filter children by using the filter functionality on the header. If you have multiple screens of authorizations, you can quickly find a child's authorization by using the filter and enter the child's name.

Authorization Termination Request

If a child no longer attends your center, never attended, or will no longer attend in the future, you can send a request to the subsidy agency to have the authorization ended. Do not request to end an authorization on the date it is already ending. **Note that if you request the authorization to be terminated in the current month, the system will end it as of last day of the current month.**

To submit a request to end an authorization, select the Modify icon next to the authorization.

The screenshot shows a table titled 'Authorizations' with the subtitle 'Current and future authorizations'. There is an 'Export' button in the top right. The table has columns: 'Child Name', 'Date of Birth', 'Authorization Period', and 'Updated Date'. A row is highlighted for 'Case# 5151094653 - Pam Busy' with the following data: 'Boy Busy', '01/01/17', '06/01/20 - 05/31/21', and '08/26/20'. To the right of this row is a button labeled 'Auth Termination' with a right-pointing arrow.

On the Authorization Termination screen, select the 'No' radio button for the child(ren) whose authorizations should be ended. Note that you can also do this for future authorizations (when the authorization start date is in the future).

When the No is selected, the following options appear:

The screenshot shows the 'Authorizations termination' screen. It includes a header with contact information for 'Randy's Preschool, Fis' and a 'Logout' button. A note states: '*You may request an authorization to be ended using this page. The request is sent to the Subsidy Agency for processing. Once the agency has accepted your request, the authorization will reflect the new End Date.' Below this, the case details are shown: Case# 5151094653, Primary Person Pam Busy, Child Name Boy Busy, DOB 01/01/17, and Period 06/01/20 - 05/31/21. The question 'Is child attending?' has two radio buttons: 'Yes' and 'No', with 'No' selected. Below this is a list of reasons for termination, each with a radio button: 'Child Never Attended', 'Child Has Stopped Attending', 'Center Closed/Suspended/Revoked', 'Center Not Located Close To Home/Approved Activity', 'Parent/Provider Disagreement', 'Center's Operation Hours Not Matching Childcare Need', 'Changing Providers', 'Child Not Attending Due To Behavior Concerns/Challenges', and 'Child Not Attending Due To Special Health-Related Concerns'. A 'Save' button is at the bottom.

Choose the reason that most closely reflects the reason for termination. After the reason is chosen, Last day of Attendance appears. Enter the last date the child attended or will be attending.

This screenshot is a close-up of the 'Is child attending?' section. It shows the 'No' radio button selected. Below it is a list of reasons for termination, each with a radio button. The reason 'Child Not Attending Due To Special Health-Related Concerns' is selected. Below the list is a field for 'Last Day of Attendance' with the date '8/28/2020' entered. A 'Save' button is at the bottom.

Select Save to send the request to the subsidy agency.

The Authorization screen shows an asterisk next to the child whose authorization has a termination request.

Authorizations
Current and future authorizations

Export

Child Name	Date of Birth	Authorization Period	Updated Date
* Boy Busy	01/01/17	06/01/20 - 05/31/21	08/26/20

Auth Termination

* Indicates authorization termination request has been submitted.

The subsidy agency will review the request and reach out to the parent. Once the request is verified and processed, the authorization screen will show the modified authorization and the asterisk will no longer appear next to the child's name.

Note that authorization termination requests with an end date in the past or within the current month cannot be ended earlier than the last day of the current month. **Example:** A child has an authorization spanning January 31, 2024. On August 26, 2023, the parent notifies the provider that the child will not be attending after August 28, 2023. The provider submits an authorization termination request with an August 28, 2023 end date. After the worker processes the request, the authorization will end on August 31, 2023 (last day of the month).

Reversing an Authorization Termination Request

If you make a mistake on the Authorization Termination Request, you can withdraw it if the local agency has not processed the request and ended the authorization. To withdraw the request, simply access the screen above and switch the radio button back to Yes and save the changes.

Payments

This screen shows payments transferred by parents who have a MyWICChildCare EBT card and whose children are enrolled in your program. The screen shows payments for the current month by transaction date. The transaction date on this screen indicates the date the parent authorized the transaction. It takes a couple of business days for the funds to appear in your bank account.

Randy's Preschool
123 Main St
Anytown, WI 52222
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Payments
Current Month Payments

Payments

Transaction Date	Amount
09/05/17	\$4,970.01
Total: \$4,970.01	

More

Select the arrow icon to view the list of children included in the transaction. Click "...More" to view transactions for previous months.

Randy's Preschool
123 Main St
Anytown, WI 52222
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Payments
View payments details

Payment Date: 9/5/2017
Amount: \$4,970.01

More

Child Name	Confirmation #	Amount
Case# 4150897247 - Freddie Webster		
Ron Webster	000109	\$843.63
Ron Webster	000109	\$856.44
Ron Webster	000109	\$843.63

The Payments Details screen lists children included in the transaction.

Payment Summary by Quarter

This screen shows monthly, quarterly, and annual transactions for the provider location/facility. The screen does not include transactions that are done today. Those are in the following day

To access the Payment Summary by Quarter screen, select "...More" from the Payments screen and then Payment Summary by Quarter button. The following screen displays:

Quarterly Payments Summary
View Quarterly/Monthly payments Summary for a Year

2017

Quarterly/Monthly Payment Summary

[Export](#)

	Quarter	Card Payments	YoungStar Payments	Other Payments*	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
		\$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.

On top of the page, you can choose the payment year.

The arrows on the left side of the table allow you to expand the quarter to display monthly payment information for the quarter. The screen has the following columns:

- **Card Payments:** These are payments authorized by the parent.
- **YoungStar (YS) Adjustments:** In January 2022, the YS adjustments were folded into the monthly CC Counts payments. However, the YS adjustments are reimplemented starting January 2024.
- **Other Payments:** These are usually transactions resulting from Voluntary Repayment Agreement. Note that the **Child Care Bridge (previously Child Care Counts/COVID-19)** payments are also posted on this column.

Monthly Details

The screen below shows the third quarter of 2017 expanded.

Quarterly Payments Summary
View Quarterly/Monthly payments Summary for a Year

2017

Quarterly/Monthly Payment Summary

[Export](#)

	Quarter	Card Payments	YoungStar Payments	Other Payments*	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
	Month	Card Payments	YoungStar Payments	Other Payments*	Grand Total
	July, 2017	\$0.00	\$3,147.31	(\$289.67)	\$2,857.64
	August, 2017	\$0.00	\$1,277.43	\$0.00	\$1,277.43
	September, 2017	\$9,940.02	\$4,021.33	(\$1,524.08)	\$12,437.27
▶	4th Quarter (Current)	\$3,310.14	\$6,748.76	\$0.00	\$10,058.90
		\$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.

To view details on the monthly amounts for the above columns, access the following buttons from the Financial screen:

- **Card Payments (for a month):** Select the Payments button, then "...More" and finally Payments History and choose the month of your choice.

- **YoungStar Payments (for a month):** Select the Adjustments (YoungStar) button, then "...More", and finally Adjustments (YoungStar) Transfer History. Choose the month you want to see the details for.
- **Other Payments (for a month):** Select the Adjustments (YoungStar) button, then "...More", and finally Adjustments (YoungStar) Transfer History. Choose the month you want to see the details for.

Adjustments (YoungStar)

This screen shows the following adjustments:

- a) **YoungStar:** January 2022, the YoungStar adjustments were folded into the monthly CC Counts payments. However, the YoungStar adjustments were reimplemented starting January 2024.
- b) **Other:** Transactions debited from provider's account after a Voluntary Repayment Agreement was received. **Child Care Bridge (previously Child Care Counts/COVID-19)** awards are also posted in this section.

YoungStar Adjustments

In January 2022, the YoungStar adjustment was removed from the Wisconsin Shares authorization calculation. Instead, a quality adjustment was added to the COVID-19 Payments, Funding Workforce Recruitment and Retention award for 2-5 star providers.

Effective January 2024, the YoungStar Adjustments were reimplemented as they were prior to the temporary hold.

YoungStar Calculations

The YoungStar Adjustments are calculated the last business day of the month and deposited directly in your bank account during the first week of the month. The end-of-the-month calculation includes adjustments for any retro authorizations spanning the current or past month(s) and adjustments for the following month.

The monthly YoungStar amount can also have negative amounts if a parent's benefits have been cancelled and YoungStar adjustments associated with the cancellation are pulled back. The negative amounts are deducted up to 25% of the monthly deposit amount.

The screen has two sections:

Adjustments(YoungStar)
Adjustments (YoungStar)

Transaction

Transaction Date: 11/30/17

Transaction Date	Type	Amount	
11/30/17	YoungStar Adjustments	\$3,403.80	Details ▶
		Total: \$3,403.80	

* 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.

Calculation

Calculated Month: December, 2017

Calculated Month	Amount	
December, 2017	\$1,466.57	Details ▶
		Total: \$1,466.57

Transaction: This section includes both retroactive and future adjustments paid at a certain date. In some rare scenarios, there can be negative amounts if YoungStar Adjustments were recouped. The screen also displays the total amount. Select the Details (arrow) icon right next to the amount to view details on the children who are included in the total.

The following screen lists details on the children included in the payment total. In the example below, the payment was issued the last day in November. The payment included were mostly for December authorizations, but also some retro authorizations that were backdated to September and October 2017.

YoungStar Adjustments
View Adjustment(YoungStar) transfer Details for a transfer date

Transaction Date: 11/30/2017
Amount: \$3,403.80
Type: YoungStar Adjustments

Export

Child Name	Authorization Month	Amount
Case# 4150924643 - Melinda Major		
Sebastian Major	December, 2017	\$210.91
Case# 5150879258 - Sandy September		
Erik September	December, 2017	\$32.44
Erik September	November, 2017	\$57.52
Erik September	October, 2017	\$46.66
Erik September	September, 2017	\$28.38
George September	December, 2017	\$18.30
George September	November, 2017	\$26.47
George September	October, 2017	\$26.47
George September	September, 2017	\$22.65
Martin September	December, 2017	\$17.89

Calculation: This section includes payments issued for a specific month. The screenshot below shows YoungStar adjustments for October authorizations. The transaction date can be another month.

YoungStar Calculation View YoungStar Adjustment amounts calculated for a month		
Calculation Month	October, 2017	
Amount	\$2,539.52	
Export		
Child Name	Transaction Date	Amount
Case# 0150922701 - Georgianna Georgia		
George Georgia	10/31/17	\$90.01
Case# 1150908513 - Anna Alabama		
Andrew Alabama	09/29/17	\$75.38
Case# 1150921218 - Betty Baltimore		
Babygirl Baltimore	09/29/17	\$178.82
Schoolageboy Baltimore	09/29/17	\$46.00

Funds Debited from Provider's Bank Account with Voluntary Repayment Agreement (VPA)

If an authorization has been issued to an incorrect provider and the parent transferred the funds to the provider's account, the incorrectly paid amounts are debited from the provider's account after a VPA has been received. These debits are shown on the Adjustment (YoungStar) Transfer History – Other Adjustments screen. To view these transactions, take the following steps:

1. On the Adjustments (YoungStar) screen, under the Transaction section, select "...More".

Adjustments(YoungStar) Adjustments (YoungStar)		
Transaction		
Export		
Transaction Date	Type	Amount
Transaction Date: 11/30/17		
11/30/17	YoungStar Adjustments	\$3,403.80
		Total: \$3,403.80
<small>* 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.</small>		
More		

2. Choose the Adjustment (YoungStar) Transfer History.

<small>* 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.</small>		
Adjustments (YoungStar) Transfer History		
Less		

- On the following screen, choose the month when the transaction was completed and then access the details.

Adjustments(YoungStar) Transfer History
View Adjustments(YoungStar) transfers for a month when the money was transferred

September 2017 [Export](#)

Transaction Date	Type	Amount	
Transaction Date: 09/29/17			
09/29/17	YoungStar Adjustments	\$4,021.33	Details
Transaction Date: 09/11/17			
09/11/17	Other Adjustments *	(\$1,524.08)	Details
		Total: \$2,497.25	

* 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.

- The details show the names of the children, month and amounts that the debit was done for.

Other Adjustments
This page displays transactions resulting from a Voluntary Repayment Agreement

Transaction Date: 9/11/2017
Amount: (\$1,524.08)
Type: Other Adjustments *

[Export](#)

Child Name	Reason Code	Authorization Month	Amount
Case# 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 Prices and Parent Fees

Licensed providers and programs operated by a public school board must report their private pay prices to the local subsidy agency. These prices are used to calculate the Wisconsin Shares Child Care Subsidy for the children the center serves.

The subsidy system uses part-time and full-time weekly prices. If you charge using another payment mode (hourly, daily, or monthly), you can still report these prices by uploading your price sheet into the Portal. Once the subsidy agency receives the price sheet, the agency will work with you to convert your reported prices into weekly full-time and part-time prices.

Below are steps for providers on how to enter the prices.

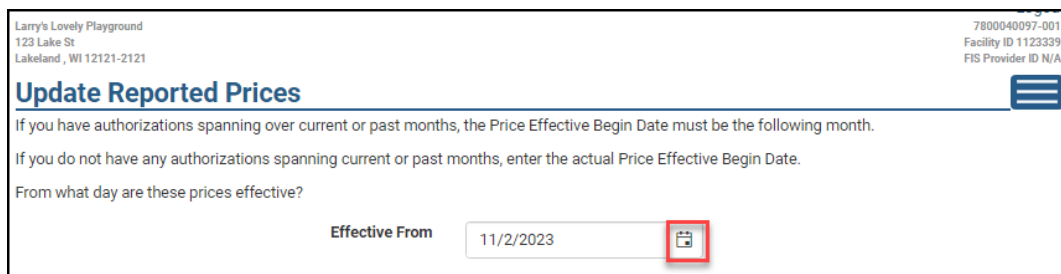
New Providers Who Have Never Reported Prices to the Subsidy Agency

Because no prices are in the subsidy system, the Provider Prices and Parent Fees screen is blank. Complete the steps below to enter prices:

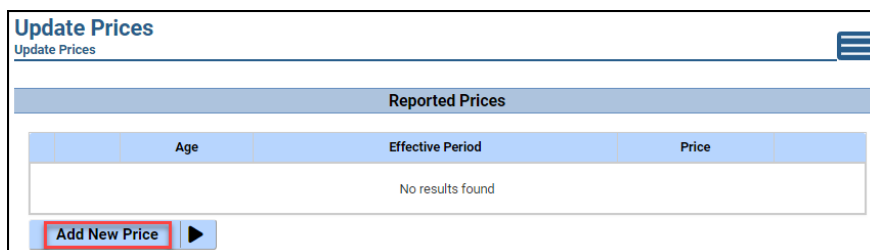


Then select Update Prices.

To use the calendar to enter the date, choose the calendar icon on the right. To enter the date, tap on the Effective From field. Then choose the Create Request button.



After selecting the effective date, select Create Request button. Then select the Add New Price button to proceed.



Choose Price Type on the top of this screen:

Full-Time Weekly reflects price for more than 20 hours or more of care per week.

Part-Time Weekly reflects price for 20 hours or less of care per week.

The prices are entered by age groups.

If your program serves infants under age three months, always enter 0 Years and 0 Months in the From Age field.

From Age: 0 years and 0 Month

To Age: 0 Years through 11 Months

This price is in effect until the child turns one year old.

Effective From Date: This date is carried over to all price entries from the very first screen. The date can be modified if necessary.

Price: Enter the **weekly** full-time price for the age group. Note that hourly prices should not be entered. Select Modify when the screen is complete.

After the price for the age group has been saved, you are taken back to the Update Prices screen.

Reported Prices		
Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/02/23	\$250.00

To add prices to other age groups, select Add New Price button. If you need to make changes or delete the previously entered price, select the Modify icon next to the price.

Example: Below is a sample of all prices for a licensed childcare center. The center has daily and weekly prices. The weekly full-time prices that need to be reported to the subsidy agency are marked with a red border, and the weekly part-time prices are marked with a blue border.

Age Category	Daily Rate	Weekly Rate	Age Category	Daily Rate	Weekly Rate
Infants			Pre-K, 4 - 5 Years Old		
Full Day, 5 Days/Week	\$44	\$220	Full Day, 5 Days/Week	\$35	\$175
Full Day, less than 5 Days/Week	\$48		Full Day, less than 5 Days/Week	\$39	
½ Day, 5 Days/Week	\$34	\$170	½ Day, 5 Days/Week	\$25	\$125
½ Day, less than 5 Days/Week	\$38		½ Day, less than 5 Days/Week	\$29	
Hourly - \$12 per hour			Hourly (not available)		
12 - 30 Months Old			School Age, 6 - 12 Years Old		
Full Day, 5 Days/Week	\$39	\$195	Before School, 5 Days/Week	\$12	\$60
Full Day, less than 5 Days/Week	\$43		Before School, less than 5 Days/Week	\$13	
½ Day, 5 Days/Week	\$27	\$135	After School, 5 Days/Week	\$18	\$90
½ Day, less than 5 Days/Week	\$31		After School, less than 5 Days/Week	\$19	
Hourly - \$9.50 per hour			Before & After, 5 Days/Week	\$21	\$105
2.5 - 5 Years Old			Before & After less than 5 Days/Week	\$22	
Full Day, 5 Days/Week	\$33	\$165	Full Day, 5 Days/Week	\$30	\$150
Full Day, less than 5 Days/Week	\$37		Full Day, less than 5 Days/Week	\$34	
½ Day, 5 Days/Week	\$23	\$115	Hourly - \$7 per hour		
½ Day, less than 5 Days/Week	\$27		Drop-In		
Hourly - \$8.50 per hour			Hourly - Add \$2 per day		
½ Day consists 5 hours or less that fall entirely between either: 6:30 AM - 12:30 PM or 12:30 PM - 6:30 PM			½ Day - Add \$4 per day		
			Full Day - Add \$6 per day		

If the center has multiple prices for the same age group, enter the higher rate because the system will not accept two prices for the same age group. For example, here the center has a 2.5 – 5 years old group and a Pre-K, 4 – 5 years old group. Enter the 2.5 – 5 prices for the 2 years 5 months – 3 years 11 months group, and then enter the Pre-K prices for the 4 years 0 months – 4 years 11 months group.

