

# Expression of Interest (EOI) for Potential Providers

## Application Guide

MAY 2024



Wisconsin Department of  
Children and Families

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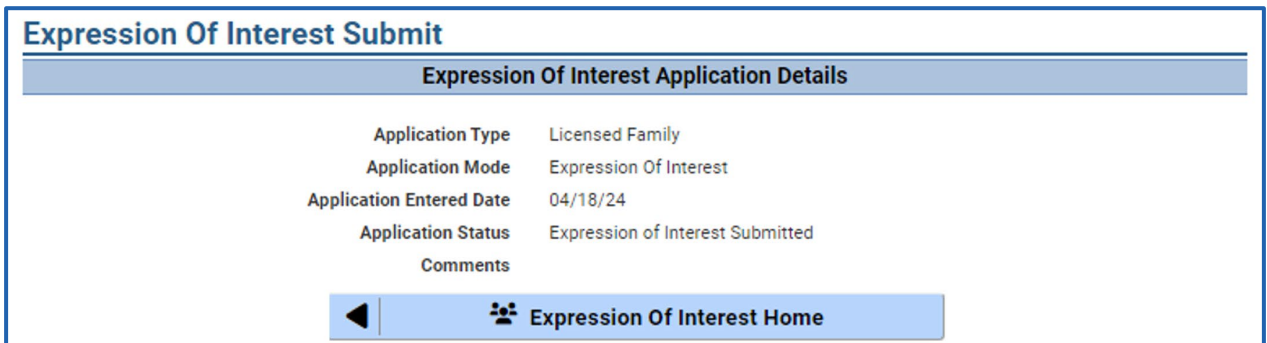
# About This Guide

## *Are you interested in becoming a regulated child care provider?*

This guide details how potential new providers can begin the process of becoming a **certified** or **licensed child care provider** by using our **Expression of Interest (EOI)** tool in **DCF's Child Care Provider Portal (CCPP)**.

Submitting an **EOI** is the first step towards becoming a **regulated child care provider**.

Once your **EOI is submitted**, you will be contacted by a representative from your area to help you move through the next steps in becoming a **regulated child care provider**.



The screenshot shows a web interface for submitting an Expression of Interest. At the top, there is a header "Expression Of Interest Submit" and a sub-header "Expression Of Interest Application Details". Below this, a table lists application information:

Application Type	Licensed Family
Application Mode	Expression Of Interest
Application Entered Date	04/18/24
Application Status	Expression of Interest Submitted
Comments	

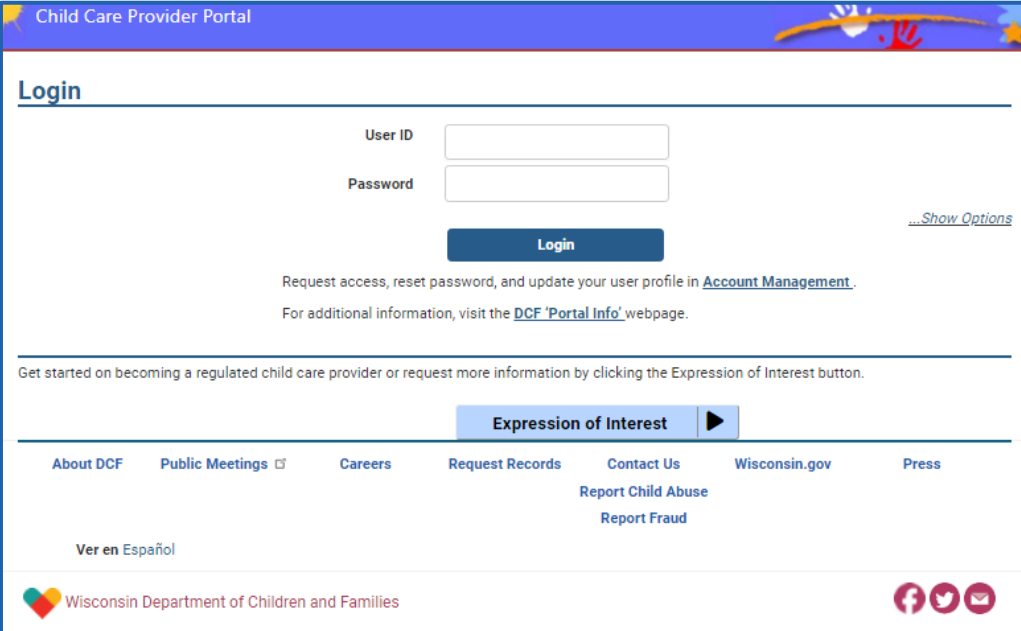
At the bottom of the application details section, there is a blue button with a left-pointing arrow and a person icon, labeled "Expression Of Interest Home".

**Let's review the steps needed to complete the Expression of Interest (EOI).**

# Child Care Provider Portal Introduction

The [Child Care Provider Portal \(CCPP\)](#) is a secure website, available 24/7, where regulated Wisconsin Child Care Providers can manage their child care business.

It is also where you will submit your **Expression of Interest (EOI)** to become a regulated child care provider.



The screenshot shows the login page of the Child Care Provider Portal. At the top, there is a blue header with the text "Child Care Provider Portal" and a decorative graphic of a sun and hands. Below the header, the word "Login" is displayed in a blue box. The main content area contains two input fields: "User ID" and "Password". Below these fields is a blue "Login" button. To the right of the password field is a link that says "...Show Options". Below the login button, there is a paragraph of text: "Request access, reset password, and update your user profile in [Account Management](#). For additional information, visit the [DCF 'Portal Info'](#) webpage." Below this text is a horizontal line, and then a button labeled "Expression of Interest" with a play icon. Below the button is a navigation menu with links: "About DCF", "Public Meetings", "Careers", "Request Records", "Contact Us", "Wisconsin.gov", and "Press". Under "Contact Us", there are two sub-links: "Report Child Abuse" and "Report Fraud". At the bottom left, there is a link "Ver en Español". At the bottom right, there are social media icons for Facebook, Twitter, and YouTube. The footer contains the Wisconsin Department of Children and Families logo and name.

**Note:** *The information in the **DCF Child Care Provider Portal** is confidential, and everyone using this system **must follow confidentiality guidelines**.*

Here are **confidentiality guidelines** that **all registered users must follow**:

1. Only those with a User ID and security access to CCPP should be viewing information on CCPP. Each person authorized to use CCPP should have their **own User ID**.
2. Registered users should **not share a User ID/Password** with anyone. Remember that you are responsible for keeping your **User ID and Password secure**.

# Expression of Interest Access

If you do not have **CCPP** access and do not have a **DWD/Wisconsin Account**, then that is the first step you will need to take. We will go through setting up a working **DWD/Wisconsin Account** and **CCPP** access in the next segment.

