



# Provider News: A Resource for Wisconsin Shares & YoungStar Providers

## March 2019

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### Special Announcements Sheet

- CCIC New Location
- MECA New Hours



**DCF is on Twitter! Watch @WisDCF for helpful child care information.**

### Training Corner

Sharpen your professional skills with new training opportunities!

#### SFTA Training Opportunities

<https://supportingfamilies.together.org/early-care-education-professionals/sharpen-your-professional-skills/>

#### WECA Training Opportunities

<http://wisconsinearlychildhood.org/training/>

#### The Registry Training Opportunities

<https://www.the-registry.org/myregistry/>

## DCF Programs Work Together



If you are a Wisconsin child care provider\*, or are thinking about becoming one, there many supports available to you at DCF. All of these supports work together and build on one another. Start with the supports at stop one and keep going to access more.

### Support Stop 1: Get Regulated

Child care providers must be regulated through DCF’s licensing or certification process, or through oversight from a Wisconsin public school board. Our regulation team offers assistance to help you get up and running and ensures that kids are safe after you open your doors. Get started with regulation at <https://dcf.wisconsin.gov/ccregulation>.

Once regulated, get access to the DCF Child Care Provider Portal (CCPP). The CCPP is a secure website, available 24/7, that lets you submit background check requests online, view background check information, view Wisconsin Shares information, view YoungStar ratings, and more! Get access at <https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>. Learn more about the Provider Portal at: <https://dcf.wisconsin.gov/childcare/provider-portal/info>.

### Support Stop 2: Participate in YoungStar

Sign-up to participate in YoungStar, Wisconsin’s Quality Rating and Improvement System. If you want to provide care to a family participating in Wisconsin Shares, you must participate before any family can be authorized to attend. If you don’t plan to care for children from families participating in Wisconsin Shares, you can still participate and receive all the free supports that come along with it. YoungStar offers free on-site support to help you with things like business practices, challenging behaviors, room arrangement, and more. YoungStar also offers small grants to help you make improvements to your program.



To participate, submit a YoungStar Contract to your local YoungStar office. You can do this even before you become certified or licensed, as long as you remember to contact your local YoungStar office when you complete the regulation process. Get started with YoungStar at <https://dcf.wisconsin.gov/youngstar/providers/apply>.

### Support Stop 3: Get set up to receive Wisconsin Shares payments through FIS

Once your YoungStar Contract is received, and your program is regulated, DCF will send a letter with a unique Fidelity National Information Services (FIS) Provider ID. Use this ID to visit the FIS website, EBEdge, to complete a FIS Provider Agreement. You can also see this letter in the documents section on the DCF Provider Portal. Visit the EBEdge site at <http://www.ebtedge.com/gov/portal/PortalHome.do>.

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## DCF Programs Work Together - continued from page 1

Providers can contact FIS Merchant Services at 1-800-894-0050 for assistance from 8 a.m. to 5 p.m. Monday through Friday. FIS can take up to a week to review and approve the FIS Provider Contract.

### Support Stop 4: Complete the process to become eligible for Wisconsin Shares

If you are a licensed provider, report your weekly full and part-time prices to your local Wisconsin Shares agency. You can find the contact for your county at: <https://dcf.wisconsin.gov/files/wishares/pdf/providercontacts.pdf>. After the YoungStar Contract and FIS Provider Agreement

are processed completely, prices have been reported, and your regulation agency has your Tax ID number, families participating in Wisconsin Shares can be authorized to your program.

*\*Are you an out-of-state provider wishing to care for a family participating in the Wisconsin Shares child care subsidy program? Visit <https://dcf.wisconsin.gov/wishares/providers/outofstate> to find out how. Out-of-state providers that are already eligible to receive Wisconsin Shares payments from families need to submit license renewal information to our regulation team in order to continue to be eligible.*

## YoungStar Updates

### The Valuable Role of Process and Product Art

Art plays a meaningful role in a child's development. There are endless opportunities to provide developmentally appropriate, engaging art experiences, but is there a right and wrong way to plan art activities? You may have heard how early care and education experts often support the use of open-ended exploration or "process art" and discourage the use of examples and step-by-step directions used in what is commonly called "product art". However, both of these approaches can provide valuable experiences for children and have a place in the care environment.