When the full- and part-time weekly prices from the sheet are all entered in the Portal by age group, they would look as follows:

Reported Prices			
	Age	Effective Period	Price
Full-time weekly			
	0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/17/17	\$220.00
	1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	11/17/17	\$195.00
	2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	11/17/17	\$165.00
	6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/17/17	\$150.00
Part-time weekly			
	0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/17/17	\$170.00
	1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	11/17/17	\$135.00
	2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	11/17/17	\$115.00
	6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/17/17	\$105.00

Uploading Price Sheets

After you have updated your prices, you can also upload the price sheets into the Child Care Provider Portal so the subsidy worker can verify the entry.

To upload the sheet, tap on the Uploaded Documents button on the Update Prices screen.

Note that if you are using a mobile device, the button is called *Take Photo*.

Tap on Uploaded Documents and select the document you want to upload.

If you are on a mobile device and choose Take Photo, your camera will activate. Take the picture and then select Use Photo. Note that buttons might be different depending on the mobile device being used.

If your price sheet has multiple pages, you can upload additional documents.

After the price sheet has been uploaded, select Review Changes on the bottom of the screen.

Review Changes

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 1 Month(s) - 0 Year(s) 11 Month(s)	08/01/17	\$220.00
1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	08/01/17	\$195.00
2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	08/01/17	\$165.00
6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	08/01/17	\$150.00
Part-time weekly		
0 Year(s) 1 Month(s) - 0 Year(s) 11 Month(s)	08/01/17	\$170.00
1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	08/01/17	\$135.00
2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	08/01/17	\$115.00
6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	08/01/17	\$105.00

Date	Document Type	Comments
No results found.		

Review the changes for accuracy and when done, select **Submit Request** to send the data to the subsidy agency.

The newly submitted prices are displayed under the Reported Prices section on the Provider Prices and Parent Fees screen until the subsidy agency has processed them.

Until the agency processes the price update request, the prices are in pending status and are displayed under the Reported Prices.

Larry's Lovely Playground
123 Lake St
Lakeland, WI 12121-2121

Logout
7800040997-001
Facility ID 1123339
FIS Provider ID N/A

Update Prices

Update Prices

Reported Prices

Age	Effective Period	Price	
Full-time weekly			
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/02/23	\$250.00	Edit ▶
1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	11/02/23	\$225.00	Edit ▶
2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	11/02/23	\$200.00	Edit ▶

Add New Price ▶

Prices

Age	Effective Period	Price
No results found		

Once the subsidy agency accepts the prices, they are shown under the Prices section of this page.

Larry's Lovely Playground
123 Lake St
Lakeland, WI 12121-2121

Logout
7800040997-001
Facility ID 1123339
FIS Provider ID N/A

Provider Prices and Parent Fees

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/01/23	\$250.00
1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	11/01/23	\$225.00
2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	11/01/23	\$200.00

Reported Prices

Age	Effective Period	Price
No results found		

Providers with Current Prices in the Subsidy System

The Provider Prices and Parent Fees screen displays the prices you previously reported and that are currently in the subsidy system.

Rush Hour Day Camp-Spanish
123 E Main St
Madison, WI 53703-3360

Logout
2800039442-001
Facility ID 1122400
FIS Provider ID 0205243

Provider Prices and Parent Fees

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$250.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$175.00

Update Prices

To report an update in your prices, click on Update Prices button.

Provider Prices and Parent Fees

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$250.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$175.00

Update Prices

On the Update Reported Prices screen, enter the date the new prices are effective from.

Rush Hour Day Camp-Spanish
123 E Main St
Madison, WI 53703-3360

2800039442-001
Facility ID 1122400
FIS Provider ID D205243

Update Reported Prices

If you have authorizations spanning over current or past months, the Price Effective Begin Date must be the following month.
If you do not have any authorizations spanning current or past months, enter the actual Price Effective Begin Date.

From what day are these prices effective?

Effective From

Create Request

After you click Create Request on the previous page, the Update Prices page copies the current prices in the system into the Reported Prices section.

Rush Hour Day Camp-Spanish
123 E Main St
Madison, WI 53703-3360

2800039442-001
Facility ID 1122400
FIS Provider ID D205243

Update Prices

Reported Prices

Age	Effective Period	Price	
Full-time weekly			
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$250.00	Edit ▶
Part-time weekly			
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$175.00	Edit ▶

Add New Price

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$250.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$175.00

Select the arrow next to the price you wish to update.

Update Prices
Update Prices

Reported Prices

Age	Effective Period	Price	
Full-time weekly			
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$250.00	Edit ▶
Part-time weekly			
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$175.00	Edit ▶

The information on this screen will default to what was on the previous screen.

Modify Price

Price Type: ☒ Full-Time Weekly ☐ Part-Time Weekly

From Age: 0 Years 1 Month

To Age: 12 Years 11 Months

Effective From: 12/1/2023

Price:

Note that programs that have current authorizations in place, can report prices with effective date as of the **first day of the next month**. Programs that do not have authorization, may report a past or current date as the effective date.

Update the price on the bottom of the screen. Repeat these steps if the part-time price needs to be updated.

After clicking the Modify button, the Update Prices screen displays. This screen shows the two sections:

Reported Prices: These are the new prices you entered on the previous screen. These prices are not in effect until the subsidy agency processes them.

Prices: These are the prices that are in effect until the reported prices are processed by the agency.

Update Prices
Update Prices

Reported Prices

Age	Effective Period	Price	
Full-time weekly			
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$275.00	Edit ▶
Part-time weekly			
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$200.00	Edit ▶

Add New Price ▶

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$250.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/01/23	\$175.00

After completing the price changes, click on Review Changes button on the bottom of the Update Prices page and select Submit to send the request to the local subsidy agency. **Failure to click on Review Changes prevents you from being able to submit the updates and failure to select Submit prevents your prices from being updated.**

Uploading Updated Price Sheets

After you have updated your prices, you can also upload the updated price sheets into the Child Care Provider Portal so the subsidy worker can verify the entry.

To upload the sheet, tap on the Uploaded Document button on the Update Prices screen.

Uploaded Documents	
Date	Comments
	No results found.

Upload Document

Tap on Upload Document and select the document you want to upload.

Uploaded Documents

Take Photo

Photo Library

iCloud

If you are on a mobile device and select Take Photo. Take the picture and then select Use Photo. Note that buttons might be different depending on the mobile device being used. If you chose Take Photo, your camera will activate. Take the picture and then select Use Photo.

Uploaded Documents	
Date	Comments
09/08/17	Price sheet effective 8/1/17. View ▶

Take Picture

After you saved the photo and the comment, you are taken back to Update Prices screen. The photo (or document if desktop is used) is displayed on the bottom of the screen. Click View if you want to view the uploaded document.

Welcome, Randy [Logout](#)

Watts Valley Day Care
2702 Monroe St
Milwaukee, WI 53203
4800039704-001
Facility ID 1122684
FIS Provider ID D205283

Review Prices

Review Price Changes

Price Changes

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	09/01/17	\$275.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	09/01/17	\$150.00

Uploaded Documents

Date	Document Type	Comments
No results found.		

[Submit Request](#)

After the price sheet has been uploaded, select **Review Changes** button on the bottom of the screen. Once the price update is complete, select **Submit Request** to send the request to the subsidy agency.

Once the prices have been accepted by the subsidy agency, the Provider Prices and Parent Fees screen shows the changes.

Rush Hour Day Camp-Spanish
123 E Main St
Madison, WI 53703-3360
2800039442-001
Facility ID 1122400
FIS Provider ID D205243

Provider Prices and Parent Fees

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	11/01/23 - 11/30/23	\$250.00
0 Year(s) 1 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$275.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/01/23 - 11/30/23	\$175.00
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	12/01/23	\$200.00

Updating Prices – Age Range Change

This section explains how to change price age ranges. Below is an example: Currently the center has one price for all children from Age 2 years to age 13 years.

Larry's Child Care
407 S 2nd St
Alma, WI 54610-9715
0800039670-001
Facility ID N/A
FIS Provider ID N/A

Provider Prices and Parent Fees

Prices

Age	Effective Period	Price
Full-time weekly		
2 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	01/01/22	\$200.00

The center wants to correct the price age ranges as follows:

2 to 3 years of age: \$250
 3 years to 5 years of age: \$200
 5 years and older: \$175

Below are the steps for the scenario above:

1. On the Provider Prices and Parent Fees screen, choose the Update Prices button.
2. On the Update Reported Prices page, enter the Effective Date of the price change. If authorizations exist, the date must be in a future month.
3. Select the Edit button to access the Modify Prices screen.

The screenshot shows the 'Update Prices' interface. At the top, there's a header with 'Update Prices' and a menu icon. Below this is a section titled 'Reported Prices' which contains a table with columns: Age, Effective Period, Price, and an Edit button. The table has one row for 'Full-time weekly' with an age range of '0 Year(s) 0 Month(s) - 0 Year(s) 1 Month(s)', an effective period of '07/01/23', and a price of '\$200.00'. The 'Edit' button is highlighted with a red box. Below the 'Reported Prices' section is a section titled 'Prices' which also contains a table with columns: Age, Effective Period, and Price. This table has one row for 'Full-time weekly' with an age range of '2 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)', an effective period of '01/01/16', and a price of '\$200.00'. There is also an 'Add New Price' button with a right arrow.

4. On the Modify Price screen, check the Delete checkbox and delete the price.
5. After you select Modify, the Update Prices screen shows a red asterisk next to the price that was deleted. Select Add New Price to proceed.

This screenshot shows the 'Update Prices' interface after a price has been deleted. The header includes facility information: 'Happy House', '2187 N Stevens St', 'Rhinelander, WI 54501-8043', '7800039777-001', 'Facility ID 1122407', and 'FIS Provider ID N/A'. The 'Reported Prices' section shows a table with columns: Age, Effective Period, Price, and a checkbox. The table has two rows: 'Full-time weekly' and 'Part-time weekly'. The 'Full-time weekly' row has an age range of '0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)', an effective period of '11/17/17', and a price of '\$200.00'. A red asterisk is next to the age range, and the checkbox is checked. The 'Part-time weekly' row has an age range of '0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)', an effective period of '11/17/17', and a price of '\$110.00'. The 'Add New Price' button is highlighted with a red box.

6. To add the new prices and age ranges, proceed as explained earlier in this chapter.

Reported Prices			
	Age	Effective Period	Price
Full-time weekly			
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)		11/17/17	\$200.00
0 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)		11/17/17	\$220.00
2 Year(s) 0 Month(s) - 4 Year(s) 11 Month(s)		11/17/17	\$190.00
5 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)		11/17/17	\$150.00

After you have completed all prices, select Review Changes on the Update Prices screen and finally Submit Request.

Parent Fees

The parent fee section of the Provider Prices and Parent Fees page allows you to report registration fees and other fees you charge parents.

Registration Fees			
Effective Period	Fee Amount		
No results found			
<div>Add Registration Fee ▶</div>			
Other Fees			
Fee Type	Fee Amount	Level	Frequency
No results found			
<div>Add Other Fee ▶</div>			

If you entered a child level registration fee in the parent fee page prior to December 1, 2023, that fee has been inserted into the new Registration Fee section. If you entered a family level registration fee, those fees were deleted.

Registration Fees

Wisconsin Shares provides limited registration fees to eligible families whose providers charge these fees. The registration fees are fees that providers might:

- Initially charge to enroll or register a child
- Charge on an annual basis to continue a child's enrollment

The request for a registration fee must be made by the parent to the local agency. If approved, the amount is deposited on the parent's EBT card. You must have your fees entered in CCPP or reported to the local agency for parents to receive the registration fee.

Add Registration Fee

To add a registration fee, select the Add Registration Fee button on the Provider Prices and Parent Fees page.

Prices		
Age	Effective Period	Price
Part-time weekly		
5 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	03/01/16	\$75.00

Update Prices ▶

Price History ▶

Registration Fees	
Effective Period	Fee Amount
No results found	

Add Registration Fee ▶

On the next page, enter the Begin Date and Amount. If you do not charge registration fees, click the No Fee box.

Fee Type: Registration Fee

Begin Date: 11/2/2023

Amount: \$75.00

No Fee: ☐

Add

The Begin Date for first time entry can be in the past or the current month. If fees have previously been entered, the Begin Date must be the first of a month in a future month (up to 90 days in the future).

Modify Registration Fee

The fee can be modified by selecting the Modify button.

Effective Period	Fee Amount
11/2/2023	\$75.00

Modify ▶

Add Registration Fee ▶

The Begin Date cannot be modified. If any parent receiving subsidy has requested a registration fee payment, the amount cannot be updated. In this scenario, add a new fee by selecting Add Registration Fee and enter the new fee amount with a Begin Date in a future month.

Modify Registration Fee

Fee Type

Registration Fee

Begin Date

11/2/2023

End Date

Amount

\$100.00

No Fee

☐

Modify

Deleting the Registration Fee

Providers are not able to delete fees previously reported. However, if parents receiving subsidy have not requested a registration fee payment, the local agency child care staff can delete the record in the subsidy system.

Adding Other Fees

You can record various fees that are charged to families. Below are steps on how to enter those parent fees.

First Time Entering Parent Fees

From the Manage Facility Page, click on the Prices & Parent Fees button.

Tammy Tester's Day Care

123 Main St

Anytown, WI 45454

Log out

1800039371-001

Facility ID 1122516

FIS Provider ID N/A

Financial

Facility ID

1122516

FIS Provider ID

N/A

Address

123 Main St

Anytown, WI 45454

Contact Name

Tammy Tester

Phone

(454) 545-4545

More

Authorizations

Payments

Adjustments (YoungStar)

Prices & Parent Fees

Manage Regulatory Fees

This takes you to the Provider Prices and Parent Fees page. This page displays current and future prices and parent fees. Click on the Add Other Fee button.

Provider Prices and Parent Fees

Prices

Age	Effective Period	Price
Full-time weekly		
2 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	01/01/22	\$200.00

Update Prices

Price History

Registration Fees

Effective Period	Fee Amount
No results found	

Add Registration Fee

Other Fees

Fee Type	Fee Amount	Level	Frequency
No results found			

Add Other Fee

Here you can select the fee type, amount, whether you charge per family, per child or other and the frequency you will be charging the fee (annual, one time or as needed).

Add Other Fee

Fee Type

Activity/Field Trip Fee

Amount

\$20.00

Level

☐ Per Family
 ☒ Per Child
 ☐ Other

Frequency

☐ Annual
 ☒ One Time
 ☐ As Needed

Add

Here is a list of the fee types you can choose from.

Fee Type

Activity/Field Trip Fee

Meal/Snack Fee

Holding A Spot Fee

Late Pickup Fee

Supply Fee

Transportation Fee

Activity/Field Trip Fee

Disenrolling Child/2-Week Notice Fee

Once you have filled in the options, click the Add button to add that fee to your list.

Add Other Fee

Fee Type

Activity/Field Trip Fee

Amount

\$20.00

Level

☐ Per Family
 ☒ Per Child
 ☐ Other

Frequency

☐ Annual
 ☒ One Time
 ☐ As Needed

Add

Repeat these steps for each fee you are recording. Your Other Fee section then looks something like this:

Other Fees					
Fee Type	Fee Amount	Level	Frequency		
Activity/Field Trip Fee	\$20.00	Per Child	One Time	Modify ▶	Delete ▶
Supply Fee	\$25.00	Per Child	Annual	Modify ▶	Delete ▶

Updating Parent Fees

Once you have a list of other fees entered, you can make updates by modifying or deleting them. If you would like to add another fee, follow the steps above.

Deleting Other Fees: To delete a fee from your list, click on the Delete button for the fee you would like to delete.

Other Fees					
Fee Type	Fee Amount	Level	Frequency		
Activity/Field Trip Fee	\$20.00	Per Child	One Time	Modify ▶	Delete ▶
Supply Fee	\$25.00	Per Child	Annual	Modify ▶	Delete ▶

Click Delete again on the next page to confirm the deletion. This brings you back to the Provider Prices and Parent Fees page.

Delete Parent Fees

Fee Type

Activity/Field Trip Fee

Amount

\$75.00

Level

Per Child

Frequency

Annual

Delete

◀ \$ Prices

Modifying Other Fees: You are only able to modify the amount of an entered fee. If you want to change any other details about that fee, you need to delete it and add a new fee. To modify the amount of a fee, click on the Modify button for the fee you would like to modify.

Other Fees					
Fee Type	Fee Amount	Level	Frequency		
Activity/Field Trip Fee	\$20.00	Per Child	One Time	Modify ▶	Delete ▶
Supply Fee	\$25.00	Per Child	Annual	Modify ▶	Delete ▶

Enter the updated amount of the fee and click Modify.