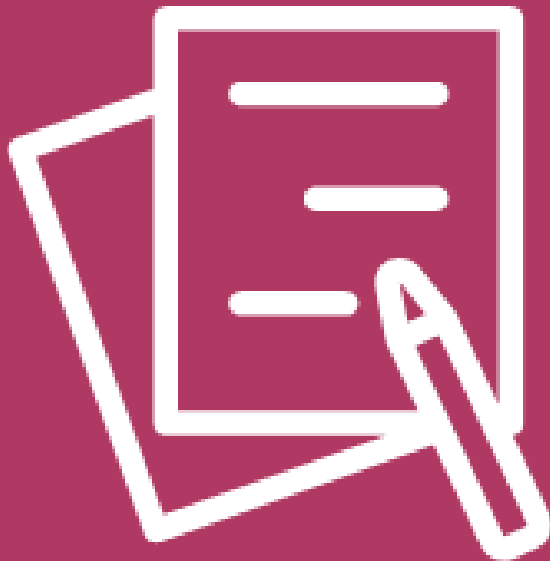


If you already have access to the **Child Care Provider Portal** or have a **DWD/Wisconsin Account**, you are ready to log in to **CCPP** to submit your Expression of Interest.

You do not need to set up another User ID and Password if you already have one. You can move ahead to **page 13, Expression of Interest**, in this document.

**Be sure this is your own account, and it is *not shared* with anyone.**

The screenshot shows the 'Child Care Provider Portal' login interface. At the top, it says 'Child Care Provider Portal' and has a logo with a hand and a star. The main heading is 'Expression Of Interest Log in' with a sub-note: 'Existing Provider Portal Users can log in using the same User ID and password'. There are two input fields: 'User ID' and 'Password'. Below them is a blue 'Login' button. To the right of the password field is a link that says '...Show Options'. Below the login fields, there is text: 'Request Access, reset password, and update your user profile in [Account Management](#). For additional information, visit the [DCF Portal Info](#) webpage. Registered users should not share a User ID/Password with anyone. Remember that you are responsible for keeping your User ID and Password secure.' At the bottom of the page, there is a navigation bar with links: 'About DCF', 'Public Meetings', 'Careers', 'Request Records', 'Contact Us', 'Wisconsin.gov', 'Press', 'Report Child Abuse', and 'Report Fraud'. There is also a link for 'Ver en Español' and the Wisconsin Department of Children and Families logo and social media icons.

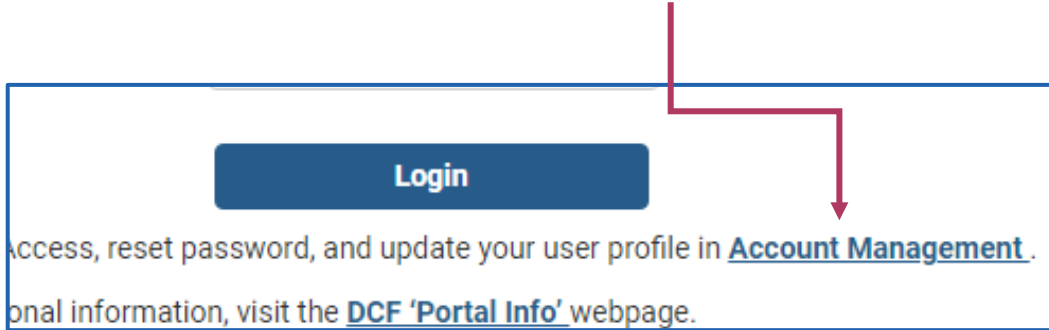


Expression of Interest (EOI)

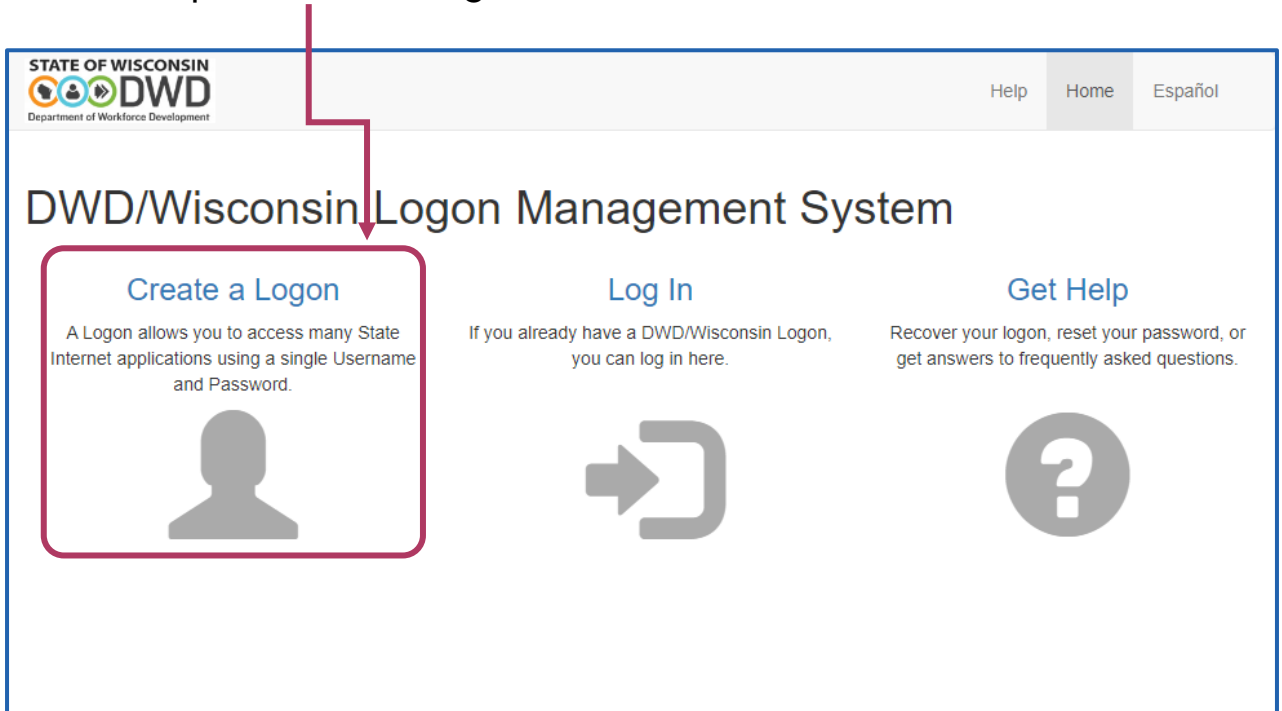
# DWD/Wisconsin Account for Access to CCPP

# Setting Up a DWD/Wisconsin Logon

If you do not have a **Child Care Provider Portal (CCPP)** account, the first step is to click on **Account Management** underneath the login section on either the [CCPP home page](#) or the **EOI page**.



This will open the [DWD/Wisconsin Logon Management System](#) page. Click/tap on **Create a Logon**.



Remember, when setting up your account, the system will **time out after 20 minutes of inactivity**, which forces you to log back in.



# Create a Login for Your Account

The next step is to fill out your information on the **Create a Logon** page.