By thinking about what you want children to learn or practice, you can plan, prepare and implement effectively. When planning for and preparing an art experience you may ask, "Do I want children to practice following directions or have time to explore materials and ideas?" Should the focus be on the product or the process? First, let's take a look at what to consider when planning a process art experience.



#### Common Characteristics of Process-Focused Art

- There are no step-by-step instructions or samples to follow
- There is no right or wrong way to explore and create
- The art is focused on the experience and on exploration of techniques, tools, and materials
- The art is unique and original to each child
- The experience can be relaxing or calming
- The art is entirely the children's own
- The art experience is a child's choice

- Ideas are not readily available online
- #### What Children Might Say

"Look what I made!"  
"I'm going to do another!"  
"Can I have more time?"  
"I don't know what to do."

#### Supporting Children, Providers and Parents

Provide children with a variety of accessible, developmentally appropriate art materials to explore throughout the day. YoungStar evaluation criteria (2019/2020) suggests

providing at least six art materials for each classroom/group or family child care program with children 12 months and older. Infants can also benefit from the sensory and visual experience of exploring non-toxic, developmentally appropriate art materials such as edible finger paint.

Providers may not be used to keeping art materials available for independent use. Likewise, children may need time to get used to the expectations of how to care

for the art area and materials in appropriate ways.

Proper planning and guidance can help make this opportunity a positive one. Encourage adults to replace questions like "What did you make?" with "Tell me about your creation." or "What do you like best about what you created?" Parents and providers can verbally recognize the child's work while being careful not to change or add to art or tell a child it should look different.



## YoungStar Updates *Continued from page 2*

### **Process and Product Art continued from page 2**

Now, let's take a look at what to consider when planning a craft or product art experience.

### **Common Characteristics of Product-Focused Art**

- Children have instructions to follow
- The adult created a sample for children to copy
- There's a right and a wrong way to proceed
- There's a finished product in mind
- The children's finished art all look similar
- The children may experience frustration
- The adult might "fix mistakes"
- The whole group takes part in an art project at the same time
- Patterns and examples are readily available online

### **What Children Might Say**

"Can I be done now?"

"Is this right?"

"I can't do it."

"Mine doesn't look like yours."

"I made my flower with all of the right parts."

### **Supporting Children, Providers and Parents**

Adults should consider why they are doing an activity with this approach and ask themselves, "What skills do I want to reinforce through this activity?" (e.g., cutting, using glue correctly, following directions, etc.) and, "Is there a more open-ended way I could achieve this goal?"

Some children feel more comfortable with boundaries and are not comfortable with open-ended activities. For exam-

ple, after a nature walk, a child may want to recreate the structure of a flower: stem, leaves, petals, and ask for an example to follow. While craft or product art activities can be developmentally appropriate, they should be offered in addition to open-ended, process art. With careful thought and preparation, providers can avoid common pitfalls and use product art to encourage children's development of the following skills in healthy ways:

- Cutting
- Self-control – how much glue?
- Fine motor
- Following directions
- Thought process – what comes first, second, third?
- Eye-hand coordination
- Problem solving
- General knowledge – how many legs does a cow have?
- Using tape, glue, string, paint, crayons. Which works best for my project?

Time for exploring art processes and aspects of various art mediums, styles of famous artists, and open explorations without prompts or directions should be part of a child's daily experience. Providers who understand the value and purpose of both process and product art can offer a healthy balance of each experience and guide parents on how to respond in a positive way to the different types of projects and creations their child brings home.

Access <http://www.collaboratingpartners.com/wmels/> to learn more about developmentally appropriate art materials and experiences.

## **Online Training about Developmentally Appropriate Environments**



DCF would like to remind everyone the revised 2019/2020 Evaluation Criteria is officially in effect. A free online training titled *Developmentally Appropriate Environments: YoungStar Quality Indicator B.1.3* has been developed to assist providers in achieving this point. The 2019/2020 Criteria requires this indicator is met for all 3, 4, and 5 Star ratings.

Participants will be guided through each component required to earn this indicator, while also learning how to create environments that are supportive for kids of all ages. This training can be taken in English or Spanish. After successful completion, credit for two hours of continuing education will be automatically verified on participants' Registry accounts.