Modify Other Fees

Fee Type

Activity/Field Trip Fee

Amount

Level

Per Child

Frequency

One Time

Modify

This brings you back to the Provider Prices and Parent Fees page so you can verify the amount of the fee has been updated.

Other Fees					
Fee Type	Fee Amount	Level	Frequency		
Supply Fee	\$25.00	Per Child	Annual	Modify ▶	Delete ▶
Activity/Field Trip Fee	\$25.00	Per Child	One Time	Modify ▶	Delete ▶

Manage Regulatory Fees – e-Payments

Provider can pay certain outstanding licensing/certification-related fees using the Portal.

There are two options for the e-payments:

1. **Electronic Funds Transfer from your checking or savings account.** There is no extra fee when choosing this option.
2. **Credit or debit card payment:** You will be charged an additional 2% convenience fee.

Licensed Providers:

The following fees can be paid using this Portal:

- Automated Background Check Fee (Annual Name-based Checks and Initial DOJ-Checks for minor employees)
- Forfeiture fees
- License fees (initial and continuation applications)
- Other fees such as late fees, etc.

Milwaukee Certified Providers:

The following fees can be paid using this Portal:

- Certification fees (initial and renewal applications)
- Automated Background Check Fees (Annual Name-based Checks)
- Other fees such as late fees, etc.

Certified provider (excluding Milwaukee):

The following fees can be paid using this Portal:

- Automated Background Check Fees (Annual Name-based Checks)

All other certification-related fees must be submitted to the certifying agency.

Higher Education (Training) and Contracting Services Entities

The following fees can be paid using this Portal:

- Automated Background Check Fees (Annual Name-based Checks)

E-payment Steps

The E-Payment system works in conjunction with U.S. Bank, a vendor of the State of Wisconsin for E-Payment solutions. The Provider Portal gives you the ability to see amounts in the licensing/certification database that are due and to choose which ones and how much to pay. After you identify the fees that you want to submit a payment for, you are taken to the U.S. Bank site that allows you to enter payment information to initiate the payment process.

The payments submitted **before 8 p.m.** are posted the following day. Payment submitted **after 8 p.m.** will show in the Provider Portal the second day after submittal.

The payment process is explained below.

Step 1: Access the Manage Fee page in the Portal (you can access this page from any page using the Sandwich menu on the right).

Logout
2800029412-001
Facility ID 1122341
FIS Provider ID D205263

Financial

Facility ID 1122341
FIS Provider ID D205263
Address 111 New Address
Annapolis, WI 12345-6789
Contact Name Anna-Maria Applicant
Phone (123) 456-7891

More

Authorizations Payments Adjustments (YoungStar) Prices & Parent Fees **Manage Regulatory Fees**

Step 2: The Manage Regulatory Fees page has two buttons:

- Regulatory Fees Due (all unpaid fees in the licensing database)
- Regulatory Fees Paid (payments collected within last three years)

Choose the Regulatory Fees Due button.

Child Care Provider Portal
Welcome, Rita

Logout
3800038563-001
Facility ID 120856
FIS Provider ID D205258

Manage Fees

Facility ID 120856
FIS Provider ID D205258
Address 205 Corporate Dr
Mke, WI 53206
Contact Name Rita Randall-Smith
Phone (654) 654-6465

More

If you want to make a payment for a regulatory fee that you owe, select the Regulatory Fees Due button. If you want to see fees that you have already paid, select the Regulatory Fees Paid button.

If you are sending your payment by check or money order follow the instructions for [How to Pay My Fee](#).

Regulatory Fees Due **Regulatory Fees Paid**

Financial

Step 3: Regulatory Fees Due page lists all unpaid fees for your program. Make sure you have your credit/debit or bank account information available to avoid pages timing out.

Child Care Provider Portal
Welcome, Anna

Annas Child Care Fis
111 New Address
Annapolis, WI 12345-6789

Logout
2800039412-001
Facility ID 1122341
FIS Provider ID 0205263

Regulatory Fees Due

Regulatory Fees For This Location

Date	Fee Type	Balance
1/30/2020	License	(\$60.50)
1/22/2020	Background Check (Anna Applicant)	(\$10.00)
5/6/2019	Forfeiture	(\$200.00)
Total Due:		\$270.50

Pay Total Due

* By selecting the 'Pay Total Due' button, you will be redirected to US Bank with two options when entering payment details:

1. Electronic Funds Transfer from your checking or savings account. There is no extra fee when choosing this option.
2. Credit or debit card payment: You will be charged an additional 2% convenience fee.

If paying through a business checking or savings account, please contact your bank to ensure that the account can be debited for the amount you wish to pay, as some business accounts have debit restrictions.

Pay Other Amount

This page gives you two options:

- **Pay Total Due:** This link takes you to the U.S. Bank portal to complete the payment for the entire amount due. Note that choosing this button will start the payment process. **If you do not complete the payment process today (during one session), you cannot make another payment until the following day.** Go to Step 5 to proceed.
- **Pay Other Amount:** If you are paying a partial fee, this link takes you to a page where you can specify the payment amount. Note that choosing this button will start the payment process. **If you do not complete the payment process today (during one session), you cannot make another payment until the following day.** Go to Step 4 to proceed.

Step 4: On the Regulatory Fee – Pay Other Amount page, you can delete fees that you do not want to submit a payment for. Note that this does not delete the actual fee in the licensing database, but only adjusts the balance for the e-payment. In the example below, the provider will submit a payment for the forfeiture. She chooses the Delete links for the two first amounts.

Child Care Provider Portal
Welcome, Anna

Annas Child Care Fis
111 New Address
Annapolis, WI 12345-6789

Logout
2800039412-001
Facility ID 1122341
FIS Provider ID 0205263

Regulatory Fees - Other Amount

Regulatory Fee - Other Amount

Date	Fee Type	Balance Amount	Amount Applied	Delete All
1/30/2020	License	(\$60.50)	\$60.50	Delete
1/22/2020	Background Check (Anna Applicant)	(\$10.00)	\$10.00	Delete
5/6/2019	Forfeiture	(\$200.00)	\$200.00	Delete
Total:		(\$270.50)	\$270.50	

Pay Selected Amount

* By selecting the "Pay Selected Amount" button, you will be redirected to US Bank with two options when entering payment details:

1. Electronic Funds Transfer from your checking or savings account. There is no extra fee when choosing this option.
2. Credit or debit card payment: You will be charged an additional 2% convenience fee.

If paying through a business checking or savings account, please contact your bank to ensure that the account can be debited for the amount you wish to pay, as some business accounts have debit restrictions.

After deleting the two fees above, the payment amount is adjusted to only cover the forfeiture.

Child Care Provider Portal
Welcome, Anna

Annas Child Care Fco
111 New Address
Annapolis, WI 12345-6789

Logout
2800039412-001
Facility ID 1122341
FIS Provider ID D205263

Regulatory Fees - Other Amount

Regulatory Fee - Other Amount

Date	Fee Type	Balance Amount	Amount Applied	Delete All
1/30/2020	License	(\$60.50)	<input type="text" value="\$0.00"/>	Delete
1/22/2020	Background Check (Anna Applicant)	(\$10.00)	<input type="text" value="\$0.00"/>	Delete
5/6/2019	Forfeiture	(\$200.00)	<input type="text" value="\$200.00"/>	Delete
Total:		(\$270.50)	\$200.00	

[Pay Selected Amount](#)

After the payment amount is chosen, choose the Pay Selected Amount button.

Step 5: After choosing either the total amount or the partial amount, you will be taken to the U.S. Bank portal where the actual payment is made.

State of Wisconsin
e-Payment Services

Welcome to the Electronic Payment System

Please enter your User ID and Password and click Log In.

User ID [Forgot Your User ID?](#)

Password [Forgot Your Password?](#)

[Log In](#)

[Register](#)

[Pay Without Registering](#)

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

Choose the 'Register' link if you want to create an account to be used with future payments and show payment history. If you create an account, your payment methods (credit/debit card or bank account information) can be stored for future payments.

If you want to pay without creating a user account or if you can't remember your user ID, choose the Pay Without Registering link to bypass log in.

Step 6: Enter your contact information on the Make a Payment screen. Note: Security measure- only on e-payment attempt can be made per day. If the payment times out or is incomplete, you must wait until the next business day to try again.

State of Wisconsin
e-Payment Services

Make a Payment

My Payment


DCF Child Care Payments

Amount Due \$15.00
Provider Name CHOCOLATE CAKES DAYCARE
Facility Name CHOCOLATE CAKES DAYCARE
Provider Location Number 1800039971-1

Payment Information

Frequency One Time
Payment Amount \$15.00
Payment Date Pay Now

Contact Information

First Name
Last Name
Company (Optional)
Address 1
Address 2 (Optional)
City/Town
State/Province/Region
Zip/Postal Code
Country
Phone Number
Email Address
[Become a Registered User](#) 

On the bottom of the above screen, choose the payment method.

Payment Method

Payment Method Select ▼

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to see it.

Continue [Cancel](#)

The following screens differ based on the method you chose.

If you chose Checking or Savings, you can enter your bank account's Routing and Account numbers.

The screenshot shows the 'Payment Method' screen with a dropdown menu set to 'Checking or Savings'. A sample check is displayed with the following details: 'Sample Check', '123 Main St', 'Anytown, MO 12345', '1215', 'DATE', 'PAY TO THE ORDER OF', '\$', 'DOLLARS', 'MEMO', '123456780', '055 11111111', '001215'. Below the check, there are fields for 'Bank Routing Number', 'Bank Account Number', and 'Bank Account Type' (radio buttons for 'Checking' and 'Savings', and a checkbox for 'This is a business account'). At the bottom, there is a red 'Continue' button and a blue 'Cancel' link. A note at the bottom states: 'A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will see it.'

If Credit/Debit card is chosen, you can enter the card number and other details. Note that there is a 2% fee charged for these payments.

The screenshot shows the 'Payment Method' screen with a dropdown menu set to 'Credit/Debit Card'. The fields include 'Card Number', 'Expiration Date' (Month and Year dropdowns), 'Card Security Code', 'Card Billing Address' (radio buttons for 'Use my profile information' and 'Use a different address', and a checkbox for 'Save this payment account for future use'), and 'Email Address' (pirkko.moiianen@wi.gov). At the bottom, there is a red 'Continue' button and a blue 'Cancel' link. A note at the bottom states: 'A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will see it.'

Once the above screen is complete, choose "Continue."

Step 7: Carefully review the payment information and then chose "Confirm."

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

[Payment Details](#)

Description WI Child Care New Repayment
DCF Child Care Pymts TST
<https://mywchildcareprovidersacc.wisconsin.gov/>

Payment Amount \$200.00

Convenience Fee \$3.60

Total Amount \$203.60

Payment Date 01/30/2020

Provider Name ABC CHILD CARE

Facility Name ANNAS CHILD CARE FIS

Provider Location Number 2800039412-1

[Payment Method](#)

Payer Name anna applicant

Card Number *1117

Expiration Date Nov-2022

Card Type Discover

Confirmation Email pirkko.mollanen@wi.gov

[Billing Address](#)

Address 1 201 e washington

City/Town madison

State/Province/Region WI

Zip/Postal Code 53708

Country United States

A convenience fee will be charged for this transaction. The fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

Confirm [Back](#)

Step 8: The Confirmation page displays the Confirmation Number and all details on the payment.

Confirmation

You must click the "Continue" button below in order to return to the state agency's website.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **XW2XCE000035654**

[Payment Details](#)

Description WI Child Care New Repayment
DCF Child Care Pymts TST
<https://mywchildcareprovidersacc.wisconsin.gov/>

Payment Amount \$200.00

Convenience Fee \$3.60

Total Amount \$203.60

Payment Date 01/30/2020

Status PROCESSED

Provider Name ABC CHILD CARE

Facility Name ANNAS CHILD CARE FIS

Provider Location Number 2800039412-1

[Payment Method](#)

Payer Name anna applicant

Card Number *1117

Card Type Discover

Confirmation Email pirkko.mollanen@wi.gov

[Billing Address](#)

Address 1 201 e washington

City/Town madison

State/Province/Region WI

Zip/Postal Code 53708

Country United States

Continue

As soon as the payment has been authorized, an email is sent to the email address you entered when completing the payments. The email includes details on the payment such as the payment amount, any convenience fees (if debit/credit card used), etc. See screenshot below.



Step 9: The Payment Due page in the [Provider Portal](#) shows that the payment is pending. **You cannot submit another payment until the following day.** The payment will also be shown on the Regulatory Fees Paid page the following day once the transaction has been successfully completed.



Continuation Fees – Licensed Centers and certified providers (Milwaukee county)

The system generates the continuation/Re-certification fee when application notices are generated (about 70 days prior to the license/certification expiration date). The fee can be paid at any time once it is available in the Provider Portal. However, you must complete the online application to complete the continuation/renewal process. Review the [Online Licensing/Certification Applications](#) user guide for more details on completing the continuation/renewal application.

Life Is A Beach-Camp
1414 Shady Lane
Madison, WI 53511

Logout
0800039990-001
Facility ID 1122381
FIS Provider ID D215280

Regulatory Fees Due

Regulatory Fees For This Location

⚠ You are choosing to pay for a licensing continuation fee, but the materials required for the application have not been entered into the system. Be sure to complete and send in all relevant materials. Payment alone does not guarantee continuation of the license.

Date	Fee Type	Balance
4/20/2020	License	(\$900.00)
1/18/2019	License	(\$10.00)
Total Due:		\$910.00

Regulatory Fees Paid

This page shows any payments made during the last three years for your program.

Child Care Provider Portal
Welcome, Anna

Annas Child Care Fis
111 NewAddress
Annapolis, WI 12345-6789

Logout
2800039412-001
Facility ID 1122341
FIS Provider ID D205283

Regulatory Fees Paid

Regulatory Fee Payments For Past Three Years

Date	Fee Type	Amount	
1/24/2018	Check	\$431.50	Details
12/31/2017	Check: 12345	\$50.00	Details
11/28/2017	Check	\$75.00	Details

[Manage Fees](#)

The e-payments are displayed on this page one day after you have authorized the payment. The fee includes the confirmation number associated with the payment.

Regulatory Fees Paid

Regulatory Fee Payments For Past Three Years

Date	Fee Type	Amount	
1/30/2020	Checking Or Savings: WS2CCE004304071	\$15.00	Details
1/28/2020	Checking Or Savings: WS2CCE004296546	\$70.50	Details

To view detail on a specific payment, choose the Details link.

Regulatory Fee Payment Details

This page show details on the payment submitted such as date, type of e-payment and amount. In addition, the page shows regulatory fees the payment covered.

Chocolate Cakes Daycare
2414 E Gallery Dr
Dane, WI 53214-4144

Logout
1800039971-001
Facility ID 1123204
FIS Provider ID N/A

Regulatory Fee Payment Details

Regulatory Fee Payment Details For This Location

Fee Payment Details

Date	1/28/2020
Type	Checking Or Savings: WS2CCE004296546
Amount	\$70.50

Transaction Details for Fee Payment

Fee Type	Amount
License	(\$60.50)
Background Check (Chocolate Cakes)	(\$10.00)

1 - 2 of 2 items

Payment Failures

If the credit/debit card information entered in the U.S. Bank portal is incorrect or invalid, the payment authorization is immediately refused by the U.S. Bank system. Electronic Funds Transfer failures from a checking/savings account usually take about two days to post.

The process is explained below:

Day 1: (payment authorized before 8 p.m.): Payment authorized using checking/savings account.

Day 2: The payment is posted on the Regulatory Fees Paid page as collected.

Day 3: Payment failure information is received from the U.S. Bank. The collection listed on Day 2 is reversed and the Regulatory Fees Paid page deletes the amount posted. The fee is reposted on the Payments Due page and unpaid.

Refunds – Payment made in Excess

In some rare scenarios, the provider may accidentally submit a payment that exceeds the balance due creating a positive balance. This amount shows on the Regulatory Fee Payment Details page as a positive amount. The licensing region will decide if the refund can be applied to a future fee or issue a check for the refund.

The screenshot displays the 'Regulatory Fee Payment Details' page for Sandy's New Location. It shows a payment made on 1/30/2020 for \$200.00 via check. Below this, a table titled 'Transaction Details for Fee Payment' lists three items: License (\$60.50), Background Check (\$10.00), and a Refund (\$129.50). The Refund row is highlighted with a red border. The page also includes a header with location information and a footer with a pagination indicator '1 - 3 of 3 items'.

Fee Payment Details	
Date	1/30/2020
Type	Check
Amount	\$200.00

Transaction Details for Fee Payment	
Fee Type	Amount
License	(\$60.50)
Background Check	(\$10.00)
Refund	\$129.50

Facility Details

This screen includes buttons for details for the facility/location.

The screenshot shows the 'Facility Details' page in the Child Care Provider Portal. The header includes the portal name, a welcome message to Rita, and a 'Logout' button. On the right, there are identification numbers: 3800036563-001, Facility ID 120856, and FIS Provider ID D205258. The main content area displays the following information:

Facility ID	120856
FIS Provider ID	D205258
Address	205 Corporate Dr Mke, WI 53206
Contact Name	Rita Randall
Phone	0 -

A 'More' link is located at the bottom right of the details section. Below this, there are five buttons: 'youngstar Details', 'Registry Details', 'Manage Facility', 'Individuals', and 'CCR&R Provider Reported Info'.

YoungStar Details

The YoungStar Details screen shows the YoungStar details for your program such as the participation status, future anniversary date and current Star level.