Make sure you remember your **username, password, the security question, and answer.**

A version of this page is also available in **Español.**

STATE OF WISCONSIN  
DWD  
Department of Workforce Development

Help Home Español

## Create a Logon

First Name

Last Name

Email

Confirm Email

Mobile Phone

Confirm Mobile Phone

Username

Username cannot have any spaces and must be letters and numbers only.

Password


7-20 characters. Include at least one number or one symbol.

Confirm Password

Question

Answer

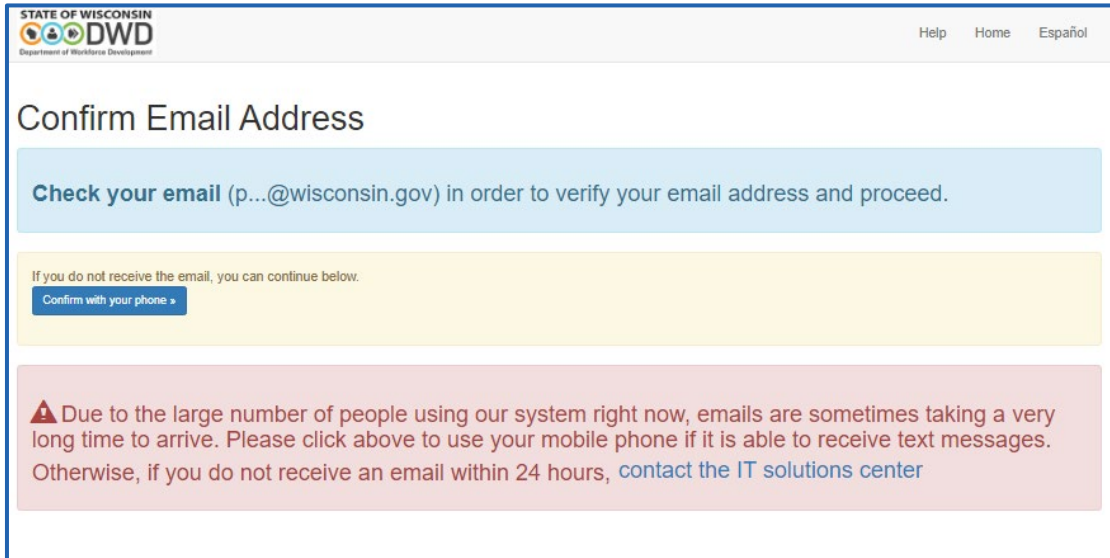
I accept the [Terms and Conditions](#) required to use this site.

I'm not a robot  reCAPTCHA  
Privacy Terms

Next >

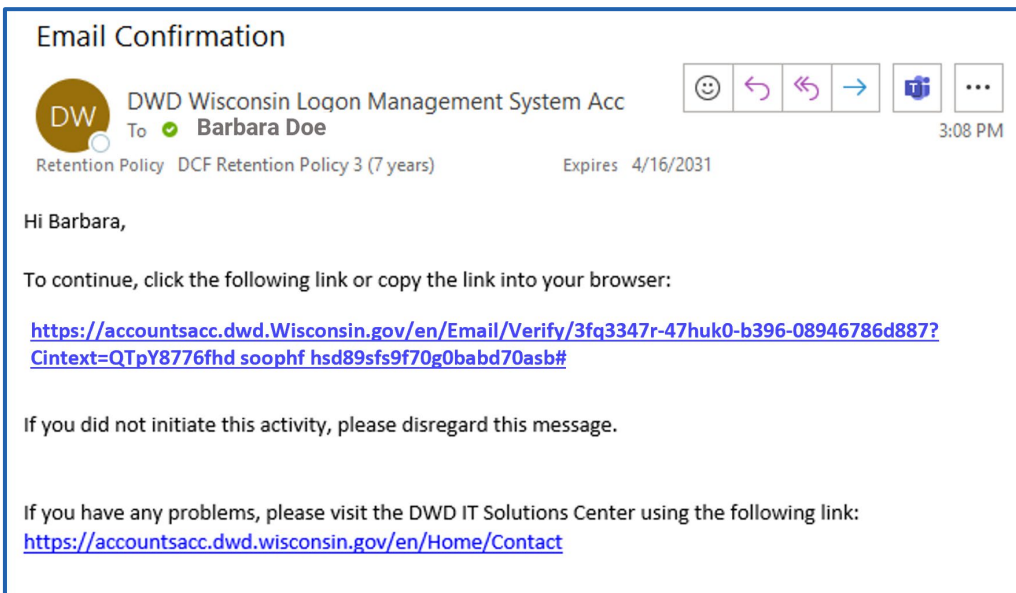
# DWD/Wisconsin Email Confirmation

Once you have completed the **Create a Logon** page and **clicked next**, you will receive an email to **confirm** your **email address**.



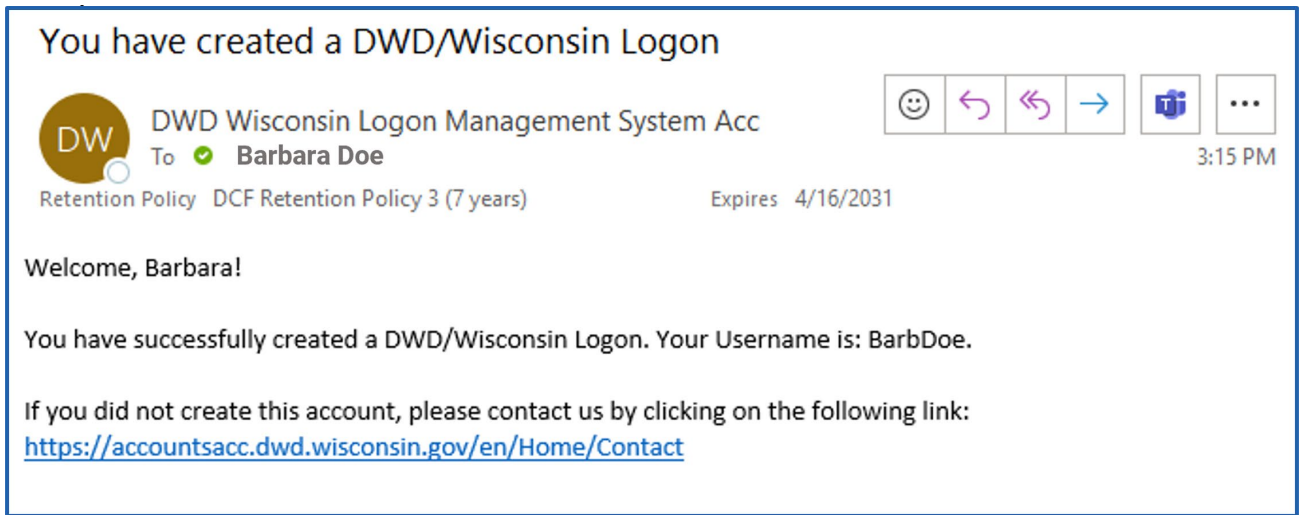
Check your email to see if you have received an **email confirmation**. The arrival of the email may take time, as stated on the application.

When you receive the email confirmation, **click on the link provided in the email**.