To register for this online training, follow these step-by-step directions:

**English** <https://wuat.newworldnow.com/Portals/0/Documents/Resources/e-learning-steps.pdf>

**Spanish** <https://wuat.newworldnow.com/Portals/0/Documents/Resources/e-learning-steps-sp.pdf>

The resource also includes frequently asked questions about e-learning and video tutorials on:

- Creating a new Registry account
- Finding a training event
- Registering for a training
- Accessing an e-learning event

For further registration assistance, contact The Registry at 608-222-1123 or email [support@the-registry.org](mailto:support@the-registry.org).



# Important Background Check Updates



## DCF Begins Background Checks on Employees Hired Before October 1, 2018

On October 1, 2018, DCF began running background checks on all new caregivers, non-caregiver employees, and household members in residence at regulated child care programs. With the continuing success of these checks, DCF is now beginning to perform background checks on caregivers, non-caregiver employees, and household members who have been in residence or employed at regulated child care programs prior to October 1, 2018.

Providers and programs should check their mail regularly, as DCF will provide 60-day and 30-day notices to providers as they are selected to undergo these background checks. **The goal of these notices is to allow providers the proper time to verify their staff are listed correctly in the Child Care Provider Portal, and to budget the \$39 dollars for each employee who will be required to undergo the fingerprint-based background check.**

### Continue to Track and Manage Your Individuals in the Child Care Provider Portal (CCPP)

The CCPP is the easiest way for providers to prepare for the upcoming background checks, submit new employees for background checks, and maintain records on the eligibility of their staff and residents active in their center(s). Providers are encouraged to do regular checks to be sure the list of individuals attached to their program in the CCPP is accurate.

The CCPP can be accessed at: <https://mywchildcareproviders.wisconsin.gov/> and information about using the CCPP (including training guides) can be found at <https://dcf.wisconsin.gov/childcare/provider-portal/info>. If you do not have access to the CCPP, you may begin the process of obtaining it by going to <https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>.

### Other Groups Who Require Background Checks

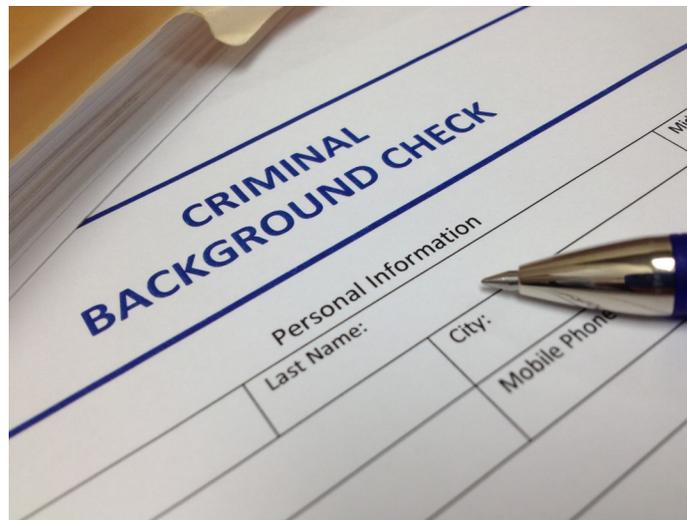
Under the new background check policy, the list of those who require DCF run background checks, to work or reside at a child care program, has expanded. This includes all caregivers, including practicum students, student

teachers, volunteers counted in ratio, and any household member residing in a child care center age 10 or older. A tool to assist you in determining who requires a background check exists at <https://dcf.wisconsin.gov/ccregulation/background-check>.

### Update Your Policies and Procedures

If you have not done so already, please verify your center's hiring and background check policies and procedures comply with the new requirements. A preliminary background check eligibility notice must be provided by DCF before any caregiver, non-caregiver employee, or household member over the age of 10 may reside or work in a child care program. Please consider:

- Who is responsible for payment of background check fees for your prospective and/or existing employees?
- Are job offers and/or contracts for services contingent on a pre-employment *preliminary* background check result or the *final* background check result?
- Do your policies expressly communicate the right of your child care program to end an employment or contract agreement should the results of the DCF background investigation determine the individual is not eligible?



### For More Information

#### Background Check Information for Certified Operators/Applicants

<https://dcf.wisconsin.gov/cccertification/caregiver>

#### Background Check Information for Licensees/Applicants

<https://dcf.wisconsin.gov/cclicensing/cbc>

#### Provider Memos

<https://dcf.wisconsin.gov/ccregulation/memos>



## Important Program Integrity Updates

### Program Integrity Quick Tip: Children Not Attending for 30 Calendar Days



Child care providers are required to notify their local agency if a child whose family receives Wisconsin Shares Child Care Subsidy has never attended or stopped attending in the last 30 calendar days. Remember, this does **not** replace any child care licensing requirements. This is an additional requirement from Administrative Rule 201 that applies to providers who are receiving Wisconsin Shares funds.

