

Bureau of Child Care Subsidy Administration

WISCONSIN SHARES PROVIDER INVESTIGATION AND AUDIT PROCESS

More information on this process can be found in the

<https://dcf.wisconsin.gov/elearning/wishares-programintegrity/story.html>



Referral Creation

There are many sources for referrals.

- ✓ The public
- ✓ Internal and external partners
- ✓ Red flags that are system-generated



Case Assignment

A program integrity Senior Auditor will be assigned the referral to further review the details of the referral. They will lead all communications.



Audit & Investigation

Detailed review of provider history, Wisconsin Shares, YoungStar, and Child Care Counts details. An attendance record audit may also be conducted.



7m Letter

The lead auditor will communicate all discoveries of the audit and investigations. Violations will be identified and there will be a request of the provider to offer explanations to the discovered violations. Contact the auditor listed on the letter for assistance.



Provider Meeting

This is a meeting hosted so providers can offer an explanation to the discovered violations. This is also the time the auditor explains the violation and will offer technical assistance to prevent future noncompliance.



Case Closure

The auditor will provide final notice to summarize findings and any sanctions. Sanctions may include: a technical assistance letter, warning letter, forfeiture, overpayment, stipulation, or permanent suspension from the Wisconsin Shares program.

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.