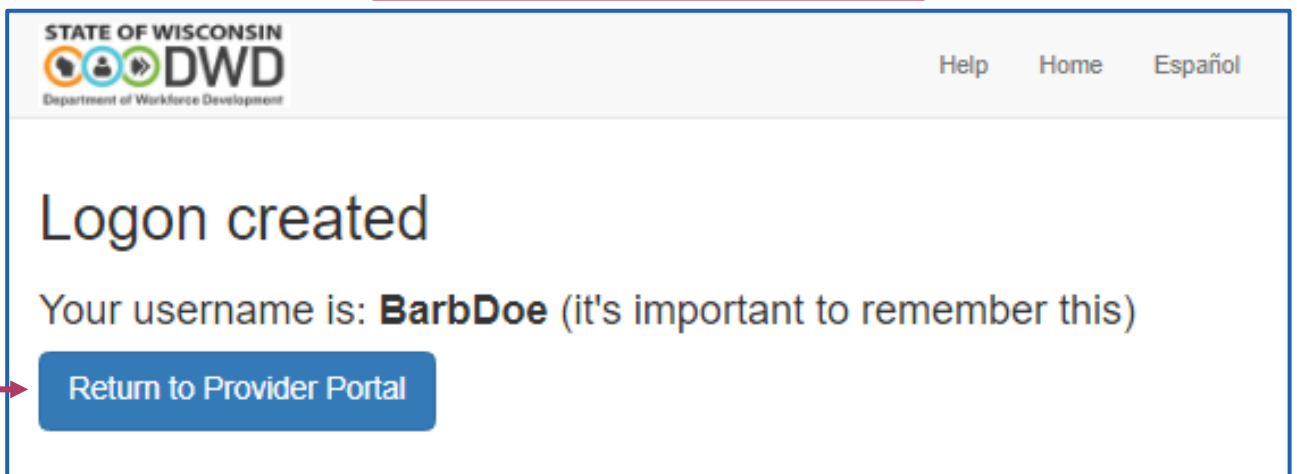
# DWD/Wisconsin Account Created

After selecting the email confirmation, you will receive an email informing you that you have successfully created a **DWD/Wisconsin Logon** account, including your username that was used to create the account.



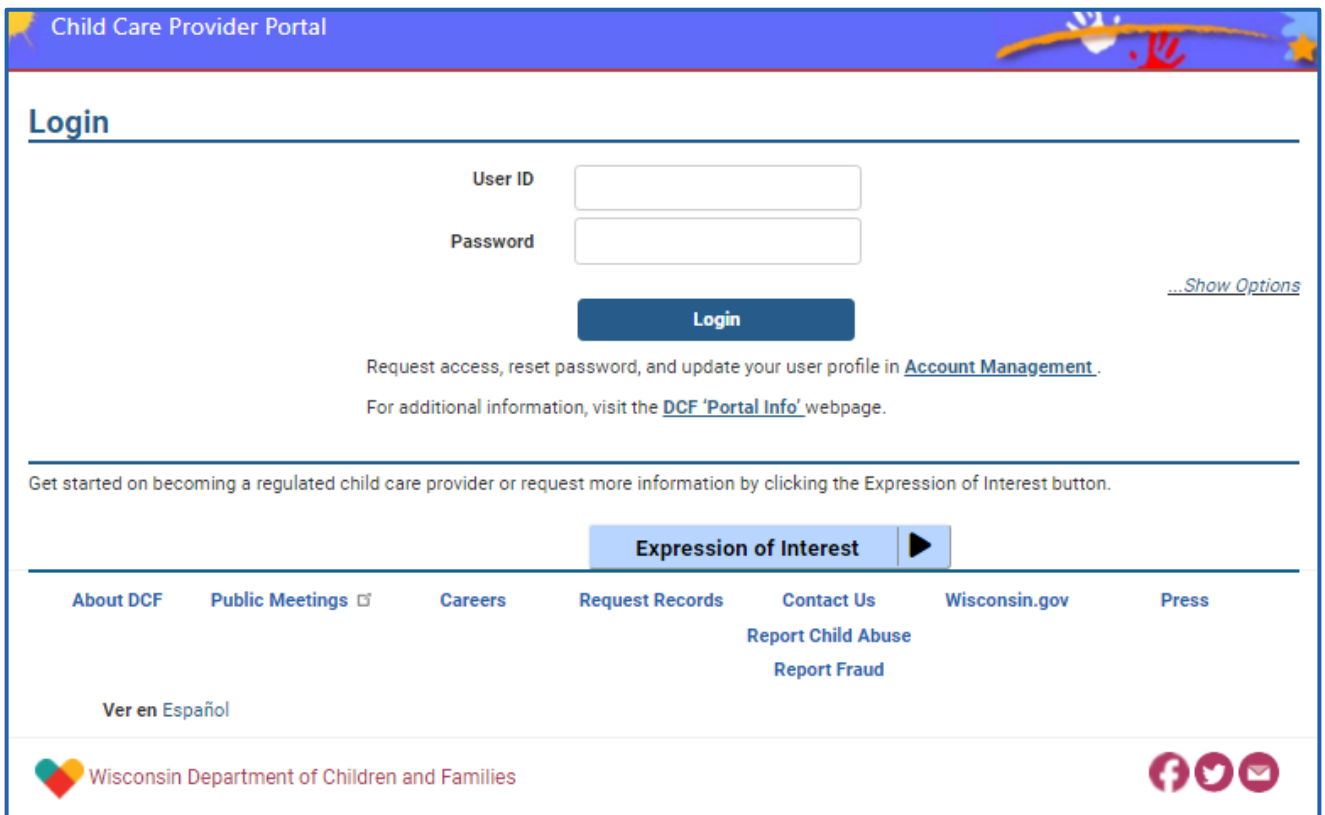
On the website it will show **Logon Created**, inform you that it is important to **remember your username**, and provide a button to **Return to Provider Portal**.

Select **Return to Provider Portal**.



# Access to CCPP and EOI

By creating a **DWD/Wisconsin Logon**, you now have a **username** and **password** that can be used for access to **CCPP**, where you will begin working on your **EOI**.



The screenshot shows the 'Child Care Provider Portal' login page. At the top, there is a blue header with the text 'Child Care Provider Portal' and a decorative graphic of a sun, a hand, and a star. Below the header, the word 'Login' is displayed in a blue font. The main content area contains two input fields: 'User ID' and 'Password'. Below these fields is a blue 'Login' button. To the right of the password field is a link that says '...Show Options'. Below the login button, there is text that reads: 'Request access, reset password, and update your user profile in [Account Management](#). For additional information, visit the [DCF 'Portal Info'](#) webpage.' Below this text is a horizontal line, followed by the text: 'Get started on becoming a regulated child care provider or request more information by clicking the Expression of Interest button.' Below this text is a blue button with the text 'Expression of Interest' and a play button icon. At the bottom of the page, there is a navigation menu with links: 'About DCF', 'Public Meetings', 'Careers', 'Request Records', 'Contact Us', 'Wisconsin.gov', and 'Press'. Below the navigation menu, there is a link that says 'Ver en Español'. At the very bottom, there is a footer with the Wisconsin Department of Children and Families logo and name, and three social media icons (Facebook, Twitter, and Messenger).