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

- ✓ Make a note of the last day the child 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 \(https://mywchildcareproviders.wisconsin.gov/\)](https://mywchildcareproviders.wisconsin.gov/) to report the child has never attended or not attended in the last 30 calendar days.

## System Reminders

### Provider Director Change: Important Next Step

Are you a new director at your child care location? One of the most important steps you need to take as a new director is to become listed as the account admin for your FIS ebtEDGE account. If you enroll families who participate in the Wisconsin Shares Child Care Subsidy Program, you have a contract with FIS and an ebtEDGE account for tracking MyWICChildCare payments to your business. In order to access the ebtEDGE system, you must contact FIS to be listed as the account admin. Follow these four steps to become the active account admin.

1. Fill out the Add Update Site Contact Form <https://dcf.wisconsin.gov/files/childcare/fis/pdf/fis-addupdate-contact-form.pdf>. Email the form to: [Merchant.Services.Support@fisglobal.com](mailto:Merchant.Services.Support@fisglobal.com) OR fax form to FIS at: 414-341-7085.
  2. Then, contact your County Child Care Coordinator (<https://dcf.wisconsin.gov/files/wishares/pdf/coordinators.pdf>) to request the State/DCF send a letter to FIS authorizing you as the new director.
  3. Contact FIS directly (1-800-894-0050) to follow up on your status as account admin or for any other ebtEDGE questions. Should you have any ongoing issues, please contact your County Child Care Coordinator for assistance.
  4. Once you receive confirmation from FIS you are the account admin, create an account on the ebtEDGE provider login site by visiting: <https://www.ebtedge.com/gov/portal/ProviderLogon.do>
- (On the right side) click [complete your contract or register online now \(https://www.ebtedge.com/gov/portal/provider-public/ProviderRegistration.do\)](https://www.ebtedge.com/gov/portal/provider-public/ProviderRegistration.do)
  - It will take you to the Provider Registration page where you will fill in the below information
    - FIS Provider ID

- Phone number you used to register with the state (Provider Phone #)
- State or Program: Select MyWICChildCare-Add New User ID
- Enter & Re-enter User ID (Email address you access frequently)
- Password (One Uppercase-One Lowercase-NO special characters, at least one number) Minimum 8 characters, no more than 14.
- Re-enter password
- Answer ALL three security questions
- Select continue
- Follow next instructions to finalize set-up
- Navigate through ebtEDGE!

**\*Please note:** passwords expire every 45 days for security purposes. Please reset your password every 40 days. If you forget your password, click: *Did you forget your password?* to reset it. If your account is inactive for 90 days, your ebtEDGE account will expire and cannot be reactivated by FIS, the County, or State. You will have to create a new account if that occurs.

### Want to add staff as authorized users to ebtEDGE?

Your accounting or finance staff can have their own account to track MyWICChildCare transactions with your business. If you are the account admin, you can guide staff through #4 above to add them as authorized users on the ebtEDGE portal. Questions? Reach out to FIS Merchant Services: 1-800-894-0050. If you need additional support, contact your County Child Care Coordinator.



# Nature Learning in the Springtime for Infants and Toddlers

Springtime is the perfect opportunity to engage infants and toddlers in outdoor exploration. After a long winter of often being limited to indoor activity, children will be anxious to get outside and play. Warm weather means ice and snow melting away to reveal new life, growth, and green that naturally intrigues young ones.

Not only is outdoor play fun, but sunlight, natural elements, and open air offers benefits to children such as healthy bone development, stronger immune systems, and opportunities for physical activity (<https://www.sciencedirect.com/science/article/pii/S2444866416301234>). Outdoor play also reduces stress, decreases symptoms of ADHD, and can protect against Myopia ([https://www.abcee.org/cms/wp-content/uploads/2014/11/Nature-Play-Learning-Places\\_v1.1.pdf](https://www.abcee.org/cms/wp-content/uploads/2014/11/Nature-Play-Learning-Places_v1.1.pdf)). While there are many physical and cognitive benefits to outdoor play, children are spending less and less time outdoors putting them in jeopardy of losing these positive assets. This is a critical time for child care providers to offer outdoor play and discovery for children so that they are exposed to developmentally appropriate and healthy environments.

