



Provider News: A Resource for Wisconsin Shares & YoungStar Providers

Fall 2017

Inside this issue

- Reporting Fraud1
- What is Child Care Fraud?1
- Never Keep an EBT Card.....1
- Child Care Provider Prices.....2
- Provider Portal Phase 2 Enhancements2
- Accurate Attendance Records .3
- MECA Corner.....3
- Homelessness Resources3
- Ensuring Continuity of Authorizations during Program Transitions.....4
- Market Rate Survey.....4
- Active Early & Healthy Bites5
- CCDBG Updates and Affects on Regulation.....6
- Reducing Lead Absorption7
- WECA Annual Conference7
- Day Camp Data.....8
- DCF on Twitter8

How to Report Suspected Fraud



Do you think you know someone who may be committing child care fraud? To report fraud, you may email dcfmbfraud@wisconsin.gov or click the [Report Fraud button](#) on the DCF website.



What is Child Care Fraud?



Child Care Fraud is intentionally submitting false information or withholding information to get funds for which an individual is not eligible. This may include, but is not limited to:

- Not reporting income accurately
- Children not attending the facility for more than 30 days
- Selling or trading MyWIChildCare cards for services or goods
- Falsely reporting employment
- Returning funds to clients from MyWIChildCare funds

If you suspect anyone of committing fraud, please submit the information to the email above or by using the Report Fraud button. You may choose to remain anonymous.

Training Corner

Sharpen your professional skills with new training opportunities!

SFTA Training Opportunities

<http://supportingfamiliesogether.org/wp-content/uploads/Annual-Training-Calendar.pdf>

WECA Training Opportunities

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

The Registry Training Opportunities

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

Reminder: Never keep a client's MyWIChildCare EBT card, account number, or PIN



If you or your staff is found in possession of another parent's EBT card, account number, PIN, or any representation of these items, you may be issued an overpayment and/or permanently suspended from the program.

**Do not risk it.
Never ask for your client's EBT cards!**





Important Wisconsin Shares Updates

Overview of Wisconsin Shares Policy Regarding Child Care Provider Prices



Licensed child care providers who participate in the Wisconsin Shares Program must submit their weekly prices before a child care authorization can be created for their center. This helps ensure that parents do not receive a subsidy amount above their child care provider's prices.

Wisconsin Shares, and the automated systems that calculate the family benefit amount, uses a weekly rate that is based on an annual rate survey and also requires a weekly provider price for comparison in the benefit calculation. The program can only accommodate one full time weekly price and one part-time weekly price per age group served. This standardization was made in 2004, when local agencies no longer determined local payment rates such as daily, monthly, and hourly prices.

Authorizations are now calculated and loaded to the parent's MyWIChildCare Electronic Benefit Card (EBT) ahead of time (typically for a full month); therefore, these submitted prices must be effective for a full month. For example, agency workers are required by policy to enter the reported price starting on the first day of the following month if prices are already present in the system for current authorizations.

Child care providers can set the prices that the program uses within those parameters. The program will use the part-time provider price when authorized hours are below 20 average hours per week.

Parents may choose any regulated child care provider; however, the parent has the responsibility to pay the provider the difference between the Wisconsin Shares amount and the provider price, and any other fees charged by the provider. The Wisconsin Shares program refers to the cost above the subsidy amount, as the Parent Share.

As the child care provider, if you are giving a Wisconsin Shares parent a discount from the prices you reported to the local agency, please instruct the parent to report the amount you are charging them to their local agency immediately. This will avoid overpayments. If you give the Wisconsin Shares parents a discount on their parent share, this does not need to be reported. Coming this fall, providers will be able to report their prices to their local agency through the Child Care

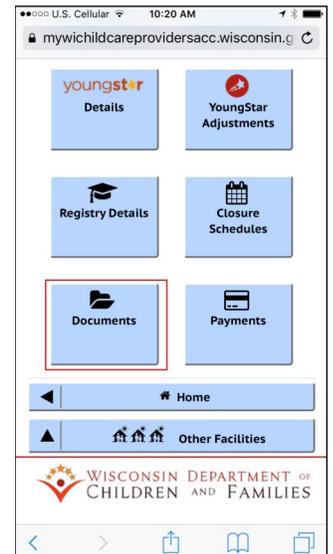
Provider Portal.

Provider Portal Phase 2 Enhancements



Phase 2 of the Child Care Provider Portal is scheduled to be released in fall 2017. Phase 2 has a number of enhancements that allow you to submit specific information, such as an update to your prices; view certain licensing and certification documents; or terminate a child care authorization for a child who is no longer attending or has never attended. You can also report days (or weeks) that your child care program will be closed so a parent can request an authorization to an alternate provider during your closure.