**Let's review the steps for filling out your Expression of Interest (EOI).**



Expression of Interest (EOI)

# Expression of Interest Application

# Expression of Interest Access Option 1

With a **DWD/Wisconsin Account**, you have access to the **CCPP**. On the **CCPP home page** there is a link titled **Expression of Interest**, for interested potential new providers to select. **Click/tap on the link.**

Child Care Provider Portal

**Login**

User ID

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.

Get started on becoming a regulated child care provider or request more information by clicking the Expression of Interest button.

**Expression of Interest** ▶

After you have selected **Expression of Interest**, a new page will open. You can log in with your **user ID** and **password** from your **DWD/Wisconsin account** that you also use to log in to **CCPP**.

Child Care Provider Portal

**Expression Of Interest Log in**  
Existing Provider Portal Users can log in using the same User ID and password

User ID

Password

Show Password

Remember Me

Enable Keyboard Accessibility Features

Enable Screen Reader Features

[...Hide Options](#)

**Login**

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

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

Registered users should not share a User ID/Password with anyone. Remember that you are responsible for keeping your User ID and Password secure.

After entering user ID and Password click **Login**.

# Expression of Interest Access Option 2

Another option for **EOI** access is to start by **logging in to CCPP**.

Enter user ID, Password, then click **Login**.

Child Care Provider Portal

## Login

User ID

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.

Get started on becoming a regulated child care provider or request more information by clicking the Expression of Interest button.

**Expression of Interest** ▶

You will then be on the **CCPP New User Setup** page.  
Click/tap on **Expression of Interest**.

Child Care Provider Portal

Welcome, Barbara

Logout

## New User Setup

After receiving the PIN from the director/administrator, you will need the following information to gain access to this facility: Once you have this info, select the button below. 10-digit Provider Number commonly found in most direct communications from DCF. 3-digit Location Number found in most direct communications from DCF. Need PIN for activation issued by the location Owner or Administrator. Once you have this info, select the button below.

**Additional Users for a Facility** ▶

To gain access as an owner/director, you need the following information: 10-digit Provider Number commonly found in most direct communications from DCF. 3-digit Location Number found in most direct communications from DCF. Tax ID Number provided at the time of submitting an application. (i.e SSN or FEIN)

Once you have all the information, select the button below.

**Get Owner/Director Access** ▶

Do you want to start a regulated child care program? The application to become a regulated child care provider has three phases. First, provide DCF with basic information. Next go through pre-licensing or orientation. Then, complete the online application. Get started to become a regulated child care provider or request more information about becoming a regulated child care provider by completing the Expression of Interest.

**Expression of Interest** ▶

◀ **Manage Facility**

# Choosing Your Child Care Provider Type

After entering your log in information, a new page will open explaining the **difference between Licensed and Certified Child Care**. It also describes the three **categories of Licensed Child Care**.

Child Care Provider Portal  
Welcome, Barbara

Logout

## Expression of Interest

### Licensed vs. Certified Child Care

In Wisconsin, caregivers have two options for regulated child care—licensed or certified. Certified providers can provide care for up to three children under the age of 7 who are not related to the provider. Licensed providers can care for four or more unrelated children under the age of 7. Both regulated care options have unique benefits; the key is deciding what type fits your circumstances and type of facility.

Discover what makes each type of regulated care unique.

#### Licensed Child Care

Under Wisconsin law, no person may provide care and supervision for four (4) or more children under the age of 7 for less than 24 hours a day unless that person obtains a license to operate a child care center from the Department of Children and Families (the department).

There are 3 categories of licensed child care:

##### Family Child Care

A child care program that provides care and supervision for less than 24 hours a day for at least 4 and not more than 8 children who are not related to the provider. For more information please [Click Here](#)

##### Group Child Care

A child care program that provides care and supervision for less than 24 hours a day for 9 or more children who are not related to the provider. For more information please [Click Here](#)

##### Day Camps for Children

A child care program that provides care and supervision to 4 or more children 3 years of age and older in a seasonal program oriented to the out-of-doors for less than 24 hours a day. For more information please [Click Here](#)

#### Certified Child Care

Certification is a voluntary form of child care regulation and must take place in a residential setting. Certified providers may care for up to 3 children under age 7 who are unrelated to the provider. The department contracts certification functions to local counties and tribes. The department administers certification in Milwaukee County.

##### Certified Family

A child care program that provides care and supervision to children under age 7 unrelated to the provider, or who are not otherwise required to be licensed as a child care center. For more information please [Click Here](#)

Application Type \*

Next

About DCF Public Meetings Careers Request Records Contact Us Wisconsin.gov Press  
Report Child Abuse Report Fraud  
Ver en Español Update SPA CWA Privileges

At the bottom of the page, select the **Application Type** for the child care provider service that you want to open. Click/tap **Next**.

Application Type \*

- Certified Family
- Licensed Camp
- Licensed Family
- Licensed Group

Next

Careers Request Records Contact Us Wisconsin.gov



# More Information on Application Types

During the process of choosing the application type for your business, you can learn more about starting a **Licensed** or **Certified Child Care Program**. On the page where you are selecting your **Application Type** there are links to the following webpages.

## [Starting a Licensed Child Care](#)

### [Child Care Certification](#)

Information on these sites can answer some of your questions and help you make an accurate choice towards your goal.

#### Starting a Licensed Child Care

Thank you for your interest in starting a licensed child care center – providing care to Wisconsin's children is a valuable service to families and the community!

For more information about how the **sale/transition of a child care business** from one owner to another impacts Wisconsin Shares, visit the [Ensuring Continuity](#) web page.

For more information about starting a **Certified Child Care Program**, contact your local certification agency.

We strongly encourage you to access all resources electronically. However, if you would prefer a printed version of the inquiry packet, please complete and submit the **Ordering Information - Child Care Licensing Inquiry Packets** form [English](#) / [Spanish](#).

Please read through all content below **before** you begin the pre-licensing process.

Visit the [Child Care Foundational Training](#) page to learn about available training you begin your career in child care.



#### Wisconsin Child Care Certification

DCF 202<sup>er</sup> establishes standards for the certification of persons who provide child care for 1 to 3 children under age 7 unrelated to the provider, or who are not otherwise required to be licensed as a child care center under s. 48.65, Stats. DCF contracts certification functions to [local counties and tribes](#). DCF Bureau of Early Care Regulation (BECR) administers certification in Milwaukee County.

#### Starting a Certified Family Child Care Business

Thank you for your interest in starting a certified family child care business. Providing child care to Wisconsin's children is a valuable service to families and the community!

