



Child Care Provider Portal Fact Sheet

Child Care Provider Portal (CCPP) allows you to manage your child care business online. The Provider Portal is available 24/7, and you can access it from any computer, tablet, or smartphone with an Internet connection. You will be able to do the following:

- View the **list of children authorized** by MyWICildCare subsidy program to attend your center.
- **View payments** made by families using the MyWICildCare EBT card.
- **View/update your child care prices** (licensed centers and programs operated by public schools).
- Send a request to **end a MyWICildCare authorization** for a child who is no longer attending or has never attended.
- **Report days (or weeks) that your child care program will be closed** so a parent can request an authorization to an alternate provider during your closure.
- View certain Licensing/Certification, YoungStar **documents** and details.
- **Submit background checks** on individuals associated with your program such as employees, household members, etc. You may also view the status of a background check that you have submitted.

Where do I find more information on the Portal?

A new informational page has been created for the Provider Portal where all portal-related information can be easily accessed. On this page, you can explore:

- How to **gain access** to the portal
- Online **training resources** explaining how to use the portal
- **User guide:** This guide is updated every time changes are made in the portal. The updated sections are highlighted yellow.

The CCPP Informational page is found at <https://dcf.wisconsin.gov/childcare/provider-portal/info>.

Direct links to the above topics

- **How to request access to the Portal**
<https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>
- **Understanding Child Care Background Checks computer-based training**
https://dcf.wisconsin.gov/elearning/cbackgroundchecks/story_html5.html
- **Child Care Background Checks: Using the Provider Portal (Individual Module) computer-based training**
https://dcf.wisconsin.gov/elearning/cbcindividualmodule/story_html5.html
- **Child Care Provider Portal User Guide**
<https://dcf.wisconsin.gov/files/publications/pdf/5221.pdf>

Note: The information in the Child Care Provider Portal is confidential, and everyone using this system must follow confidentiality guidelines. Please read the Wisconsin Statutes regarding disclosing information about child care subsidy recipients.
<http://docs.legis.wisconsin.gov/statutes/statutes/49>

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