Create a classroom or program full of eager nature explorers by trying the following activities.



## Nature Activities for Infants

- Engage in sensory play by letting them crawl in grass, dirt, sand, and leaves. Talk about the different textures.
- Place flowers into a cup, fill it with water, and then put it in the freezer. Let infants play with the flower ice cube outside and watch the ice melt away to reveal different colors and textures.
- Visit local parks with your stroller and walk close to flowers or foliage that have an aroma. This will stimulate their senses and gives you an opportunity to talk

about different smells!

- Paint with mud on sidewalks and driveways. Infants will love this activity and it means zero clean-up for you!
- Create a nature basket. Collect leaves, sticks, flowers, rocks, and pine cones and put them in a basket. Have baby feel and explore the different objects and textures.

## Nature Activities for Toddlers

- Go for a nature scavenger hunt. Have the children collect 10 items and then compare and discuss what they gathered.
- Create “nature paint brushes.” Collect a bunch of sticks, flowers, leaves or any type of foliage. Tie these to the end of a stick with a rubber band, and then use your “nature paint brush” to paint on paper outside.
- Collect leaves or flowers and press them into old books and/or hang upside down to dry. Have the children compare the difference between the live and dry versions, including crunching the dry versions in their fingertips.
- Search for an ant trail or other insects with a magnifying glass. Discuss the shape or color of the insect, how many legs or antennae they have and how they move.
- Have a “fun fact of the day” revolving around nature. Share in your caregiving space before heading outside to get the children excited about outdoor play.
- Plant a mini garden. Give each child a cup of dirt and a seed and make watering the plant a daily activity. When the seedling is large enough, plant outside and visit each day to observe growth.



For additional ideas on how to engage infants and toddlers in nature play, read this article from a local nonprofit in Madison called Community Groundworks. Although Community Groundworks focuses on healthy connections with food for children, it offers creative ideas on how to engage infants and toddlers in natural environments outdoors ([https://www.communitygroundworks.org/sites/default/files/imagefield\\_thumbs/W1%20Farm%20to%20ECE%20-%20Considerations%20for%20YoungStar.pdf](https://www.communitygroundworks.org/sites/default/files/imagefield_thumbs/W1%20Farm%20to%20ECE%20-%20Considerations%20for%20YoungStar.pdf)).



## DCF Special Announcements

### CCIC Moving in March

The Child Care Information Center (CCIC) will move to 201 East Washington Avenue in Madison, on March 6, 2019, and join the rest of the Division of Early Care and Education. CCIC will be located on the first floor of the GEF 1 building, in two rooms near the front entrance.

CCIC staff will continue to answer your questions or refer you to other reliable information sources, lend books and DVDs statewide by mail, and update the web pages at [ccic.wi.gov](http://ccic.wi.gov) with additional brochures, tip sheets, and articles.

Many of the free *print* publications previously available from CCIC will be distributed at no charge by Document Sales – <https://docsales.wi.gov> – in the Wisconsin Department of Administration. The Department of Public Instruction (DPI) Sales (<https://pubsales.dpi.wi.gov>) now sells the *Wisconsin Model Early Learning Standards*.



### MECA Call Center and Walk-in Hours Have Changed

Beginning Thursday, February 21, 2019, and all following Thursdays, the Milwaukee Early Care Administration Call Center and in-person lobby services will be unavailable to the public beginning at noon. The newly observed hours of operation are as follows:

#### Call Center

Monday-Wednesday and Friday 8:00 a.m. – 4:30 p.m.  
Thursday 8:00 a.m. – 12:00 p.m.

#### Walk-In

Monday-Wednesday and Friday 7:30 a.m. – 4:30 p.m.  
Thursday 7:30 a.m. – 12:00 p.m.

Closing on Thursday afternoons will allow MECA to focus on professional development, improve efficiencies and timeliness, and allow training time to ensure staff remains current with policies and procedures.

**Parents can go to the Parent Portal at:**

<https://MyWICChildCareParents.wisconsin.gov> 24 hours a day to request, change, or view their Wisconsin Shares child care authorization, access payment information, and authorize payment to their child care provider.