- For more information about the application process and application fees for your county/tribe, contact your [local certification agency](#).
- Visit the [Certification Training](#) page to learn about for-credit and non-credit course options for meeting the training requirements.
- Learn more starting a child care business by thoroughly reviewing the information below.
- For more information about starting a Licensed Family Center, visit the [licensing start-up page](#). Licensed Family Child Care programs may provide care and supervision for less than 24 hours a day for at least 4 and not more than 8 children who are not related to the provider.



# Expression of Interest Application Page

After selecting an **Application Type**, the **Expression of Interest Applicant** page opens.

Child Care Provider Portal  
Welcome, Barbara

Logout

### Expression of Interest Applicant

**Application**

Application Mode: Expression Of Interest

Application Type:

**Applicant**

First Name:

Middle Initial:

Last Name:

Suffix:

Date of Birth:

SSN:  ⓘ

Confirm SSN:

Business Name:  ⓘ

FEIN:  ⓘ

**Applicant Address ⓘ**

Street Number:

Unit:

Direction:

Street/Rural Rt/Box#:

Suffix:

Quadrant:

Apt#:

Address Line 2:

City:

State:

Zip Code:

Primary Phone:

Email:

Is A Translator Needed?:  Yes  No

Translator Language:

# Entering EOI Applicant Information

On the **Expression of Interest Applicant** page, begin entering your information. You must fill in every section that has an **asterisk (\*)** next to it.

The **Application Type** you have chosen will appear here. Fill out the rest of the information.

Child Care Provider Portal  
Welcome, Barbara

Logout

### Expression of Interest Applicant

Application	
Application Mode	Expression Of Interest
Application Type *	Licensed Family

### Applicant

First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>
Date of Birth *	<input type="text"/>
SSN *	<input type="text"/> ⓘ
Confirm SSN *	<input type="text"/> ⓘ
Business Name	<input type="text"/> ⓘ
FEIN	<input type="text"/> ⓘ

Applicant Address ⓘ

Selecting an **information icon** will provide more details for that area.

It's okay if you do not yet have a name for your child care business, or an FEIN, you can leave those fields blank.

# Applicant's Personal or Mailing Address

Continue filling out the page, making sure to at least add information in every section with a red asterisk.

The **Applicant Address** section is asking for your **personal or mailing address** to establish contact with you, **not the address of your potential child care business**, if different.

### Applicant Address ⓘ

Street Number	<input type="text" value="888"/>
Unit	<input type="text"/>
Direction	<input type="text" value="West"/>
Street/Rural Rt/Box# *	<input type="text" value="Pepperville"/>
Suffix	<input type="text" value="Street"/>
Quadrant	<input type="text"/>
Apt#	<input type="text"/>
Address Line 2	<input type="text"/>
City *	<input type="text" value="Madison"/>
State *	<input type="text" value="Wisconsin"/>
Zip Code *	<input type="text" value="53703-____"/>
Primary Phone *	<input type="text" value="(000) 000-0000"/>
Email	<input type="text"/>
Is A Translator Needed ? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Translator Language	<input type="text"/>

[Next>](#)

[←](#) [Expression Of Interest Home](#)

[About DCF](#) [Public Meetings](#) [Careers](#) [Request Records](#) [Contact Us](#) [Wisconsin.gov](#) [Press](#)

[Report Child Abuse](#)  
[Report Fraud](#)

[Ver en Español](#) [Update SPA CWA Privileges](#)

Wisconsin Department of Children and Families

# Translator Language Selection

If you select **yes** for any language other than English, this will be documented in your file. It provides guidance to the worker who will be contacting you.

If no language assistance is needed, just select **No**.

The screenshot shows a web form with several fields. A red box highlights the 'Is A Translator Needed?' section, which includes radio buttons for 'Yes' (selected) and 'No'. Below this is a dropdown menu for 'Translator Language' with the following options: Thai, Swedish, Spanish, Somali, Russian, Polish, Other, and Norwegian. The form also includes fields for 'Primary Phone \*' (with a placeholder '(000) 000-0000') and 'Email'. At the bottom, there are navigation links for 'etings', 'Careers', and 'Wisconsin.gov', along with an 'Update S' button.

# Next Steps in Application

When you have completed entering your information, **click/tap Next**.

The screenshot shows a web form titled "Applicant Address" with the following fields and options:

- Street Number: 888
- Unit: (empty)
- Direction: West (dropdown)
- Street/Rural Rt/Box#: Pepperville
- Suffix: Street (dropdown)
- Quadrant: (empty dropdown)
- Apt#: (empty)
- Address Line 2: (empty)
- City\*: Madison
- State\*: Wisconsin (dropdown)
- Zip Code\*: 53703-\_\_\_\_
- Primary Phone\*: (000) 000-0000
- Email: (empty)
- Is A Translator Needed?\*:  Yes  No
- Translator Language: (empty dropdown)

A red arrow points from the right side of the form to the "Next>" button at the bottom center.

Below the form is a navigation bar with a back arrow, a home icon, and the text "Expression Of Interest Home".

The footer contains the following links and text:

- About DCF
- Public Meetings
- Careers
- Request Records
- Contact Us
- Wisconsin.gov
- Press
- Report Child Abuse
- Report Fraud
- Ver en Español
- Update SPA CWA Privileges

The footer also includes the Wisconsin Department of Children and Families logo and social media icons for Facebook, Twitter, and Email.

# Entering the Facility Address

Next, enter the address of **your proposed facility**.  
When completed, click/tap **Save**.

Child Care Provider Portal  
Welcome, Brenda

Brenda Doe

Logout  
5800040365-001  
Facility ID 1123640  
FIS Provider ID N/A

### Modify Location Details

#### Proposed Facility Address ⓘ

County/Tribe \*

Street Number

Unit

Direction

Street/Rural Rt/Box#

Suffix

Quadrant

Apt#

Address Line 2

City

State

Zip Code

**Save**

Application Summary

About DCF Public Meetings  Careers Request Records Contact Us Wisconsin.gov Press  
Report Child Abuse  
Report Fraud

Ver en Español Update SPA CWA Privileges

Wisconsin Department of Children and Families

If you do not have an address yet, you **must enter** at least the **County or Tribe** where it will be located.

#### Proposed Facility Address ⓘ

County/Tribe \*

Street Number

Unit

Direction

Street/Rural Rt/Box#

Suffix

Quadrant

- Adams County
- Ashland County
- Bad River Band Of The Lake
- Superior Tribe
- Barron County
- Bayfield County
- Brown County

# Reviewing Your Application

Before submitting your application, review your answers, and make any needed changes. The status of your **EOI** is **Expression of Interest Pending** at this point. You can review the application by clicking on **Application Summary**.

The screenshot displays the 'Child Care Provider Portal' interface. At the top, a blue header contains the text 'Child Care Provider Portal' and 'Welcome, Barbara'. Below this, the user's name 'Barbara's Kid Care' is shown on the left, and 'Logout' with user details (9800040349-001, Facility ID 1123630, FIS Provider ID N/A) is on the right. The main content area is titled 'Expression Of Interest' and features a status bar that reads 'Current status is: Expression of Interest Pending'. Below the status bar are four buttons: 'Application Summary' (highlighted with a red box and a red arrow pointing to it), 'Submit Application', 'Withdraw Request', and 'Contacts'. The footer contains navigation links such as 'About DCF', 'Public Meetings', 'Careers', 'Request Records', 'Contact Us', 'Wisconsin.gov', and 'Press'. It also includes a language option 'Ver en Español', a link to 'Update SPA CWA Privileges', and the Wisconsin Department of Children and Families logo and social media icons.



