

NEW—Child(ren) Not Attending in 30 Days Reporting Requirement



Effective March 11, 2018, providers are required to report to their local agency if a child(ren) using Wisconsin Shares has not attended or stopped attending in the last 30 days. This is an **additional reporting requirement** from the update to Admin Rule 201, and does not replace the licensing reporting requirement.

If you care for a child receiving Wisconsin Shares, who has not attended the facility in the last 30 days, follow this checklist.

- ✓ Make a note of the last day the child has attended the facility.
- ✓ Check to see if any siblings have also not attended the facility.
- ✓ Contact the parents to determine why the child has not attended.
- ✓ Contact the local agency or use the [Provider Portal](#) to report the child has not attended in the last 30 days.

Provider Portal

<https://mywchildcareproviders.wisconsin.gov>

What do I do if a Parent Who Receives Wisconsin Shares overpays?



When reviewing your parent payments for the month, you may notice a parent paid too much for the month, or in some cases, the family who paid does not attend your center. Some providers have reached out to their local agencies to determine what to do with the extra money as it can cause a hassle when completing bookkeeping at the end of the month.

Did you know there is an easy solution to prevent this hassle? Providers may use the [Voluntary Repayment Agreement \(VPA\)](#) to return extra funds that were paid by parents. The [form DCF-F-5178](#) is available for you to download and print by going to the DCF forms web page at <https://dcf.wisconsin.gov/forms>, and typing Voluntary Repayment Agreement in the search box.

Follow the instructions on the form and submit it to the local agency. The VPA is only able to be processed if your bank account can be debited via an ACH transaction. If you are unsure whether your account can be debited, please reach out to your financial institution.



Program Integrity Quick Tips

Use the Written Parent/Provider Payment Agreement as a Tool to Explain Your Policies and Expectations to Parents

Effective June 1, 2018, child care providers are required to have a written parent/provider agreement.

This is an excellent opportunity to discuss your policies and expectations about the cost of care, discounts, payment schedules, absence policies, facility closures, and what is done if the child is no longer enrolled.

Remember, these are new requirements and do not replace existing licensing requirements.



DCF is now on Twitter! Watch [@WisDCF](#) for helpful child care subsidy information.