The screenshot shows the 'YoungStar Details' page. The header is similar to the previous page but welcomes Randy. It includes the same identification numbers. The main content area is titled 'YoungStar Details' and 'Current and future YoungStar details'. It contains two sections:

YoungStar

Participation Status	Participant
Anniversary Date	10/01/17
Current Star Level	★★★★★

A 'More' link is located to the right of the YoungStar section.

Accreditation

Name	Effective Period
National Association For The Education Of Young Children (NaeYC)	01/01/15

A 'More' link is located at the bottom right of the accreditation section.

If your program is accredited, the name of the Accreditation agency is displayed. The Effective Period field displays the begin date of the current accreditation period. If the accreditation is time limited, the end date is also displayed. The link to YoungStar history for the provider location is available by choosing "...More."

Wisconsin Registry Details

If your center has training information in the Child Care Registry that applies to your YoungStar rating, those details are also available in the Portal. Also, your Wisconsin Registry Level is displayed.

Child Care Provider Portal
Welcome, Randy

Lakeland Group Centre
123 Main St
Anytown, WI 45454

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID D217957

Registry Details

Current Registry Details - Last updated on 07/20/18

The information entered in your program profile at **The Registry** is shown below and is used to determine your YoungStar rating and payments from the Wisconsin Shares Child Care Subsidy Program if applicable. By signing the YoungStar Contract a provider agrees to keep their program profile accurate and up-to-date at all times. All updates must be made on your program profile account through **The Registry**.

Director Details	
Director Name	Daisy Director
Effective From	04/01/18
Registry #	7000000933
Registry Level	17

[More](#)

Classrooms	
Infant A: 8 Children, Ages From 0 Year(s) To 1 Year(s) Staff: Iris Infantteacher	▶
Toddler A: 16 Children, Ages From 1 Year(s) To 3 Year(s) Staff: Theresa Toddlerteacher	▶

This screen shows information for a group center with multiple classrooms. The top section shows information on the director. To view more details on training and credentials on the director, select **More**.

Copy Staff Member from the Registry to the Individuals Module

If the director or staff member with a Wisconsin Registry profile has not been added to the Individuals module, the staff member can be copied to the module. Choose **More** to view complete details on the person.

Child Care Provider Portal
Welcome, Randy

Lakeland Group Centre
123 Main St
Anytown, WI 45454

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID D217957

Registry Details

Current Registry Details - Last updated on 08/22/18

The information entered in your program profile at **The Registry** is shown below and is used to determine your YoungStar rating and payments from the Wisconsin Shares Child Care Subsidy Program if applicable. By signing the YoungStar Contract a provider agrees to keep their program profile accurate and up-to-date at all times. All updates must be made on your program profile account through **The Registry**.

Director Details	
Director Name	Donna Director
Effective From	08/20/18
Registry #	7000000962
Registry Level	17
Credentials:	
Trainings:	

[Copy to Individuals](#)

If the Copy to Individuals button appears on the bottom of the page, choose this button to pull the person into the Individuals module so a background check can be conducted on the person. Enter additional details such as the individual's home address, employment/residency details, etc. This screen is explained in the Individuals section below.

Note that if the person has been added into the Individuals module already, this button will not be available.

Wisconsin Registry Classroom Details

This screen displays Wisconsin Registry details for the classrooms in your center. The screen has the age range, number of children enrolled and number of hours the room is open.

Registry Classroom Details
Last updated on 07/20/18

The information entered in your program profile at [The Registry](#) is shown below and is used to determine your YoungStar rating and payments from the Wisconsin Shares Child Care Subsidy Program if applicable. By signing the YoungStar Contract a provider agrees to keep their program profile accurate and up-to-date at all times. All updates must be made on your program profile account through [The Registry](#).

Classroom: Infant A	
Age Range	0 Year(s) 1 Month(s) 0 Week(s) - 1 Year(s) 0 Month(s) 0 Week(s)
Number of Children	8
Hours Per Week Open	50

Staff(s)

Staff Name	Iris Infantteacher
Position	YoungStar Lead Teacher
Effective From	04/01/18
Hours Per Week in Classroom	50
Registry #	7000000934
Registry Level	10

[More](#)

Staff Name	Annabelle Assistantteacher
Position	Assistant Teacher
Effective From	04/01/18
Hours Per Week in Classroom	40
Registry #	7000000935
Registry Level	7

[More](#)

The lower section shows staff information such as the name, position, the date the staff person started working in the classroom, number of hours the staff person works in the classroom, Registry Level, credentials, and training information. Choose **More** to copy the staff member into the Individuals module for background check purposes.

Individuals

This module collects information on individuals associated with a child care program. Providers must enter current and prospective employees and household members for background check purposes so a complete background check can be conducted.

When the **Individuals** button is chosen either from the Home, Facility Details or Regulatory Applications page, the page shows all individuals who have already been entered into the licensing/certification database, WISCCRS. For all regulated facilities, the Applicant/Licensee and any household members display.

Lakeland In Rotorua
125 Rumba Rd
Rotorua, WI 12121

Logout
2800040092-002
Facility ID 1123295
FIS Provider ID N/A

Individuals

Individuals at this location

Name	Role(s)	Employment Period	Background Check Status	Details
Minor Adhoc	Student Intern	01/07/19	Ineligible	Details
Enrique Espanol	Director	08/23/19		Details
Minor Hhadhoc	Household Member	01/07/19	Ineligible	Details
Laura Lake	Applicant/Licensee	07/01/18	Eligible	Details
Matti Minor	Facilities Staff	01/08/19	Ineligible	Details
Minnie Minor	Kitchen Staff	01/07/19	Pending	Details
Matty Pond	Teacher - Lead			Details
Rosie River	Director	07/01/18		Details

1 - 8 of 8 items

! This individual is listed as "Prospective". Update the employment/residency status once the final eligibility has been determined.
? This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form).

[Click here to display Registry Staff](#)

This is a list of the individuals associated with your Registry provider profile. To add these individuals to your staff list in the Child Care Provider Portal (CCPP):

[More](#)

[Facility Details](#)

A few things to mention on this page:

1. If there is a question mark icon next to the individual, please review the Modify Individual Details, Alias and Background Check Request pages to make sure they are complete. The Fingerprint Code is not triggered for these individuals until the record is complete.
2. **If there is a red exclamation icon next to the individual, the individual is in Prospective status. Once the person has been hired or has started to reside at the center, make sure to change the status to Current. If the person was not hired or is not residing, change the status to Not Hired/Did not Reside and enter the corresponding date.**
3. If your center has staff who have a Wisconsin Registry profile, those individuals can be copied from the Wisconsin Registry into the Individuals module so the background checks can be conducted. Click on the arrow in the section header to expand the list.
4. The Background Check Status column shows the status of the check for the individual. To view details on the Background Check, proceed to the individual's Background Check screen. The statuses are explained in the [Add Individual](#) section later in this user guide.

Once the list is expanded, choose the person from the list to be copied over to the Individuals. The “I” icon has instructions on how to copy the individual’s record.

Click here to display Registry Staff

This is a list of the individuals associated with your Registry provider profile. To add these individuals to your staff list in the Child Care Provider Portal (CCPP):

1. Select the down arrow(▼) on the Registry Staff header.
2. Choose the person whose details you want to copy to Individuals.
3. On the Registry Staff Details page, select "...More."
4. Select "Copy to Individuals" button. Complete the details on the Add Individuals Details page.

Click here to display Registry Staff

Registry Staff
Registry staff to copy at this location

All updates must be made on your program profile account through The Registry.

Name	Position	Registry Level	
Anders Assistantteacher		7	Details ▶
Annabelle Assistantteacher		7	Details ▶
Donna Director		17	Details ▶
Iris Infantteacher		10	Details ▶
Theodor Teacher		15	Details ▶

NOTE: If an individual works at one center and moves to a different center (for a provider that owns multiple centers), the provider must inactivate the individual at the first center and enter them into the new center profile. Because the individual already exists in Child Care Provider Portal, the provider will not need to completely reenter the individual but can search for their record and add them.

Finding Individuals/Employees on the Individual Screen

The Individual List page has been enhanced to help center staff find individuals/employees quicker when the list has multiple pages. To search for an individual at your center, click/tap the arrow in the name column header.

Labeland In Rotorua
123 Rumbia Rd
Rotorua, WI 12121

Logout
2800040092-002
Facility ID: 1123295
FES Provider ID N/A

Individuals
Individuals at this location

Name ▼	Role(s)	Employment Period	Background Check Status	
Minor Adhoc	Student Intern	01/07/19	Ineligible	Details ▶
Enrique Espanol	Director	08/23/19		Details ▶
Minor Hhadhoc	Household Member	01/07/19	Ineligible	Details ▶
Laura Lake	Applicant/Licensee	07/01/18	Eligible	Details ▶
Matti Minor	Facilities Staff	01/08/19	Ineligible	Details ▶
Minnie Minor	Kitchen Staff	01/07/19	Pending	Details ▶
Patty Pond	Teacher - Lead			Details ▶
Rosie River	Director	07/01/18		Details ▶

1 - 8 of 8 items

! This individual is listed as "Prospective". Update the employment/residency status once the final eligibility has been determined.
? This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form).

Click here to display Registry Staff ▶

This is a list of the individuals associated with your Registry provider profile. To add these individuals to your staff list in the Child Care Provider Portal (CCPP):

Facility Details

To search for an individual whose first name is Tammy, first choose 'Contains' from the upper drop-down menu. Then type 'Tammy' in the second field. Then select **Filter**.

The screenshot shows a search interface with a list of individuals on the left and a search filter panel on the right. The list includes Anna Assistant, Employeeone Employeeone, Not Hired M Individual, Larry Lovely, and Mamma M Mia. The search filter panel has a dropdown menu set to 'Contains', a text input field containing 'tammy', and a 'Filter' button highlighted with a red box.

Tammy Toss' record will display. If the center has multiple individuals with a first name of Tammy, all individuals are listed on the search results.

The screenshot shows the 'Individuals' table with the following data:

Name	Role(s)	Employment Period	Background Check Status
Tammy Toss	Household Member	02/07/18	Ineligible - Appealed

The 'Tammy Toss' row is highlighted with a red box. Below the table, there is a pagination bar showing '1 - 1 of 1 items' and a message: 'This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form)'.

Add Individual

Choose **More** on the above screen so the **Add Individual** button displays.

The screenshot shows the 'Individuals' table with the following data:

Name	Role(s)	Employment Period	Classroom
Kirsten Cook	Teacher - Assistant, Administrator	04/01/18	
Jimmy J Janitor	Facilities Staff, Driver	01/01/18	
Laura L Lake	Applicant/Licensee	03/01/18	

Below the table, there are two buttons: 'History' and 'Add Individual'. The 'Add Individual' button is highlighted with a red box. The top of the page shows the facility name 'Lakeland Group Centre' and the user's name 'Logout'.

Complete the basic demographics on the individual. Make sure the Social Security Number (SSN) is correctly entered because it cannot be modified later. If a person does not have a valid SSN, do **not** try to submit the record using a fake SSN such as 111-11-111, etc. Fax (608-422-7155) or email (DCFPlcBECRCBU@wisconsin.gov) a request to the Child Care Background Unit to have these individuals added.

Individual Basic Details

Logout
2800040992-001
Facility ID 1123290
FIS Provider ID 0217957

Individual

First Name * Tamara

Middle Initial T

Last Name * Teacher

Suffix Name

Gender * ☐ Male ☒ Female

Date of Birth * 1/1/1988

SSN * 457-89-6333

Next >

Choose Next to proceed. On the following page under the Individual Section, enter the **home/mailling** address of the staff member. The background check decision letters are mailed to the staff member using his or her home address. The facility will also receive an eligibility notice.

Add Individual Details

Individual

First Name Tamara

Middle Initial T

Last Name Teacher

Suffix

Address * 123 Main St

Address Line 2

City * Anytown

State * Wisconsin

Zip Code * 12121-2121

County/Tribe * Adams County

Primary Phone Number * (121) 212-1212

Primary Phone Type * ☐ Home ☐ Work ☒ Cell

Secondary Phone Number

Secondary Phone Type ☐ Home ☐ Work ☐ Cell Cancel

Email Address Tamara@lakeland.com

Date of Birth 1/1/1988


SSN XXX-XX-6333

Gender * ☐ Male ☒ Female

Race

Language * English

The fields on this section are explained below.

Field Name	Description
Name, Date of Birth and SSN	These are pre-populated from the prior page or when importing an individual from another location or from the Wisconsin Registry. If changes are needed for the Name and Date of Birth fields, first complete the screen, and then access the Modify Individuals page to make changes. Any corrections to the SSN must be submitted to the DCF CBU unit.
Home Address	<p>Enter the home/mailling address of the individual (not center) into this field. The background check decision letters are mailed directly to the individual. The center also receives a letter indicating the eligibility status but does not include the details associated with the background check.</p> <p>If the individual is in iChildCare and you receive the following error message, please have the individual make the edits in iChildCare. Providers cannot make edits to those individuals.</p> <div> <div>Modify Individual</div> <div>  The individual's personal details cannot be modified in Provider Portal because the individual uses iChildCare. Please ask the individual to change details there, or contact the Child Care Background Unit at DCF. </div> </div>
County/Tribe	Choose the County/Tribe where the individual resides. If the individual resides outside Wisconsin, choose Out-of-State.
Primary Phone Number# and Type	Enter the individual's personal phone. Choose Home, Cell, or Work as the phone type.
Secondary Phone Number# and Type	Enter another number if applicable. If the radio button under the Type is accidentally clicked, use the Cancel button to erase it.
Email	Enter the email of the person, if known. At this time, eligibility notices cannot be sent by email, but that functionality may become available in the future.
Race	Choose the race from the pulldown menu, if known.
Language	<p>Choose the language from the list. This field is used to add a Translation Help box to the notices sent by the system. Below are examples (from Wisconsin Shares notices):</p> <p>English:</p> <div> <p>The State of Wisconsin is an equal opportunity service provider. This letter contains information about the Wisconsin Shares Child Care Subsidy Program. If you need this material in a different format because of a disability, or if you need this letter translated or explained in your own language, please call the number below and press 4. State your language when the call is answered. These services are free.</p> <p>Child Care: 1-888-794-5556 TTY: 711</p> </div> <p>Spanish:</p> <div> <p>El State of Wisconsin es un proveedor de igualdad de oportunidades de servicio. Esta carta contiene información sobre el Wisconsin Shares Child Care Subsidy Program. Si necesita este documento en un formato diferente debido a una discapacidad o si necesita esta carta traducida o explicada en su propio idioma, llame al número de abajo. Informe su idioma cuando se contesta la llamada. Estos servicios son gratuitos.</p> <p>Child Care: 1-888-947-6583 TTY: 711</p> </div>

The Employment/Residency section has the following fields:

Employment/Residency Details

Effective From 04/02/20

Primary Role * Teacher - Assistant

Background Check Level Caregiver

Secondary Role

Employment/Residency Status * ☐ Current ☐ Prospective ⓘ

Has This Individual Used Any Names or Aliases in the Past? * ☐ Yes ☐ No

Apply Ongoing Background Check Fee to This Location Yes

Field Name	Description
Effective Begin Date	The date the record is added to the Provider Portal or licensing database is populated here. Also, if changes are made to the Employment/Residency section, such as a role change, the Effective Date is updated.
Primary Role	Choose a role from the menu that most closely describes the individual's role at the center. If the center has minors as employees or volunteers, chose a role that most closely describes the minor's role at the center. Caution: If errors are made in this field, the role cannot be changed if the background check is in Pending status. Note that Applicant/Licensee or Applicant/Licensee-Exempt values cannot be chosen using the Provider Portal. Change in Applicant/Licensee must be reported to the licensing regional office (licensed providers) or Certification Agency (certified providers).
Background Check Level	The level is auto-populated based on the Role chosen.
Secondary Role	If applicable, choose a role from the menu. Caution: If errors are made on this field, the role cannot be changed if the background check is in Pending status.
Employment/Residency Status	The following values are available: Current: Current employees/residents who have been associated with the program or who are being hired. Begin date is mandatory for these individuals. Prospective: This value is used for an individual that a child care program is considering for employment or another role, such as household member.
Employment/Residency Begin Date	If the status is Current in the field above, enter the date the individual began affiliation with the child care center. Affiliation includes employees, residents, board members, volunteers, and others associated with the program.
Relationship	This only displays for family child care providers. Choose a value from the menu if applicable.
Apply Ongoing Background Check Fee to This Location	If "Yes" is displayed, the future Annual Name-based checks will be invoiced to this facility. If the individual is attached to multiple locations/facilities, the system uses the following logic when deciding which location/facility to invoice:

Field Name	Description
	<ol style="list-style-type: none"> 1. Apply the fee to the location where the individual has been affiliated the longest. 2. If the individual's role in any of the facilities is Applicant/Licensee, that location will be invoiced (even if the individual has had a non-licensee role at another site longer). <p>If the fee should be applied to another site that does not follow the above rules, contact the CBU to have the fee changed to another site.</p>
Has this individual used other Names or Aliases in the Past?	Check Yes if the person has used other first/last names in the past. You will be taken to the Alias screen.
Comments	Enter any comments that might be useful when conducting a background check review.

After the page is saved, you are taken to the Background Check Request (BCR) page.

Alias Names

If you checked Yes on the New Individual or Modify Individual screen, you are taken to the Add Individual Alias screen. If the individual has other known names, enter these on the Alias Names section. The alias information is important for accuracy of background check results.

