

Remember to Keep **A.C.C.U.R.A.T.E** Records



Always keep accurate records.

Communicate to parents they need to review their child's attendance and sign their name.

Continue to keep records for three years.

Use the full name, date of birth, and age for all attendance records.

Record attendance when child arrives and departs the center, down to the minute.

AM/PM times need to be included with arrival and departure time.

Track all children who attend your location.

Enrolled children are required to be on the attendance record.



Warning!

Never Keep a Client's MyWICChildCare EBT Card, Account Number, or PIN

If you or your staff are found in possession of a parent's EBT card, Account Number, PIN, or any representation of these items you may be issued an overpayment, issued forfeiture, and/or face a permanent suspension from the program.

Do not risk it! Never ask for your client's EBT cards or card information, not even for one-time use!



Knock Knock! What to Expect When the Bureau of Program Integrity Comes to Visit—an Update for 2018



The Bureau of Program Integrity (BPI) and local agencies routinely visit childcare providers to review attendance, billing information, and written payment agreements. BPI does this to make sure all Wisconsin families have access to quality care for their children. You'll know when BPI or the local agency is visiting, because they will introduce themselves and show identification.

Here are some ways to get the most out of a visit:

- **Keep accurate daily attendance records.** BPI or local agency staff may collect your records. They will provide you with a receipt form that tells which records were collected. Copies of your records will be sent to you from BPI or the local agency.
- **Maintain written payment agreements with all parents.** Sometimes, BPI or local agency staff will ask to see the written payment agreements. Remember, these records need to be kept for 3 years. If the staff takes the agreements, they will give you a receipt form, just like with the attendance records.
- **If you have MyWICChildCare cards, tell BPI or local agency staff and give them the cards and/or card information right away.** Parents are not allowed to give you their cards or information. Don't accept cards from parents! Just say no! If the parent is having difficulty making a payment, tell them to contact the local agency.
- **Ask questions and give feedback.** A site visit is the perfect opportunity to clear up any confusion you might have about the MyWICChildCare or Wisconsin Shares. BPI and local agency staff are very knowledgeable and are there to answer questions. If you have any questions or feedback, please feel free to reach out to the DCF by email (dcfweb@wisconsin.gov) or phone 608-422-7000.

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