



Wisconsin Department of
Children and Families

Bureau of Child Care Subsidy Administration

WISCONSIN SHARES PROVIDER INVESTIGATION AND AUDIT PROCESS

More information on this process can be found in the
[BCCSA Provider Program Integrity Training video](#)



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.