Logout
6800039446-001
Facility ID 1322828
FIS Provider ID 0220860

Abc Child Care
123 Main
Anytown, WI 67767

Add Individual Alias

Individual

Name: Pelle Pelican

Employment Period:

Add Individual Alias

First Name: Pelle

Middle Name:

Last Name: Duck

Comments: Maiden name

Submit

ⓘ This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form).

Individual Alias

Enter the name(s) used in the past. Below is an example of a hyphenated name and how it should be entered into the Portal to get best possible match and accurate background check results. The current name of the individual is Mary Mattson-Smith. This name should be entered as follows:

- Mary Mattsonsmith
- Mary Smith
- Mary Mattson

If the person has had multiple Alias names, add a new record for each name by choosing Add Another Individual Alias button. Once all aliases have been entered, choose Next.

When adding a new individual, the question mark icon continues to display next to the person's name until all details are complete, including the Background Check Request page.

Note: If the individual does not show up on the **Individuals Page** right away, it's possible their information needs to be reviewed by agency staff. Please wait at least two business days before attempting to add them again as this could create a duplicate record for the individual.

Background Check Request (BCR) Form

The information provided in the Background Check Request form (either by filling out a paper form or entering it into CCPP) is mandatory for individuals aged 10 years or older. The request form is utilized when requesting a background check for licensure, certification, employment, or non-client residency at a child care center. DCF CBU staff uses this information to help determine what kinds of background checks are needed. **Example:** If the person indicates that he or she has been discharged from the military, the CBU may require the person to submit the discharge papers.

Attention:

1. Make sure that the form has answers to every question and that the form is signed. If the form is incomplete, the Fingerprint Instruction Letter is not generated until the details are completed.
2. When entering information for a person who has an incomplete record (including new individuals), each page on this screen shows the question mark icon. Keep entering the details and once everything is completed, you will see a confirmation page.

Individuals that are exempt from the background check law (governmental agencies and foster children), do not need to complete this form.

The Background Check Request Form is required for the initial entry of an individual added to the Provider Portal and any future requests for background checks. This occurs when there is a new prospective employee added to a group child care setting, or a new prospective household member added for a family child care setting age 10 years or older.

If you are completing the form for yourself, select **Self** in the “Form completed by” field. If you are entering the information for another person using a paper BCR form or an interview, select **Proxy**. The signature date is defaulted to today’s date. Type the name of the person who is entering the information in the system.

After the Background Check Request Form is completed, the system initiates the background check process.

Note that if a person had an initial or five-year fingerprint check through DCF and the person has not been unassociated from a child care facility for more than 180 days, a new BCR is not required. **Example:** Mary has been working for Facility A. Her initial fingerprint background check was done by DCF on January 1, 2023. She resigns her employment from Facility A on March 31, 2023. On June 1, 2023, she accepts a position at Facility B. When Facility B adds Mary as an employee to their child care program in the portal, no BCR is needed because there is only a one-month gap between Mary’s employment. The background checks previously conducted while under Facility A can be viewed on the Background Checks Results page for Facility B.

After the individual details have been added, the system automatically takes you to the BCR form. The screens are explained below.

Carefully read and select a Yes or No answer for each question. Make sure you provide an answer to every question. If the form is incomplete, the background check request is not submitted.

Child Care Provider Portal
Welcome, Randy

Logout
3800036563-002
Facility ID 1122334
FIS Provider ID N/A

Background Check Request Form Details

Military Residency Rehabilitation Criminal Juvenile Sex Offender Abuse/Neglect Licenses Submit

1. Have you been discharged in the last three years from a branch of the U.S. Armed Forces, including any reserves duty? ☐ Yes ☐ No

Next

If Yes is chosen, additional fields are displayed where more details can be added. Also, documents can be uploaded.

Child Care Provider Portal
Welcome, Randy

Logout
3800036563-002
Facility ID 1122334
FIS Provider ID N/A

Background Check Request Form Details

Military Residency Rehabilitation Criminal Juvenile Sex Offender Abuse/Neglect Licenses Submit

1. Have you been discharged in the last three years from a branch of the U.S. Armed Forces, including any reserves duty? ☒ Yes ☐ No

Military Discharge Date

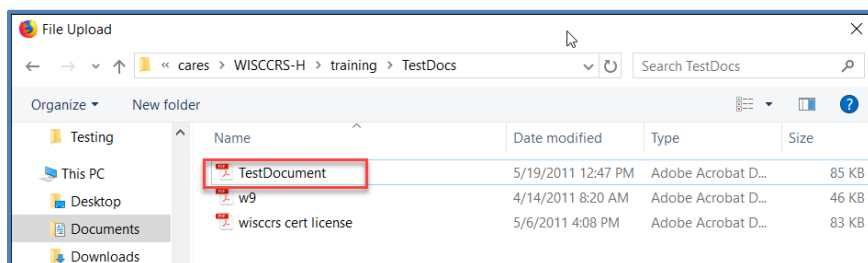
Comments

Upload

Upload Document

Next

When uploading a document using a desk or laptop, scan the document into a folder of your choice. Then click the Upload Document link and navigate to the folder the document was saved in. Choose the document and click Open.



When the document is successfully uploaded, it will display on the bottom of the screen. It can be deleted if the wrong document is accidentally uploaded.

The screenshot shows the 'Background Check Request Form Details' page. The 'Military' tab is selected. The form asks '1. Have you been discharged in the last three years from a branch of the U.S. Armed Forces, including any reserves duty?'. The 'Yes' radio button is selected. The 'Military Discharge Date' is set to 2/2/2015. The 'Upload' section shows a document named 'TestDocument.pdf' with a red box around it and a close button.

When using a mobile device, the camera can be used to take a picture of a document that can be uploaded.

Select **Next** to proceed to the next question.

If the person has lived outside Wisconsin within last five years or is currently residing outside Wisconsin, select **Yes** and then the **Add** button to add details.

The screenshot shows the 'Background Check Request Form Details' page. The 'Residency' tab is selected. The form asks '2. Do you currently reside or have you in the last five years resided outside of Wisconsin? If yes, list each state including counties and the dates you lived there. If you lived outside the US, list the city, country and dates.' The 'Yes' radio button is selected. The 'Add' button is highlighted with a red box. Below the form is a table with columns: State, County, Begin Date, End Date. The table is empty, and the text 'No items to display' is shown.

Then choose the state from the menu. Once the state is identified, a list of counties displays in the County column. Add the date the person started residing in the state and the end date. If the individual currently lives outside Wisconsin, leave the End Date blank.

State	County	Begin Date	End Date	
Illinois	Alexander County	1/1/2014	9/15/2015	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

1 - 1 of 1 Items

Then continue with the rest of the questions. The last page requires a signature.

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID D217957

Background Check Request Form Details

Military Residency Rehabilitation Criminal Juvenile Sex Offender Abuse/Neglect Licenses **Submit**

Form completed by ☒ Proxy ☐ Self

SIGN HERE IF YOU ARE COMPLETING THIS FORM ON BEHALF OF ANOTHER PERSON.

I understand that signing below, to the extent I am providing this information about someone else, I am certifying that I have made a complete and diligent inquiry regarding the truthfulness and completeness of this statement and I believe this information to be accurate. I understand that by knowingly providing false information or omitting information I may be subject to forfeitures and other sanctions as provided by law.

Signature Date 9/21/2018
Electronic Signature Laura Lakeland

If you are completing the form for yourself, select **Self** in the “Form completed by” field. If you are entering the information for another person using a paper BCR form or an interview, select **Proxy**. The signature date defaults to today’s date. Type the name of the person who is completing the screen.

Once the form has been successfully submitted, a confirmation page will display.

Logout
6800039446-001
Facility ID 1122828
FIS Provider ID D220860

Confirmation of Individual Information

Individual

Name Pelle Pelican
Employment Period

Confirmation of Individual Information

You have successfully added the individual and all necessary background check information.

Note that once the background check has been started or is complete, the BCR details are no longer viewable in the Provider Portal for confidentiality reasons. However, changes can be made by submitting a new BCR form by selecting the **Modify Background Check Request Form** button.

The screenshot shows the 'Background Check Request Form' interface. At the top, there is a header bar with the title 'Background Check Request Form' and a menu icon. Below this, the form is divided into sections. The first section is titled 'Individual' and contains fields for 'Name' (Iris Intern) and 'Employment Period' (9/24/2018). The second section is titled 'Background Check Request Form' and contains a list of checkboxes for various background check categories: Military Discharged, Residency, Rehabilitation, Criminal, Juvenile, Sex Offender, Abuse/Neglect, Licenses, Proxy, Signature Date, and Electronic Signature. At the bottom of the form, there is a button labeled 'Modify Background Check Request Form' with a right-pointing arrow.

Confirmation of Individual Information

Once the Individual Details, Alias (if applicable) and the Background Check Request form have been entered, you will get a confirmation that the information is complete.

The screenshot shows the 'Confirmation of Individual Information' screen. At the top left, there is contact information for 'Randy's Daycamp' (123 New Address, Smalltown, WI 12121). The main heading is 'Confirmation of Individual Information'. Below this, there is a section titled 'Individual' with fields for 'Name' (Aundrey August) and 'Employment Period' (8/29/2019). Below the 'Individual' section, there is a message: 'You have successfully added the individual and all necessary background check information.' At the bottom, there is a button labeled 'Generate/View Fingerprint Code' with a right-pointing arrow.

Generating the Fingerprint Code

The Provider Portal has been enhanced to allow the provider to generate the fingerprint code for an individual (age 18+) associated with the center. After entering a new individual, select **Generate/View Fingerprint Code** button to generate the code.

This screenshot is identical to the one above, showing the 'Confirmation of Individual Information' screen. However, the 'Generate/View Fingerprint Code' button at the bottom is highlighted with a red rectangular border, indicating it is the button to click for generating the fingerprint code.

The Fingerprint Code page shows the unique code that the individual must use when scheduling the Fieldprint appointment.

Randy's Daycamp
123 New Address
Smalltown, WI 12121

Logout
3800036563-003
Facility ID 1122356
FIS Provider ID N/A

Fingerprint Code

Carefully review the information to ensure accuracy. Inaccuracies can lead to background check delays and additional expense.

Name:	August, Aundrey
DOB:	6/11/1988
Fieldprint Code:	FPWIDCFLicensee
Reference Code:	AU2001183

How to schedule a Fieldprint® Livescan fingerprint capture appointment:

1. Access the Fieldprint® website at <http://fieldprintwisconsin.com/>
2. Click Schedule an Appointment.
3. Follow the onscreen instructions to register with Fieldprint® or log-in if you are an existing user.
4. Submit the unique Fieldprint® Code provided below for the individual being fingerprinted.
5. Complete the demographic information.
6. Under Additional Information, enter the unique 9-character Reference Code provided below for the individual being fingerprinted. This Reference Code is customized for each individual and is linked to his or her criminal search results. Please verify the Reference Code was entered correctly before proceeding.
7. Complete the rest of the screens, choose a location, schedule the appointment and submit payment using a credit/debit card or e-check.

Note: The code provided above is unique for each individual. An individual must use the code provided when scheduling a Fieldprint® appointment and may not share their code with other individuals.

To avoid any delays in completing the full background check, please schedule a Fieldprint® appointment immediately. The preliminary background check begins as soon as the individual completes the digital fingerprint. The final eligibility determination may take up to 45 days to complete. If the individual has lived out of state in the last five years or checks are needed in multiple states, the final determination of eligibility may exceed 45 days.

For additional information about fingerprint-based background checks and answers to frequently asked questions, visit our website at <https://dcf.wisconsin.gov/cclicensing/cbc>. Should you need further assistance, you can contact the Child Care Background Unit by calling (608) 422-7400 or emailing DCFpicBECRCBU@wisconsin.gov

This page is also printable. To avoid delays in background checks or lost fingerprints, each individual needs their own unique reference code that starts with the first two letters of their last name. Do not reuse codes.

Scenarios when a Fingerprint Code is NOT generated

There are a few scenarios when the system does not generate the fingerprint code:

1. **Discrepancy:**
If the individual entered into CCPP closely matches an individual in the DCF child care regulatory system, the record must be cleared by the CBU staff before the code can be generated.
2. **Individual Details Missing:**
If all mandatory fields on the Individual Details page have not been completed, no code can be generated.
3. **Background Check Request (BCR) form missing/incomplete:**
If the Background Check Request form has not been completed for an individual or if there is missing information, the system will not generate the code.
4. The individual already has a complete background check done and is not due for a new fingerprint at this time.
5. **Minors:** A fingerprint background check is not required for individuals under the age of 18.

- The individual already has a code that was created by their details being entered into iChildCare or by CBU staff. You can see the code by selecting the Fingerprint Code button on the Individual Details page.

Individual Details

Name	Aundrey August
Address	111 Rocky Road Anytown, WI 12121-2121
Primary Phone	(121)212-1212 (Cell)
Email	
County/Tribe	Milwaukee County

[More](#)

Aliases Names

Background Checks

Background Check Request Form

Individual Documents

Fingerprint Code

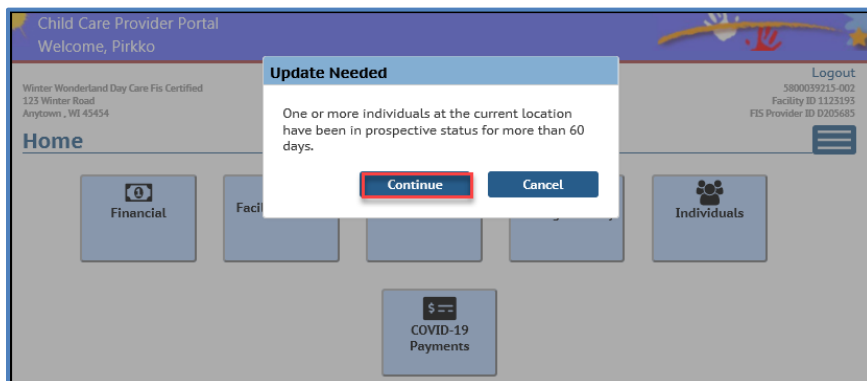
There are some rare scenarios where the Fingerprint Code is generated overnight because the individual was previously submitted to the licensing database with incomplete details (BCR or home address missing). Even though the new center completes all details for the individual, the system will not immediately generate the code. However, the overnight batch will do it. Call CBU 608-422-7400 if you have questions about generating codes or need a code triggered earlier for some reason.

Modify Individuals

It is important that the individual's details are kept current. Below are examples of scenarios that require the individual details in CCPP to be updated:

- Staff leaves the center (employment ended). Enter Employment/Residency End Date and change the status to Inactive. Note that inactivating an employee in Child Care Provider Portal does not automatically remove them from your Wisconsin Registry profile. You must access the Wisconsin Registry system to detach the employee from your Wisconsin Registry profile.
- Staff changes from one role to another (promotion, etc.). Change the Role.
- A resident moves out of the home. Enter Employment/Residency End Date and change the status to Inactive.
- A prospective employee is not hired, or prospective resident will not reside at the program. Update Employment/Residency Status to Not Hired/Did Not Reside.
- Prospective Employee is hired. Change the Employment/Residency Status to Current and enter Employment/Residency Begin date.
- Prospective Resident starts residing at the center. Change Employment Residency Status to Current and enter Employment/Residency Begin date.
- Individual's home/mailling address or email address changes.

A new pop-up alert has been programmed that alerts the provider if there are individuals at the facility/provider location whose status has been Prospective for more than 60 days.



If you get this message, select Continue and then modify the status of the individual to either 'Current', 'Inactive' or 'Not Hired/Did Not Reside'.

To access the Modify Individuals page, choose the "...More" link on the Individual Details page.

The fields on the Modify Individuals page are identical to those under Add Individual.

Adding an individual with a complete Background Check

If an individual has had a complete background check through iChildCare or as an employee/resident in another facility, the background check information automatically flows into your center's record. Below are screen shots demonstrating the steps:

1. Add Individual page: Complete the demographic information for the individual you want to attach to your center. **Make sure that the SSN and DOB are correct.** If not, the record must be cleared by the DCF CBU staff before the background check details are pulled into your facility. This process can take at least two business days.

Individual Basic Details	
Individual	
First Name *	enrique
Middle Initial	
Last Name *	espanol
Suffix Name	
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth *	4/4/1984
SSN *	798-62-3232
Confirm SSN *	798-62-3232

- After selecting **Next**, the individual details (demographics, address, etc.) are brought into your facility. Review the individual details and complete the Primary Role, Employment/Residency Status and if the person has aliases.

Note: If the individual has created an iChildCare count, you are not able to modify the individual details such as address, email, phone, etc. If changes are needed, instruct the individual to make those changes in the iChildCare portal at [Login - iChildCare](#)

Add Individual Details	
Individual	
First Name	Enrique
Middle Initial	
Last Name	Espanol
Suffix Name	
Address *	123 Main
Address Line 2	
City *	Mke
State *	Wisconsin
Zip Code *	12121-2121
County/Tribe *	Milwaukee County
Primary Phone *	(121) 212-1212
Primary Phone Type *	<input checked="" type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Cell
Secondary Phone	() - - - -
Secondary Phone Type	<input type="radio"/> Home <input type="radio"/> Work <input type="radio"/> Cell Cancel
Email *	espanol@randys.com
Date of Birth	4/4/1984
SSN	XXX-XX-3232
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Race	
Language *	Spanish
Employment/Residency Details	
Effective From	06/19/25
Primary Role *	
Background Check Level	
Secondary Role	
Background Check Level	
Employment/Residency Status *	<input type="radio"/> Current <input type="radio"/> Prospective
Has This Individual Used Any Names or Aliases in the Past? *	<input type="radio"/> Yes <input type="radio"/> No

3. If the person has a current background check, the following page shows a confirmation that the details are available, and no further action is needed.