# Expression Of Interest Application Summary

Clicking on **Application Summary** will open the **Expression of Interest Application Summary** page. On this page you can select different portions of the information you provided and make changes by choosing one of the **Modify Details** buttons.

**Child Care Provider Portal**  
Welcome, Barbara

Barbara's Kiddy Care

Logout  
9800040349-001  
Facility ID 1123630  
FIS Provider ID N/A

### Expression Of Interest Application Summary

Application Details	
Application Type	Licensed Family
Application Mode	Expression Of Interest
Application Entered Date	04/18/24
Application Status	Expression of Interest Pending
Comments	

**Modify Application Details**

Business/Applicant Details	
Business Name	Barbara's Kiddy Care
FEIN	
First Name	Barbara
Middle Initial	
Last Name	Doe
Date of Birth	1/1/2000
SSN	XXX-XX-9999
Primary Phone	(000)000-0000
Email	
Is A Translator Needed ?	No
Translator Language	
Address	808 W Pepperville St Madison, WI 53703-

**Modify Applicant Details**

Location Details	
Location County /Tribe	Dane County
Address	

**Modify Location Details**

**Expression Of Interest Home**

# Modifying Details in Your Application

After selecting one of the **Modify Details** buttons, that section of information you entered will open. You can review and make any needed changes to that portion of your **EOI** application.

Child Care Provider Portal  
Welcome, Barbara

Barbara's Kid Care

Logout  
9800040349-001  
Facility ID 1123630  
FIS Provider ID N/A

### Modify Applicant Details

#### Applicant Details

First Name \* Barbara

Middle Initial

Last Name \* Doe

Suffix

Business Name ⓘ

Confirm Name Change  Yes  No

Date of Birth \* 1/1/2000 ⓘ

SSN XXX-XX-9999 ⓘ

FEIN ⓘ

#### Applicant Address

Street Number 808

Unit

Direction West

Street/Rural Rt/Box# \* Pepperville

Suffix Street

When changes are made click **Save**.

If no changes are made, click **Application Summary** to return to the summary page.

Is A Translator Needed ? \*  Yes  No

Translator Language

Save

Application Summary

# Returning to EOI Application Summary

When you return to the **Expression of Interest Application Summary** page, you can select other areas that may need changes. When your review is complete, click/tap on **Expression of Interest Home** at the bottom of the page.

The screenshot displays the 'Child Care Provider Portal' interface. At the top, it says 'Welcome, Barbara' and 'Barbara's Kiddy Care'. The main heading is 'Expression Of Interest Application Summary'. The page is divided into three sections: 'Application Details', 'Business/Applicant Details', and 'Location Details'. Each section contains a list of fields and values, followed by a 'Modify' button with a right-pointing arrow. At the bottom, there is a navigation bar with a left-pointing arrow and a button labeled 'Expression Of Interest Home' with a home icon. A red line starts from the top right, goes down, then left, then down again, ending with an arrow pointing to the 'Expression Of Interest Home' button.

Application Details	
Application Type	Licensed Family
Application Mode	Expression Of Interest
Application Entered Date	04/18/24
Application Status	Expression of Interest Pending
Comments	
<a href="#">Modify Application Details</a>	

Business/Applicant Details	
Business Name	Barbara's Kiddy Care
FEIN	
First Name	Barbara
Middle Initial	
Last Name	Doe
Date of Birth	1/1/2000
SSN	XXX-XX-9999
Primary Phone	(000)000-0000
Email	
Is A Translator Needed ?	No
Translator Language	
Address	808 W Pepperville St Madison, WI 53703-
<a href="#">Modify Applicant Details</a>	

Location Details	
Location County /Tribe	Dane County
Address	
<a href="#">Modify Location Details</a>	

[← Expression Of Interest Home](#)

# Submitting Your Application

When you feel your application is complete, click/tap **Submit Application**. The status of your application will now be **Expression of Interest Submitted**. The application will be sent to the pre-licensor, local agency, or Bureau of Early Care and Regulation. A representative will then work on your application with you. The group that is handling your application will reach out to you.

**Please note: after submitting your application, changes cannot be made while waiting for a response.** However, when you are contacted, additional changes can be made while working with the agency.

The screenshot shows the 'Child Care Provider Portal' interface. At the top, it says 'Welcome, Barbara'. Below that, it displays 'Barbara's Kid Care' and 'Current status is: Expression of Interest Pending'. There are four main action buttons: 'Application Summary', 'Submit Application' (highlighted with a red box), 'Withdraw Request', and 'Contacts'. The 'Submit Application' button features a checkmark and an 'X' icon. At the bottom, there is a navigation bar with links for 'About DCF', 'Public Meetings', 'Careers', 'Request Records', 'Contact Us', 'Wisconsin.gov', and 'Press'. There are also links for 'Report Child Abuse' and 'Report Fraud'. The footer includes the Wisconsin Department of Children and Families logo and social media icons for Facebook, Twitter, and Email.

# Expression of Interest Submission

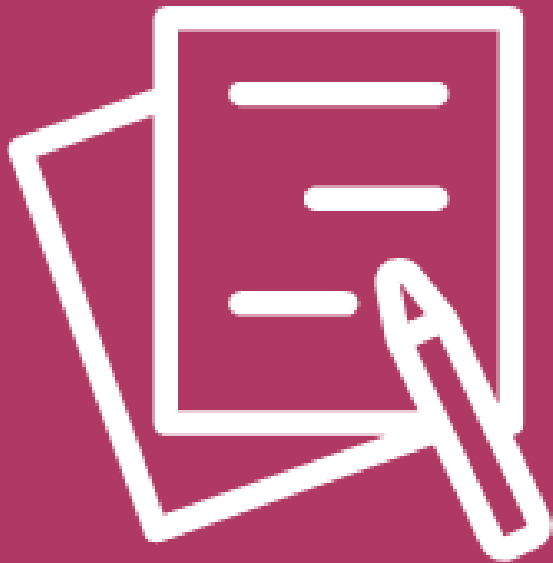
After selecting the **Submit Application** button, a new page opens titled **Expression of Interest Submission**. On this page, you must attest that the information you provided is true and that you completed the form yourself. Click/tap the **checkbox**, then click/tap **Submit**.

The screenshot shows the 'Child Care Provider Portal' interface. At the top, it says 'Welcome, Brandy'. The user's profile information is 'Brandy's Fun House, 353 Bubbler Blf, Madison, WI 53703'. The page title is 'Expression Of Interest Submission'. Below this is a section for 'Expression Of Interest Application Details' with the following information:

Type of Regulated Care	Licensed Family
Application Mode	Expression Of Interest
Application Entered Date	05/22/24
Application Status	Expression of Interest Pending
Comments	

Below the details is a 'Terms and Conditions' section. A red box highlights the attestation checkbox and the 'Submit' button. The attestation text reads:  I attest that the information entered is true to the best of my knowledge, and I am completing this form for myself. Below the checkbox is a 'Submit' button and a navigation button labeled 'Expression Of Interest Home'.

