

## Child Care Provided at an **Unauthorized** Location



Wisconsin Shares authorizations are written for a *specific* provider location.

**For example:** ABC Daycare has facilities on 3rd Street and Maple Avenue. Suzy has an authorization for the Maple Avenue location. ABC Daycare can only receive Wisconsin Shares funds for care that is provided at the Maple Avenue facility. If Suzy trans-

fers to the 3rd street location, the parent must report this change to the local agency. The provider must also communicate this change to the local agency if the child does not appear on their authorization notice or in the [Child Care Provider Portal](#). Below is a simple breakdown of provider and parent responsibilities related to unauthorized locations.

### Provider Responsibilities

- Making sure the child is cared for at the correct location
- Reporting changes to the location (such as transfer, relocation, closures, or change in regulation type)
- Checking the [Provider Portal](#) or provider authorization notice to confirm the correct children are attending the location

### Parent Responsibilities

- Updating the child's authorization to reflect the correct location by using the [Child Care Parent Portal](#) or contacting the local agency before the end of the month
- Reviewing their authorization notice to verify that their children are authorized for the correct location
- Making Wisconsin Shares child care subsidy payments for only the authorized location

**ALERT:** If you have a child receiving Wisconsin Shares child care subsidy that has not attended the facility in the last 30 calendar days, you must follow this checklist:

- ✓ Make a note of the last day the child has attended the facility.
- ✓ Add to your note if there are any siblings of the child also not attending.
- ✓ Speak with the local agency or use the Provider Portal to report the child has not attended in the last 30 calendar days.

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