Randys Preschool Ffs
 205 Corporate Dr
 Milwaukee, WI 53205

2890025543-001
 Facility ID 120854
 FIS Provider ID 0205234

Confirmation of Individual Information

Individual	
Name	Enrique Espanol
Employment Period	

Confirmation of Individual Information

You have successfully added the individual and all necessary background check information.

[Individual Details](#)

4. To view background check information for the individual, select **Individual Details** button and then **Background Checks**.

Individual Details

Individual Details	
Name	Enrique Espanol
Address	123 Main Mike, WI 12121-2121
Primary Phone	(121)212-1212 (Home)
Email	espanol@randys.com
County/Tribe	Milwaukee County

[More](#)

[Aliases Names](#)
[Background Checks](#)
[Background Check Request Form](#)
[Individual Documents](#)

[Fingerprint Code](#)

5. The Background Check page shows the details on the latest check and when the next checks are due.

Background Check

Individual	
Name	Enrique Espanol
Employment Period	

Background Check

Background Check Level	Caregiver
Determination Start Date	6/19/2024
Background Check Type	Initial FBI
Preliminary Decision	Eligible
Preliminary Decision Date	6/19/2024
Final Decision	Eligible
Final Decision Date	6/19/2025
Eligibility Expiry Date	
FBI Check Due Date	6/19/2030 (Last FBI Check Date: 6/19/2025)
Name Check Due Date	6/19/2026

Inactivating an Individual

When a person is no longer affiliated with your program, access the Modify Individuals page, and enter the date the individual left the program in the Employment/Residency End Date field. Change the Status to Inactive.

Caution: Once the Employment/Residency End Date has been entered in the Portal, it cannot be modified. If an error is made, please contact the Child Care Background Check Unit (608-422-7400 or DCFPLICBECRCBU@wisconsin.gov)

When inactivating staff that has a Wisconsin Registry profile, the individual must be removed from the center's profile at the Wisconsin Registry portal. Inactivating the person in CCPP does not automatically inactivate the staff member in the Wisconsin Registry system.

Changing Roles for an Individual

If a background check is in pending status, the primary and secondary roles cannot be changed until the check is complete.

When the background check is complete, most roles can be changed, except Applicant/Licensee and Applicant/Licensee-Exempt (governmental agencies). If the Applicant/Licensee for a center has changed, contact the regulatory agency in your region/county/tribe.

When submitting changes to individual roles, a new review by the CBU may be necessary since the background check law has different criteria for applicant/licensee, caregivers, and non-caregivers.

The individuals associated with child care programs have four levels:

1. Applicant/Licensee
2. Caregiver
3. Non-caregivers
4. CBC Exempt: Individuals who are not required to have a background check done

Below is a list of roles and which type they fall under. Note that the roles under CBC Exempt are not included in the background check automation. No check is conducted on these individuals.

Role	Applicant/Licensee	Caregiver	Non-caregiver	CBC Exempt
Administrative staff			Y	
Administrator		Y		
Applicant/Licensee (also includes certified operator)	Y			
Board President – Use Applicant/Licensee	Y			
Certified Operator – Use Applicant/Licensee	Y			
Contracted teaching staff		Y		
Director		Y		
Director - Assistant		Y		
Driver		Y		
Employee (Displays for some historical records with certified programs)		Y		
Facilities staff			Y	
Foster Child				Y
Government/Tribal Representative (Applicant/Licensee in a government operated program)		Y		Y
Household member		Y		
Human resources			Y	
Kitchen staff			Y	
Other caregiver		Y		
Other non-caregiver			Y	
Provider		Y		
Site Supervisor		Y		

Role	Applicant/Licensee	Caregiver	Non-caregiver	CBC Exempt
Student Intern		Y		
Student Teacher		Y		
Teacher - Assistant		Y		
Teacher - Lead		Y		
Teacher - Substitute		Y		
Trainer		Y		
Volunteer		Y		

Role Change Scenarios when a Review of a Background Check is Needed

The caregiver law has different criteria for each level, so sometimes an additional review is needed if a person's role is changed. Below are the levels.

- Applicant/Licensee
- Caregiver
- Non-caregivers

When a role change is submitted via the Child Care Provider Portal for an individual who has a non-expired background check, the system sends an alert to the CBU in the following scenarios:

1. The person's role level is changed from lower to a higher level. **Example:** A Driver (Non-caregiver) is changed to a Substitute Teacher (Caregiver).
2. An individual was found ineligible on any level and the role is changed to any role.
Example: An individual was denied eligibility to be a Substitute Teacher (caregiver). The person's role is changed to Kitchen Staff (non-caregiver).

The CBU staff conducts a review of the background check result that is still current. Once done, the system retriggers the Final Decision letter.

If an individual is associated with multiple facilities with different caregiver levels, the Background Check screen in CCPP now shows the level pertaining to the facility.

Example: Hans was a household member (caregiver level) at Penny's Third Location facility.

Penny's Third Location
123 Y Street
Mkrr, WI 45454

Logout
4800039634-004
Facility ID 1122797
FIS Provider ID N/A

Background Check

Individual	
Name	Hans Householdmember
Employment Period	3/1/2019
Background Check	
Background Check Level	Caregiver
Determination Start Date	5/22/2019
Background Check Type	Initial Fbi
Preliminary Decision	Eligible
Preliminary Decision Date	5/22/2019
Final Decision	Eligible
Final Decision Date	5/22/2019

Hans became the Applicant/Licensee for Happy Day facility. After the Child Care Background Unit reviewed the role change, they approved Hans as the licensee. His Background Check Level at this facility displays Applicant/Licensee.

Happy Day
11230 River Road Rd
Darlington, WI 53530-9375

Logout
1800039671-001
Facility ID 1122743
FIS Provider ID N/A

Background Check

Individual	
Name	Hans Householdmember
Employment Period	5/15/2019

Background Check	
Background Check Level	Applicant/Licensee
Determination Start Date	5/22/2019
Background Check Type	Initial Fbi
Preliminary Decision	Eligible
Preliminary Decision Date	5/22/2019
Final Decision	Eligible
Final Decision Date	5/22/2019

Fingerprint Checks

The background check information displays the status of the check as soon as the fingerprints have been received from Fieldprint into the DCF WISCCRS database. To view the status and results of a background check, choose the individual from the Individual List by clicking the **Details** button.

Lakesland Group Centre
334 W Main St
Madison, WI 53703-3115

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID D217957

Individuals

Individuals at this location

Name	Role(s)	Employment Period	Background Check Status	
Calle Carlson	Site Supervisor	04/01/20	Eligible	Details ▶

1 - 1 of 1 items

Then choose the **Background Checks** button.

Lakesland Group Centre
334 W Main St
Madison, WI 53703-3115

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID D217957

Individual Details

Individual Details	
Name	Calle Carlson
Address	222 Main St Sun Prairie, WI 53590
Primary Phone	(121)212-1212 (Home)
Email	
County/Tribe	Dane County

[More](#)

Aliases Names

Background Checks

Background Check Request Form

Individual Documents

Fingerprint Code

◀ Individuals

The status and results can be viewed on the individual.

Labeland Group Centre
334 W Main St
Madison, WI 53703-3115

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID 0217957

Background Check

Individual	
Name	Calle Carlson
Employment Period	4/1/2020

Background Check	
Background Check Level	Caregiver
DeterminationStartDateDisplay	4/1/2020
Background Check Type	Initial DoJ
Preliminary Decision	Eligible
Preliminary Decision Date	4/1/2020
Final Decision	Eligible
Final Decision Date	4/5/2020
Eligibility Expiry Date	

[More](#)

Individual Details

The fields on this page are explained below:

Field	Description
Background Check Level	This field is auto-filled based on the role of the person at the time of the background check. The options are: <ol style="list-style-type: none"> 1. Applicant/Licensee 2. Caregiver 3. Non-caregiver
Determination Start Date	This is the date when the episode was created. Once the DOJ/FBI results have been received, the date is updated to reflect the date the background check determination started. Also, if the individual's role was changed requiring a new review, this date could be the date the review was initiated.
Background Check Type	Options are: <ol style="list-style-type: none"> 1. Initial FBI: All adult individuals have to complete a fingerprint-based FBI check. This check is also conducted on individuals who have not had an initial or five-year FBI check done within the last five years or the person has been detached from a child care center for more than 180 days (from the last employment end date). 2. Initial DOJ: This check is conducted on minor employees. During the COVID-19 emergency, this check is also automatically done on all new individuals. 3. Annual Name-Based (DOJ): The annual name-based DOJ check is automatically conducted 12 months after the initial fingerprint FBI check and then every 12 months for individuals who reside in Wisconsin. 4. Annual FBI – Out of State: The annual DOJ name-based checks are not conducted on individuals whose home address is outside Wisconsin. The system automatically triggers the Fingerprint Instruction Letter after 12 months from the Initial fingerprint FBI check. The checks are run every 12 months from the previous annual check. Annual fingerprint-based checks for individuals who reside outside Wisconsin resumed in May 2019. 5. Ad hoc: These checks are rare and are manually conducted when a reason for an additional check exists. 6. 5-Year FBI: This check is triggered five years after the last FBI Episode Start Date. 7. DOJ Prior to October 1, 2018: This value is displayed for individuals who have had DOJ name-based check conducted by DCF prior to October 1, 2018.

Field	Description
	<p>8. FBI Prior to October 1, 2018: This value is displayed for individuals who have had a fingerprint FBI check conducted by DCF prior to October 1, 2018. Note that there are no eligibility letters for these individuals because the check was done by DCF prior to the new background check module.</p>
Preliminary Decision	<p>Options:</p> <ol style="list-style-type: none"> 1. Conversion: When the Background Check Type is DOJ/FBI Prior to October 1, 2018, the Preliminary Decision displayed as conversion. 2. Canceled: The person has withdrawn his or her background check request. 3. Eligible. This is auto-populated for individuals whose FBI and DOJ results come back as "No Record Found." If a record is brought over, DCF CBU staff reviews the record and manually updates the status. A notice is sent to both the individual and the provider location(s) the person is associated with. 4. Incomplete: The background check could not be completed because of missing information. No notice is sent to the individual or the provider. 5. Ineligible: If the person is found ineligible, a notice is sent to both the individual and the provider locations the person is associated with. 6. Ineligible – Appealed: Person whose final decision was Ineligible has appealed the decision. The appeal is pending. 7. Pending: The Preliminary Decision is in progress and has not been issued. Note that the system changes the Status to Pending if there is any kind of record received. 8. Awaiting Results: The request for a background check has been sent to DOJ but results have not been sent for review yet. 9. Expired Eligibility: If an individual had the Initial FBI or the 5-Year FBI conducted, but the individual was unaffiliated with a child care center for more than 180 days, the eligibility expires. When the individual is pulled into a new center, a new FBI check is required.
Preliminary Decision Date	<p>The date the Preliminary Decision was made. This is auto-populated for individuals whose FBI/DOJ results came back as "No Record Found".</p>
Final Decision	<p>Options:</p> <ol style="list-style-type: none"> 1. Conversion: When the Background Check Type is DOJ/FBI Prior to October 1, 2018, the Preliminary Decision displayed as conversion. 2. Canceled: Used if a person withdraws his or her background check request. 3. Eligible: The person is eligible for the role. The system sends an automated letter to the provider and the individual. 4. Incomplete: Used when the review could not be completed. 5. Ineligible: Used if the person is not eligible. The system triggers a notice to the provider location. 6. Ineligible – Appealed: If the person is found Ineligible, he or she has the right to appeal. When the appeal is received, the status is switched to Ineligible-Appealed. 7. Pending: The Final Decision has not been issued. Note that if a role is changed for an individual after a completed episode and the DCF CBU staff has started a review for the new role, the system changes the status back to Pending. 8. Eligible with Stipulation: Used when an individual is made eligible with stipulation. Stipulation must be met to maintain the eligibility. The individual receives a manual notice in these scenarios.

Field	Description
	<p>9. Expired Eligibility: If an individual had the Initial FBI or the 5-Year FBI conducted, but the individual was unaffiliated with a child care center more than 180 days, the eligibility expires. When the individual is pulled into a new center, a new FBI is required.</p> <p>10. On Hold: The status of a background check can be put on hold because the CBU has not received all necessary information to conduct the background check. The common reasons for a hold are but not limited to pending charges, pending court case, pending out-of-state check, pending release form, etc.</p>
Eligibility Expiry Date	A date the background check expired is displayed for checks that have 'Expired Eligibility' status.
FBI Check Due Date	The date the next FBI background check is due for this individual.
Name Check Due Date	The date the next name-based background check is due for this individual.

Expired Eligibility

If an individual had the Initial FBI or the 5-Year FBI conducted, but the individual was unaffiliated with a child care center in CCPP for more than 180 days, the eligibility expires. When the individual is pulled into a new center, a new fingerprint FBI check is required. The system does not recognize backdated start dates in determining the 180 days. It uses the date the individual is added to CCPP, so if an individual is not added timely their background check may expire and require a new fingerprint.

Nadines Day Camp
123 Camp Ct.
Anytown, WI 45454-5454

Logout
1800039621-004
Facility ID 1123464
FIS Provider ID D214134

Background Check

Individual	
Name	Tammy Medina
Employment Period	8/27/2020
Background Check	
Background Check Level	Non-Caregiver
DeterminationStartDateDisplay	1/7/2019
Background Check Type	Initial Doj
Preliminary Decision	Eligibility Expired
Preliminary Decision Date	1/7/2019
Final Decision	Eligibility Expired
Final Decision Date	1/7/2019
Eligibility Expiry Date	8/12/2020

[More](#)

Background Check History

To view past background checks on an individual, choose the **More** link on the bottom of the Background Check page.

LakeLand Group Centre
123 Main St
Anytown, WI 45454

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID D217957

Background Check

Individual	
Name	Jackie Chan
Employment Period	9/12/2019
Background Check	
Background Check Level	Caregiver
DeterminationStartDateDisplay	9/12/2019
Background Check Type	Ad Hoc
Preliminary Decision	Eligible
Preliminary Decision Date	9/12/2019
Final Decision	Eligible
Final Decision Date	9/12/2019

[More](#)

Individual Details

Then enter a date that you want to view the background check information for. The fingerprint FBI requirement was implemented in 2014 for programs caring for Wisconsin Shares subsidy children so using January 1, 2014, will bring potential FBI check(s) for the individual.

Child Care Provider Portal
Welcome, Randy

Lakeland Group Centre
123 Main St
Anytown, WI 45454

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID 0217957

Background Check History

History of Background Checks

Individual

Name Jackie Chan
Employment Period 9/12/2019

Background Check History

From * 01/01/14

Background Checks

The History screen will display all checks done after the date entered in the From field.

Background Check History

History of Background Checks

Individual

Name Jackie Chan
Employment Period 9/12/2019

Background Check History

From * 01/01/14

Type	Final Decision	
Ad Hoc	Eligible: 9/12/2019	Details
Fbi Prior To 10/1/18	Conversion	Details

The Details screen will show the date.

Lakeland Group Centre
123 Main St
Anytown, WI 45454

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID 0217957

Background Check History Details

Individual

Name Jackie Chan

Background Check

Background Check Level Caregiver
DeterminationStartDateDisplay 6/24/2014
Background Check Type Fbi Prior To 10/1/18
Preliminary Decision Conversion
Preliminary Decision Date
Final Decision Conversion
Final Decision Date

Background Checks History

Note that there are no Preliminary and Final Decision letters for these individuals.

Individuals Who Had Background Checks Completed by DCF in the Past

Background check history for applicants/licensees, household members, and certified operators or employees/volunteers in certified programs who had automated FBI/DOJ background checks completed by DCF in the past will be brought into the Provider Portal. Only the latest check is displayed.

Individual	
Name	Andy Applicant
Background Check	
Background Check Level	Applicant/Licensee
Determination Start Date	1/25/2018
Background Check Type	Doj Prior To 10/1/18
Preliminary Decision	Conversion
Preliminary Decision Date	
Final Decision	Conversion
Final Decision Date	

The Background Check Type is DOJ or FBI Prior to October 1, 2018. The Primary and Final Decisions are set at Conversion and the Decision Dates are blank because the old system did not have this information.

iChildCare

iChildCare Portal is available for individuals who want to submit a caregiver background check request to DCF. Individuals who are working/residing in a child care facility or who want to have a child care background check conducted for eligibility to work/reside in a child care facility can utilize this portal.

An employee/resident can create an iChildCare account and once done, you can attach that individual into your center and assign the role and employment/residency dates for the employee in Child Care Provider Portal.

Visit the [Wisconsin iChildCare Portal Information webpage](#) for further information on the Portal.

iChildCare Access – Providers who have CCPP access

If a provider has already access to CCPP, the same user ID can be used in the new iChildCare.

Steps to access the new system:

1. Login to [iChildcare](#) using your CCPP user ID.
2. Enter details in the Add Personal Details page. If your record matches with an individual in the DCF child care system, you will be sent a PIN letter that will grant you access to the iChildCare. If there is no record that matches your demographics, you will be granted access immediately.