The footer contains navigation links: About DCF, Public Meetings, Careers, Request Records, Contact Us, Wisconsin.gov, Press, Report Child Abuse, Report Fraud, Ver en Español, and Update SPA CWA Privileges. The Wisconsin Department of Children and Families logo and social media icons are also present.



Expression of Interest (EOI)

# Receiving Response from Pre-Licensors and Local Agencies

# EOI Application Submitted

The **Contacts** page opens after submitting your EOI. With your **Expression of Interest Submitted**, a pre-licensor or your local agency will reach out to you. Please allow at least **three business days** for them to contact you.

The screenshot shows the 'Child Care Provider Portal' with a blue header. The user is logged in as 'Barbara' and is viewing the 'Contacts' page for 'Barbara's Kiddy Care'. The page includes a 'Contact Information' section with instructions on next steps and a button for 'Expression Of Interest Home'. A navigation menu at the bottom contains links for 'About DCF', 'Public Meetings', 'Careers', 'Request Records', 'Contact Us', 'Wisconsin.gov', 'Press', 'Report Child Abuse', and 'Report Fraud'. There are also links for 'Ver en Español' and 'Update SPA CWA Privileges'. The footer features the Wisconsin Department of Children and Families logo and social media icons for Facebook, Twitter, and Email.

Child Care Provider Portal  
Welcome, Barbara

Barbara's Kiddy Care

Logout  
9800040349-001  
Facility ID 1123630  
FIS Provider ID N/A

## Contacts

### Contact Information

After your Expression of Interest has been submitted, you will be contacted by a representative to explain your next steps. Please allow at least 3 business days for them to reach out to you.

If you have immediate questions, please contact the [Pre-Licensing Office](#) in your area.  
For more information on becoming Licensed, [visit our web page](#).

◀ Expression Of Interest Home

About DCF   Public Meetings ☐   Careers   Request Records   Contact Us   Wisconsin.gov   Press

Report Child Abuse  
Report Fraud

Ver en Español   Update SPA CWA Privileges

Wisconsin Department of Children and Families

# Pre-Licensor or Local Agency Response

Child Care Provider Portal  
Welcome, Barbara

Barbara's Kiddy Care

Logout  
9800040349-001  
Facility ID 1123630  
FIS Provider ID N/A

## Expression Of Interest

Current status is: Expression of Interest Submitted

Application Summary    Submit Application    Withdraw Request    Contacts

About DCF    Public Meetings    Careers    Request Records    Contact Us    Wisconsin.gov    Press  
Report Child Abuse  
Report Fraud

Ver en Español    Update SPA CWA Privileges

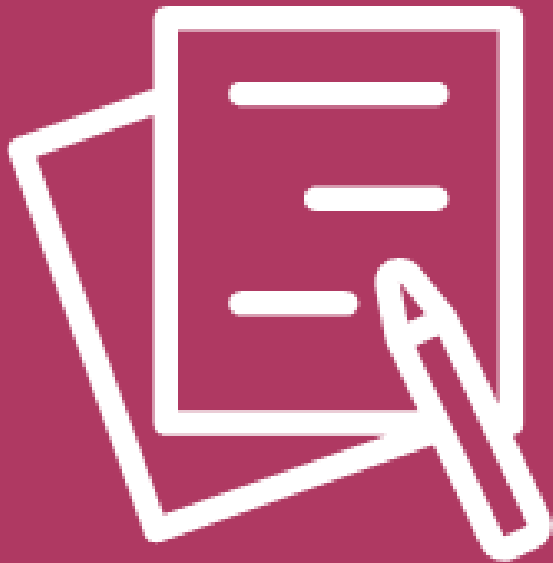
Wisconsin Department of Children and Families

With assistance from a pre-licensor or local agency you will be guided through the next steps in preparing your facility and program to be sure you are ready to complete your initial application. During this process, your expression of interest status will be **Pre-Licensing Initiated** or **Orientation Initiated**.

When you have completed all steps and have moved on to your initial application, your status in **EOI** will be changed to **Pre-Licensing Complete** or **Orientation Complete**.

**Once you have completed pre-licensing or orientation, you will be able to fill out the initial application.** You can then complete and submit the application and be on your way to becoming a **licensed** or **certified** child care provider in Wisconsin.

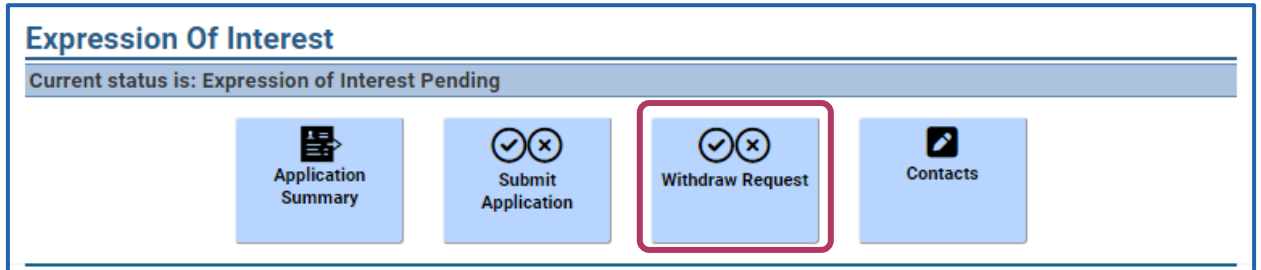




# Withdrawing an Expression of Interest

# Withdrawing Your Expression of Interest

You have the option of withdrawing your **EOI**. When you select **Withdraw Request**, the **Expression of Interest Withdraw** page opens.



You will be asked to **Confirm Withdraw**. If your **EOI status is Pending**, your status will then change to **Expression of Interest Withdrawn**. However, **we strongly suggest reaching out to a pre-licensor or local agency before withdrawing**. They can try to assist you with any issues you are having and keep your EOI request active.

If your status is **Expression of Interest Submitted** when choosing to withdraw, a pre-licensor or local agency official will be assigned to reach out to you and assist with any questions or concerns you have. The intent is to help you and keep your EOI active, if possible. The status of your EOI will be **Expression of Interest Withdraw Requested**. If after communication with a pre-licensor or local agency official your intent is still withdrawing your request, the status of your EOI will be changed to **Expression of Interest Withdrawn** and will be closed.





# Additional Information

# Helpful Links



[Starting a Licensed Child Care](#)



[Wisconsin Child Care Certification](#)



[What is the Child Care Provider Portal \(CCPP\)?](#)



[Child Care Provider Portal \(CCPP\) User Guide](#)



[Child Care Provider Portal \(CCPP\) Guía de Usuario](#)