Note that if there has been other users who have used the CCPP user ID for your center in the past, make sure that you change the password on the [DWD/Wisconsin Logon Management webpage](#) so no one else can view your personal background check results.

iChildCare – Electronic Notices

Effective March 1, 2021, iChildCare users can opt out from receiving paper notices. The notices that can be received in electronic format only are:

1. Fingerprint Instruction Letter
2. Individual eligibility letters

Individual ineligibility letters will be mailed by USPS.

Higher Education (Training) and Contracting Services Entities

Agencies that place practicum students/contractors into child care programs can submit background check requests for individuals. The system has been modified so that these entities can submit the requests using the Provider Portal. The Individual and Background Check related sections explained in this user guide identify a similar workflow for these agencies to access individual information and request background checks. However, most of the other buttons in the Provider Portal have no information on these facilities. The Manage Facility page has the contact information for the entity. If changes are needed, please contact the DCF CBU staff.

Effective February 22, 2019, the system was modified to have the facility decision notices sent to these agencies instead of just sending them to the individual's home address. The Fingerprint Instruction Letters that were previously sent to the individual, will be sent to the facility only.

Manage Facility

This section has functionality pertaining to a facility/location.

Child Care Provider Portal
Welcome, Rita

Randy's Preschool Fis
205 Corporate Dr
Mke, WI 53206

Logout
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Manage Facility

Facility ID 120856
FIS Provider ID D205258
Address 205 Corporate Dr
Mke, WI 53206
Contact Name Rita Randall
Phone () -

Regulations Closure Schedules Prices & Parent Fees Communication Preferences Background Check Non Compliance

Documents Child Care Finder Listing Security

Facility Details

The sections below explain functionality for the buttons above.

Regulations

The Provider Portal displays regulatory information for your site/facility.

Regulation Details

Current and future regulation, ages served, hours of operation, and accreditation information.

Regulation

Category Licensed Group
Status Approved
Effective From 08/01/22
Continuation Date 08/31/24

Ages Served

Age	Effective Period
0 Year(s) 0 Month(s) - 13 Year(s) 0 Month(s)	08/01/22 - 08/31/24

Hours of Operation

Effective From 08/01/22
Months Open January - December
Hours Open
MON - FRI 06:00 AM - 06:00 PM

The Regulation Details screen includes the following information:

Category: This field shows the type of regulatory approval granted for your facility. **Types are:** Licensed Group, Licensed Family, Regular Certified, Provisionally Certified, Public School Program, etc.

Status: Approved is the most common status for programs that are licensed or certified.

Effective From: This is the begin date of the current licensing/certification period.

Continuation Date: This is the next continuation/renewal date of the current license/certificate.

Ages Served: This section displays the age range of children a licensed/certified program is approved to care for. In the example below, the program is approved to care for children from newborn to age 14 years.

Age	Effective Period
0 Year(s) 0 Month(s) 13 Year(s) 11 Month(s)	02/29/16

The age is displayed as years and months and the upper age as “through” 13 years and 11 months (to the 14th birthday).

Hours of Operation

This section displays the days, times, and months the program is licensed/certified.

Hours of Operation	
Effective From	07/16/17
Months Open	January - December
Hours Open	
MON - FRI	06:00 AM - 06:00 PM
SAT - SUN	Closed
Day Capacity	8
Night Capacity	0
...More	

- **Effective From:** Usually this is the begin date of the current licensing/certification period.
- **Months Open:** For year-round programs, the months are usually January-December.
- **Hours Open:** Lists days of the week with open and closed times. Weekend hours are displayed in a separate row.
- **Day Capacity:** The number of children the program is approved to serve. For certified providers, this field displays the number of children under the age of 7 years that the provider may care for.
- **Night Capacity:** The number of children the program is approved to care for between 9 p.m. and 5 a.m. For certified providers, this field displays the group size.

Accreditation

If your program is accredited by one of the following agencies, the name of the agency and the effective period is displayed.

Accreditation	
Name	Effective Period
National Association For The Education Of Young Children (Naeyc)	01/01/15
...More	

By selecting **More**, you can access history for the information.

Below is a list of YoungStar approved accrediting agencies:

- American Montessori Society Accreditation (AMS)
- Association for Early Learning Leaders' National Accreditation Commission (ELLNAC)
- City of Madison Accredited
- Cognia
- Council on Accreditation (COA)
- Head Start Performance Standards
- National Association for the Education of Young Children (NAEYC) Accreditation +
- National Early Childhood Program Accreditation (NECPA)
- Satellite Accreditation
- Wisconsin Evangelical Lutheran Synod School Accreditation (WELSSA)

Although not considered an accreditation, Head Starts that qualify for an automated 5 Star rating in YoungStar will be displayed as "Head Start Performance Standards" in this area.

Closure Schedules - Facility Temporary Closure

Providers can use the Provider Portal to report a temporary closure to the regulatory agency.

CCPP automatically notifies licensing/certification agency in the following scenarios:

Temporary Closure Reason	Length of Closure	Licensing/Certification notified
Construction	Any	Yes
COVID-19 (Any of the COVID-19 reasons on drop-down menu)	Any	Yes
Loss of Services/Damage to Premises	Any	Yes
Low Enrollment	Five or more days	If closure is more than five days, licensing/certification is notified.
Other (not related to COVID-19)	Five or more days	If closure is more than five days, licensing/certification is notified.
Personal Leave	Five or more days	If closure is more than five days, licensing/certification is notified.
Seasonal Closure	Five or more days	If closure is more than five days, licensing/certification is notified.
Staffing Issues	Five or more days	If closure is more than five days, licensing/certification is notified.
Vacation	Five or more days	If closure is more than five days, licensing/certification is notified.

Official vs. Reported Temporary Closure

When the provider enters a temporary closure record in the Portal, the information is brought over to the licensing/certification system. If the closure is more than 14 days in length, the provider is required by licensing rules to report the closure to the licensing agency. When a notice of a 14-day closure is received by the licensing agency, the closure is marked 'Official.'

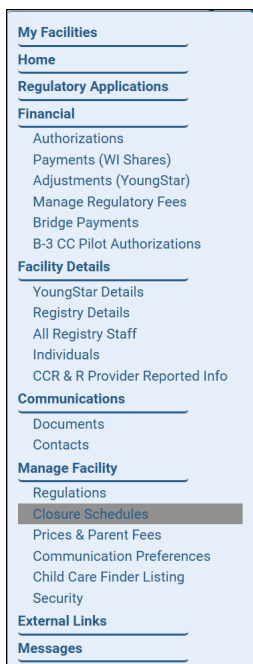
Facility Temporary Closure

Child care providers may use this page to report temporary closures. Licensing, Certification and Wisconsin Shares Subsidy staff are notified of temporary closures entered on this page. Providers do not need to enter national holidays, single days of pre-planned closures, and days outside of the normal hours of operation listed on their license or certificate.

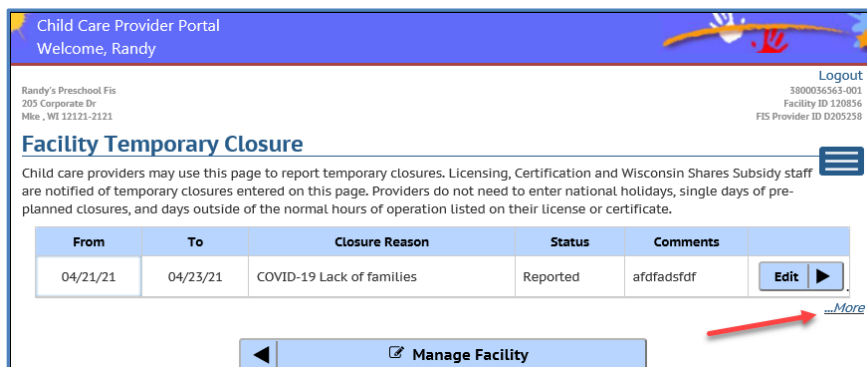
From	To	Closure Reason	Status	Comments	
04/28/21	05/12/21	COVID-19 Exposure of Staff to COVID-19	Official Closure	Enter detail on the reason for the closure.	Edit ▶
04/21/21	04/23/21	COVID-19 Lack of families	Reported	afdfadsfdf	Edit ▶

[More](#)

To access the Closure Schedules page, click on the link on the sandwich menu.



The Facility Temporary Closure page shows any closures for the current calendar year.



When **More** is selected, **Add Facility Closure** and **Facility Closure History** buttons will appear.

Add Temporary Closure:

Choose the **Add Facility Closure** button to access the Add Facility Temporary Closure page.



On the Add Facility Temporary Closure page, enter the date the closure starts. If the closure end date is known, enter it. If the reopening date is not known, leave it blank. Choose a reason from the Primary Closure Reason drop down menu that closest describes the reason for the closure. Finally, in the Comments field enter more details on the closure.

Add Facility Temporary Closure

Use this page to report temporary closures. Licensing, Certification and Wisconsin Shares Subsidy staff are notified of temporary closures entered on this page. Providers do not need to enter national holidays, single days of pre-planned closures, and days outside of the normal hours of operation listed on their license or certificate.

Reportable Communicable Diseases

Any temporary closures due to confirmed cases of reportable communicable diseases, including COVID-19, also **must** be reported to the local health department as required under DHS 145 and to DCF as described in DCF 202, 250, 251 and 252. **Please contact your Licensing Specialist, Regional Office or Certification Worker directly if the closure is due to a reportable communicable disease.**

For additional information about reporting temporary closures, refer to DCF 202, 250, 251 or 252, or contact your Licensing Specialist or Certification Worker.

From Date * 4/28/2021

To Date 5/5/2021

Primary Closure Reason * COVID-19 Exposure of Staff to COVID-19

Comments * Enter detail on the reason for the closure.

Submit

Modify/Delete Closure Record

To modify/delete a closure record, select the **Edit** button next to the closure record that needs to be modified/deleted.

Facility Temporary Closure

Child care providers may use this page to report temporary closures. Licensing, Certification and Wisconsin Shares Subsidy staff are notified of temporary closures entered on this page. Providers do not need to enter national holidays, single days of pre-planned closures, and days outside of the normal hours of operation listed on their license or certificate.

From	To	Closure Reason	Status	Comments	
04/21/21	04/23/21	COVID-19 Lack of families	Reported	afdfadsfdf	Edit ▶

Add Facility Closure ▶

Facility Closure History ▶

[Less](#)

If the closure is Official, the record cannot be deleted. Only the To Date and Comments can be added/modified. From Date and Delete check box are locked.

Modify Facility Closure

From Date 4/28/2021

To Date 5/12/2021

Primary Closure Reason * COVID-19 Exposure of Staff to COVID-19

Status Official Closure

Comments * Enter detail on the reason for the closure.

☐ Delete ?

Submit

If the closure is in Reported status, all fields on the page can be modified and the record deleted.

Modify Facility Closure

From Date * 4/21/2021

To Date 4/23/2021

Primary Closure Reason * COVID-19 Lack of families

Status Reported

Comments * comment modified

Delete ? Submit

Facility Closure History

To view closure history for past years, select the **Facility Closure History** button.

Facility Temporary Closure

Child care providers may use this page to report temporary closures. Licensing, Certification and Wisconsin Shares Subsidy staff are notified of temporary closures entered on this page. Providers do not need to enter national holidays, single days of pre-planned closures, and days outside of the normal hours of operation listed on their license or certificate.

From	To	Closure Reason	Status	Comments	
04/21/21	04/23/21	COVID-19 Lack of families	Reported	afdfadsfdf	Edit ▶

Add Facility Closure ▶

Facility Closure History ▶

[Less](#)

On the following page, you can change the year you wish to view the temporary closures for.

Facility Closure History

View closure for year

2021

From	To	Closure Reason	Status	Comments
04/28/21	05/12/21	COVID-19 Exposure of Staff to COVID-19	Official Closure	Enter detail on the reason for the closure.
04/21/21	04/23/21	COVID-19 Lack of families	Reported	afdfadsfdf

◀ Facility Closure

Facility Closures – Effects on Wisconsin Shares Authorizations

The temporary closure record is brought into the DCF Subsidy system when creating authorizations for a child eligible for Wisconsin Shares, the authorization worker sees a warning that the program is temporarily closed. If the closure is Official, no authorization is allowed to span the closure period. If the Official closure is more than 4 weeks, the subsidy system automatically ends current authorizations in certain scenarios.




Facility Closures – Effects on YoungStar

If the facility closure is Official, the YoungStar service window is automatically extended for the length of the closure.

Facility Closures – Child Care Finder – Public Site

When the facility is temporarily closed, the information is brought to the Child Care Finder system to alert parents that the program is not currently open.

The temporarily closed programs have a yellow banner informing the public that the program is currently closed.

Type of Care	Name
1 Licensed Group 	Smtih's Kids
2 Licensed Camp 	Dad's Day Care Fis  This provider is temporarily closed.

The facility details page shows the dates the program is closed. Reason for the closure and comments entered in WISCCRS or CCPP are not brought over to the Child Care Finder. Once the closure period is in the past, the alert automatically disappears.

Provider Details					⌵
Dad's Day Care Fis 200 E Washington Ave Madison WI 53703-2832	Provider #	4800039524	Months Open	Jan - Dec	
	Location #	001	Day Capacity	12	
	Facility #	1122489	Night Capacity	0	
Contact Information Isabella Issapi (345) 345-3453	Regulation Type	Licensed Camp	Hours	Mon-Sun	5:00AM - 11:00PM
	Applicant/Licensee	Isabella Issapi			
	Ages Served	5 - 17 years			
Ages Served	5 - 17 years				
 This provider closed on 4/25/2021. This closure is categorized as temporary but a specific date that the provider will re-open is unknown.					
Do you need help paying for child care? Visit the Wisconsin Shares Child Care Estimator to get an estimate of how much subsidy funds you may be eligible for. View the Wisconsin Shares webpage to learn more.					

Prices and Parent Fees

See [Providers with Current Prices in the Subsidy System](#) section under Financial.

Communication Preferences

This section includes items such as opting in for text/email notifications and paperless notices.

The functionality is explained in the new [CCPP User Guide – Communications](#).

Background Check Noncompliance

The purpose of this module is to track fingerprint noncompliance through an automated process. This process will begin when individuals have not submitted their fingerprints at the time the Quarterly Notice is generated and are populated in the “Past Due Fingerprint Background Checks” section. For a complete explanation of the Quarterly Notice reference the Background Check Quarterly Notice section of the [CCPP User Guide – Communications](#).

If there are individuals who are not in compliance with the fingerprint requirement at the time the Quarterly Notice is sent to the childcare program, the Fingerprint Noncompliance Module will automatically begin the first step in the process.

Background Check Non Compliance			
Background Check Non Compliance Details by Location			
Compliance Step	Action Date	Status	
Enforcement Forfeiture	1/3/2023	Compliance	Individuals ▶
Enforcement Order	12/7/2022	Non Compliance	Individuals ▶
294 Process	11/21/2022	Non Compliance	Individuals ▶
Overdue Fingerprint Checks	10/20/2022	Non Compliance	Individuals ▶
Past Due Fingerprint Checks	9/20/2022	Non Compliance	Individuals ▶
◀ Manage Facility			

Progression of Noncompliance Steps

Below are the steps for background check related enforcements. If an individual comes into compliance by completing the fingerprint requirement, after any of the steps below, the system marks the individual as Compliant, and the individual falls off the future steps.

1. **Past Due Fingerprint Checks** – This compliance step identifies individuals who are past due for fingerprint checks. These individuals will populate in the “Past Due Fingerprint Background Checks” section of the Quarterly Notice.
2. **Overdue Fingerprint Checks** – The system will generate an Overdue Fingerprint Notice 30 days after the Quarterly Notice is sent including the individuals who still have not submitted their fingerprints at the time the Overdue Notice is generated.
3. **Noncompliance and Correction Plan** – The system automatically generates a rule violation and attaches the noncompliant individuals to the violation 30 days after the Overdue Fingerprint Notice is generated. This only includes those individuals who are still not in compliance at the time the violation is created.
4. **Enforcement Process**
 - a. **Licensed Programs:**
 - i. **Notice of Order and Imposed Plan of Correction** - 15 days after the rule violation was issued, an Order and Imposed Plan of Correction will be sent for the individuals who are still not in compliance.
 - ii. **Forfeiture Assessment** - 15 days after the Order and Imposed Plan of Correction is sent, a Forfeiture Assessment may be issued for the facility, including individuals who are still not in compliance. The Department may set forfeiture amounts ranging from \$10 to \$1000 per day, per violation.
 - iii. **Revocation Process** - 15 days after the Forfeiture Assessment is sent, a Revocation letter may be issued to the facility due to noncompliance.
 - b. **Milwaukee County Certified Programs:**
 - i. **Suspension Process** - 30 days after the rule violation was issued, a Suspension may be issued for the provider, listing individuals who are still not in compliance.
 - ii. **Revocation Process** - 30 days after Suspension is issued, a Revocation letter may be sent to the facility due to noncompliance.
 - c. **Balance of State Certified Programs:**
 - i. **Enforcement** - 30 days after the rule violation was issued, an Enforcement may be issued to the provider, listing the individuals who are still not in compliance. Enforcement may include a warning letter, suspension, revocation, or denial of recertification.

Individual Details

To populate the list of individuals who are noncompliant with the fingerprint requirements associated with your facility, click on “Individuals” for the related “Compliance Step”.

Background Check Non Compliance			
Background Check Non Compliance Details by Location			
Compliance Step	Action Date	Status	
Enforcement Forfeiture	1/3/2023	Compliance	Individuals ▶
Enforcement Order	12/7/2022	Non Compliance	Individuals ▶
294 Process	11/21/2022	Non Compliance	Individuals ▶
Overdue Fingerprint Checks	10/20/2022	Non Compliance	Individuals ▶
Past Due Fingerprint Checks	9/20/2022	Non Compliance	Individuals ▶

◀ Manage Facility

The individuals attached to that compliance step are listed along with a “Details” button. To see the details of any of the individuals, click on the corresponding “Details” button.

Background Check Non Compliance			
Background Check Non Compliance for Individuals			
Compliance Step	Enforcement Order		
Action Date	12/7/2022		
Status	Non Compliance		
Individual#	First Name	Last Name	Status
001			Details ▶

◀ Background Check Non Compliance

In order to correct the noncompliance step, the individual must complete a fingerprint- based background check. Instructions on how to complete the fingerprint checks are listed in the “Individual” section of this guide.

Individual Details	
Name	
Address	
Primary Phone	
Email	
County/Tribe	Dane County
...More	
Aliases Names	Background Checks
Background Check Request Form	Individual Documents
Fingerprint Code	
◀ Individuals	

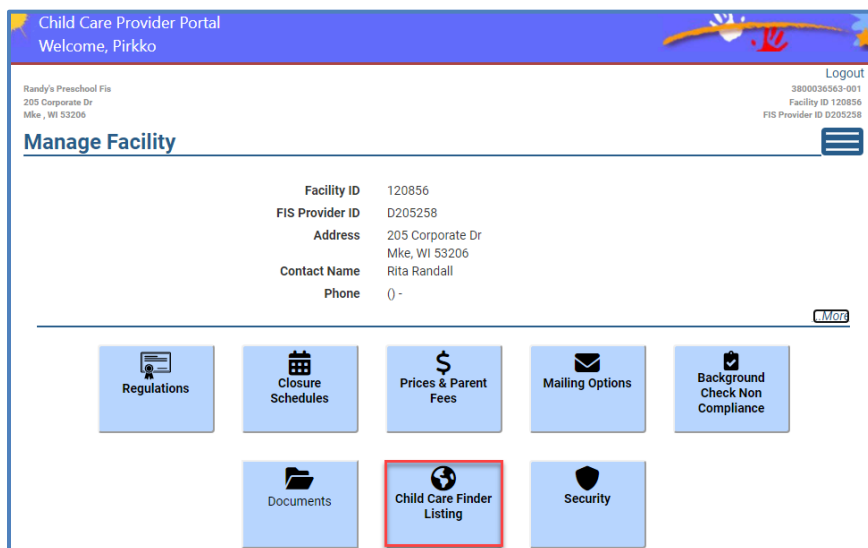
Documents

This section has been moved to [CCPP User Guide – Communications](#).

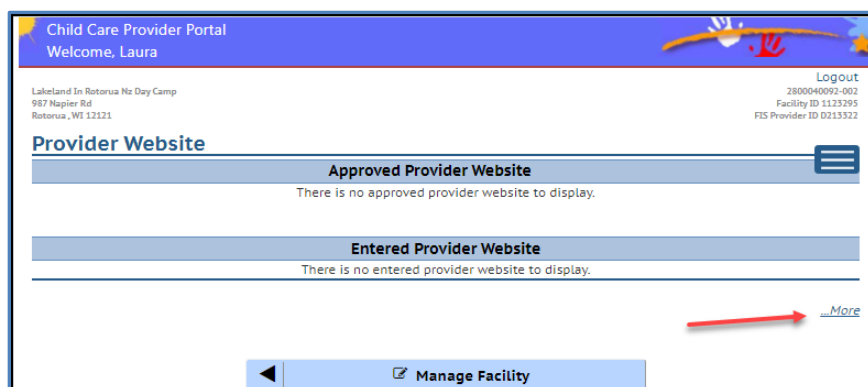
Child Care Finder Listing – Provider’s Website

Providers/programs that have their own websites can now submit a request to have that website address listed on the [Child Care Finder](#). When families are looking for child care, they can now easily access your website from the Child Care Finder. Information provided on your website may be helpful for families to review when considering care for their child. Adding a website to the [Child Care Finder](#) can help to increase visibility and promotion for your child care program.

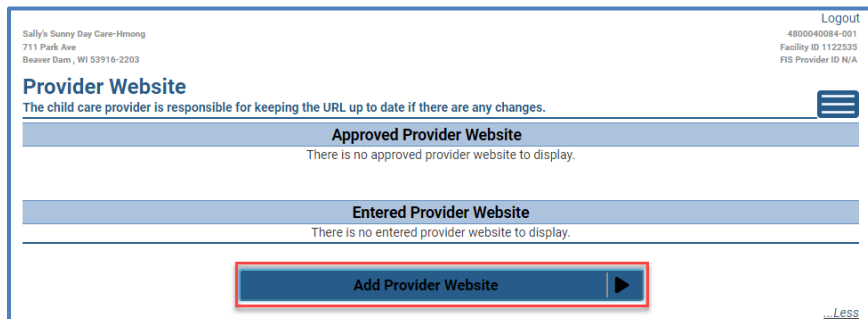
To add the address for your website, select the Child Care Finder Listing button on the Manage Facility page.



On the following page, select **More**.



The **Add Provider Website** button appears.



Clicking on that button will open the page where you can add your program’s URL (website address) in the space provided.

Note: The child care provider is responsible for keeping the URL up to date if there are any changes. **You may not use Facebook or any social media page as your child care website.**

Child Care Provider Portal
Welcome, Laura

Lakeland In Rotorua Niz Day Camp
987 Napier Rd
Rotorua, WI 12121

Logout
2800040092-002
Facility ID 1123295
FIS Provider ID D213322

Add Provider Website

If your center has a website and you want this website to be available for parents to view at <https://childcarefinder.wisconsin.gov>, please enter the address below. Following DCF review of the website, your website link will be populated on the Child Care Finder the following day.

Add Provider Website

Provider Website Address *

Add

The newly entered website is displayed on the lower section of the Provider Website page until it is validated by DCF staff. **You will be contacted by DCF staff if your website cannot be validated or if there is any issue.**

Child Care Provider Portal
Welcome, Laura

Lakeland In Rotorua Niz Day Camp
987 Napier Rd
Rotorua, WI 12121

Logout
2800040092-002
Facility ID 1123295
FIS Provider ID D213322

Provider Website

Approved Provider Website
There is no approved provider website to display.

Entered Provider Website

Status	Entered
Entered Provider Website Address	https://lakelandcc@lakecity.com

[More](#)

After DCF staff has validated the web address, the address is displayed on the upper Approved Provider Website section. Allow up to 10 business days for the update to take place. Only one website can be entered for a facility.

Child Care Provider Portal
Welcome, Laura

Lakeland In Rotorua Niz Day Camp
987 Napier Rd
Rotorua, WI 12121

Logout
2800040092-002
Facility ID 1123295
FIS Provider ID D213322

Provider Website

Approved Provider Website

Approved Provider Website Address <https://lakelandcc@lakecity.com>

Entered Provider Website

Status	Processed
Entered Provider Website Address	https://lakelandcc@lakecity.com

The website is displayed on the Child Care Finder the following day after DCF staff has approved it. The Visit Provider Website link takes the user to your website.

Provider Details

Accredited Provider
City Of Madison Accredited

Abc Child Care Annas Child Care Fis 111 New Address Annapolis WI 12345-6789 Milwaukee County	Provider # 2800039412 Location # 001 Facility # 1122341 Regulation Type Licensed Family Applicant/Licensee Anna Applicant-Smith	Months Open Jan - Dec Day Capacity 8 Night Capacity 0 Hours Mon-Fri 6:00AM - 6:00PM Sat-Sun Closed
Contact Information Anna-Maria Applicant (123) 456-7891	Ages Served 0 Week(s) - 17 Year(s)	

[Visit Provider Website](#)

Security

The system security for facility/provider location is explained in the [CCPP Security Module Guide](#).

CCR&R Provider Reported Information

Certain information from the provider's local Child Care Resource and Referral (CCR&R) agency is brought over to the DCF Provider Portal. When the provider/center reports information using the Business Information Form (BIF) to the local CCR&R, certain information is brought over to CCPP overnight. This section explains the screens and information in detail.

Note that any information in this module cannot be updated using the CCPP portal. If changes are needed, contact your local CCR&R agency.

To access the CCR&R Provider Reported Info module, select the button below from the Facility Details screen or the navigation menu.

Child Care Provider Portal
Welcome, Rita

Randy's Preschool, Fis
205 Corporate Dr
Mke, WI 53206

Logout
3800036363-001
Facility ID 120856
FIS Provider ID D205258

Facility Details

Facility ID	120856
FIS Provider ID	D205258
Address	205 Corporate Dr Mke, WI 53206
Contact Name	Rita Randall
Phone	0 -

[...More](#)

youngstar
Details

Registry Details

Manage Facility

Individuals

**CCR&R Provider
Reported Info**

Facility Details

The Facility Details has links to CCR&R Location Details, Pricing and Slots.

Child Care Provider Portal
Welcome, Rita

Randy's Preschool, Fis
205 Corporate Dr
Mke, WI 53206

Logout
3800036363-001
Facility ID 120856
FIS Provider ID D205258

Facility Details

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Facility ID	120856
FIS Provider ID	D205258
Address	205 Corporate Dr Mke, WI 53206
Contact Name	Rita Randall
Phone	0 -

[...More](#)

CCR&R Location
Details

CCR&R Pricing

CCR&R Child
Care Slot Info

CCR&R Location Details

This page has links to Type of Care, Philosophy, Preschool/4K information reported to the local CCR&R.

Child Care Provider Portal
Welcome, Rita

Logout
3800034565-001
Facility ID 120856
FIS Provider ID D205258

Randy's Preschool Fis
205 Corporate Dr
Mike, WI 53206

CCR&R Location Details
This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Facility ID
FIS Provider ID
Address
Contact Name
Phone

120856
D205258
205 Corporate Dr
Mike, WI 53206
Rita Randall
0 -

Types Of Care

Philosophy

Preschool/4K

Types of Care

This page shows 'Yes' if the program offers any of the types of care listed. If 'Yes' is displayed on this screen, that information is also displayed on the Child Care Finder for the public to see.

Types Of Care

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Details

Before School?
After School?
Drop In (4 hours of care or less on a limited basis)
Rotating (care changes from week to week)
Sick Care (children who are mildly ill or recuperating)

Yes
Yes
Yes
No
No

CCR&R Location Details

Philosophy

This page shows the program philosophy and date the information was updated in the CCR&R system. If 'Yes' is displayed on this screen, that information is also displayed on the Child Care Finder for the public to see.

Philosophy

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Philosophy Type	Yes/No	Updated On
Cognitive Based Philosophy	No	6/22/2021
High Scope	No	6/22/2021
Montessori	Yes	8/24/2021
Parent Co-op	No	6/22/2021
Reggio Emilia	No	6/22/2021
Religious	No	6/22/2021
Waldorf Steiner	No	6/22/2021

Preschool/4K

This page shows information on preschool/4K if applicable.

Preschool/4K

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Details	
Program Type	Pre School
Updated On	8/25/2021
Morning Program	Yes 9:00 AM - 12:00 PM
Afternoon Program	No

Program Type	4K
Updated On	6/22/2021
Morning Program	No
Afternoon Program	No

CCR&R Pricing


This page has links to Discounts, Fees, and Prices reported to the local CCR&R agency. This information is **not** brought to the Child Care Finder.


CCR&R Pricing


This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Facility ID	120856
FIS Provider ID	D205258
Address	205 Corporate Dr Mke, WI 53206
Contact Name	Rita Randall
Phone	() -

[...More](#)


Discounts


Fees


Prices

Discounts

This page shows various discounts that the program has reported to the local CCR&R and the date when the information was updated in the CCR&R system. This information is brought over to the Wisconsin Shares system.

Discounts

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Discount Type	Yes/No	Updated On
Employee Discount	Yes	8/24/2021
Family Discount	Yes	8/24/2021
Scholarship	No	6/22/2021
Sliding Scale Fee	Yes	8/24/2021

Fees

This page shows various fees that the program charges and the date the information was updated in the CCR&R system.

Fees		
This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.		
Fee Type	Yes/No	Updated On
Activity Field Trip Fee	Yes	8/24/2021
Holding Fee	No	6/22/2021
Late Pickup Fee	Yes	8/24/2021
Meal Snack Fee	No	6/22/2021
One Time Enrollment Registration Fee	No	6/22/2021
Other Fees	No	6/22/2021
Security Deposit	No	6/22/2021
Supply Fee	No	6/22/2021
Transportation Fee	No	6/22/2021
Yearly Enrollment Registration Fee	Yes	8/24/2021

Prices

This page shows the prices the provider reported to the local CCR&R. Note this pricing information is not transferred to the WI Shares. If you care for Shares children and your prices have changed, please update your prices using the Financial button or contact your local subsidy agency.

CCR&R Provider Prices			
This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.			
Prices			
This pricing information is not transferred to the WI Shares . If you care for Shares children and your prices have changed, please update your prices using the Financial button or contact your local subsidy agency.			
	Age	Price	Updated On
Weekly Full Time			
	0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	\$200.00	08/24/2021
	1 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	\$200.00	08/24/2021
	2 Year(s) 0 Month(s) - 2 Year(s) 11 Month(s)	\$190.00	08/24/2021
	3 Year(s) 0 Month(s) - 3 Year(s) 11 Month(s)	\$190.00	08/24/2021
	4 Year(s) 0 Month(s) - 4 Year(s) 11 Month(s)	\$190.00	08/24/2021
	5 Year(s) 0 Month(s) - 5 Year(s) 11 Month(s)	\$180.00	08/24/2021
	6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	\$150.00	08/24/2021
Weekly Part Time			
	0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	\$120.00	08/24/2021
	1 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	\$120.00	08/24/2021
	2 Year(s) 0 Month(s) - 2 Year(s) 11 Month(s)	\$110.00	08/24/2021

CCR&R Child Care Slot Information

This page has links to enrollment, vacancy and wait-list information reported to the local CCR&R.

CCR&R Child Care Slot Information

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Facility ID

120856

FIS Provider ID

D205258

Address

205 Corporate Dr
Mke, WI 53206

Contact Name

Rita Randall

Phone

0 -

[More](#)

Enrollment

Vacancies

Wait-List

Enrollment

If the provider has reported enrollment information to the local CCR&R agency, this page shows the information and the date the information was entered into the CCR&R system. This information is brought over to the Child Care Finder.

Enrollment

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Age	Children Enrolled	Updated On
Full-Time		
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	4	08/24/2021
1 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	4	08/24/2021
2 Year(s) 0 Month(s) - 2 Year(s) 11 Month(s)	8	08/24/2021
3 Year(s) 0 Month(s) - 3 Year(s) 11 Month(s)	8	08/24/2021
4 Year(s) 0 Month(s) - 4 Year(s) 11 Month(s)	16	08/24/2021
5 Year(s) 0 Month(s) - 5 Year(s) 11 Month(s)	16	08/24/2021
6 Year(s) 0 Month(s) - 8 Year(s) 11 Month(s)	20	08/24/2021
9 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	5	08/24/2021
Part-Time		
5 Year(s) 0 Month(s) - 5 Year(s) 11 Month(s)	12	08/24/2021
6 Year(s) 0 Month(s) - 8 Year(s) 11 Month(s)	12	08/24/2021
9 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	16	08/24/2021

1

20 items per page

1 - 11 of 11 items

Vacancies

If the provider has reported vacancy information to the local CCR&R agency, this page shows the information and the date the information was entered into the CCR&R system. This information is brought over to the Child Care Finder.

Vacancies

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Age	Vacancies	Updated On
Full-Time		
Details		
3 Year(s) 0 Month(s) - 3 Year(s) 11 Month(s)	3	08/24/2021
4 Year(s) 0 Month(s) - 4 Year(s) 11 Month(s)	3	09/16/2021
Summary		
2 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	3	08/24/2021

1

20 items per page

1 - 3 of 3 items

Wait-List

If the provider has reported wait-list information to the local CCR&R agency, this page shows the information and the date the information was entered into the CCR&R system. This information is brought over to the Child Care Finder.

Wait-List

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Do you offer a Wait-List? Yes

Age	Total Children on Wait-List	Updated On
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	3	09/16/2021

Age	Children on Wait-List	Updated On
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	1	08/24/2021
1 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	2	09/10/2021

1 - 2 of 2 items

CCR&R Information on the Child Care Finder – Public Search

The following information is brought over to the [Child Care Finder](#). The vacancies and wait-list have the date when the information was most recently updated.

Provider Reported Details

The following details are reported by the child care provider. These details are not verified by the Department of Children and Families. These details are updated by the provider and may not be up to date. Please contact the provider for the latest information.

Special Types of Care Available

- Before School Care provided.
- After School Care provided.
- Drop In Care provided.

Program Philosophy

- Montessori.

Vacancies

3 vacancies have been reported. Last updated on 9/16/2021.

Vacancies	Age Range
✗	2-year-olds
✗	5-year-olds
✗	6-year-olds
✗	Under 1 Year
✗	1-year-olds
✓	3-year-olds
✓	4-year-olds

Waitlist

This provider keeps a waitlist. 3 children are on the waitlist. Last updated on 9/16/2021.

Age Range	Children on Waitlist
Under 1 Year	1
1-year-olds	2
2-year-olds	0
3-year-olds	0
4-year-olds	0
5-year-olds	0
6-year-olds	0

Communications

This section has been moved to the new [CCPP User Guide – Communications](#).