These enhancements promote communication between child care providers and the local authorization agency. To learn more about the Provider Portal, visit <https://dcf.wisconsin.gov/wishares/providers> and select the Child Care Provider Portal accordion to access the training video link.



Mobile views of the MyWIChildCare Provider Portal



The Importance of Accurate Attendance Records



With the release of MyWICChildCare, the need to submit Attendance Reporting Forms (ARFs) has been removed. However, licensing, certification, and Wisconsin Shares policy requires that providers continue to maintain accurate daily attendance records (also sometimes referred to as sign-in and sign-out sheets or SISOs). Daily attendance records should be kept accurate up to the minute of each child's arrival and departure. The times should not be predictive of when a child will arrive or leave. All children that attend the facility should be listed on the Attendance Record, unless directed by a Licensing or Certification Specialist.

If you have additional questions about how to maintain accurate daily attendance records, please contact your Licensor or Certifier.

MECA Corner

Accelerated Inclusion Credential Classes



- Accelerated Inclusion Credential classes are available on Saturdays in Milwaukee.
9/23/17 - 10/21/17— ECE: Behavior and Emotional Challenges
- **1/13/18 - 2/17/18**—ECE: Children with Differing Abilities

Visit <https://dcf.wisconsin.gov/meca/training> for more training information. Any Wisconsin provider is welcome to attend.

For more information, contact Ann Farah with the Special Needs Support Program at 414-289-6977. For T.E.A.C.H. scholarship information, call 1-800-783-9322.

<http://wisconsinearlychildhood.org/programs/teach/>

If you have questions regarding the MyWICChildCare, the Milwaukee Early Care Administration (MECA) is available to assist you. Please contact a MECA representative at 414-289-6842.



Resources for Families Experiencing Homelessness

In June, a link to the new Homelessness Resources was added to the YoungStar Parent section of the DCF website! A gray navigation button located on the left side of the YoungStar Parent web page will connect families with homelessness resources. <http://dcf.wisconsin.gov/youngstar/providers/homelessness>. Child care providers can use the information to support families and learn more about resources that are available in their local communities.

If you know of additional resources, or would like to connect with DCF about supporting families experiencing homelessness, please contact us via phone at 800-362-7253 or through email at YSHomelessness@wisconsin.gov.

New Parent Liaisons

Two new positions were created at MECA to ensure parents and child care providers have staff they can turn to when they have questions, need information and/or need assistance. Please join us in welcoming Erica Carson and Michelle Daavettila in their new positions as MECA's Parent Liaisons. Erica and Michelle are assigned to the Ops & Training Team, supervised by Rebecca Jacobi.



Erica Carson and Michelle Daavettila
New Parent Liaisons



How to Ensure Continuity of Wisconsin Shares Authorizations During Child Care Program Transitions



In the case of a program ownership change, program location change, or a program changing the type of care provided, both families and providers must take a few steps to ensure that Wisconsin Shares Authorizations can continue.

Important Information to Give to Families

As soon as a provider notifies a family of a change, families should contact their local agency worker to assist them with determining how to best continue authorizations. The conversation should happen before the end of the month so the benefit load on the EBT card is correct for the following month. Families need to know **the date of when authorizations to the current program ends and the date of when authorizations to the new program should begin when they contact their local agency.**

Important Information for Providers

YoungStar Policy: The first steps to successfully complete a program or location change are to notify your licensor/certifier and your local YoungStar office. Each agency will have a different process for paperwork, so make sure to contact each agency individually. If your provider number has already changed, then you need to contact your local YoungStar office and child care subsidy agency to make sure they have noted the change. If your provider number has or is going to change: **It is essential that you contact families as soon as you have your new provider number. Families will need to know when your old provider number ends and your new provider number begins to ensure no lapse in authorizations.**

Licensing / Certification: Contact your licensing specialist or certifying agency. Wisconsin licensing rules state that a licensee may not make a change that affects a condition of the license without prior written approval of the department, and may not move the child care program to a new location or change ownership without notifying the department at least 30 days prior to the change. A new application and license is required when a center moves or changes ownership. If you decide to change the type of care that is provided by your program then you

must apply for a new license. New owners must ensure that they have the appropriate name-based and fingerprint background checks completed as well.

Wisconsin Shares: Before being eligible for Wisconsin Shares, a provider must submit a YoungStar contract to their [local Youngstar office](#). Then the provider must contact their [local agency](#) to ensure they have the correct Tax Identification Information and full and part-time prices on file. If the child care program ownership has changed, the new owner must contact Fidelity Information Services ([FIS](#)) to ensure they have a signed contract on file before becoming eligible to receive Wisconsin Shares payments from families.



Watch for the Child Care Market Survey!

Watch your mailbox for a new **2017 Child Care Market Rate Survey** from the UW Survey Center.

This survey, which will be sent to all regulated programs, will help DCF better understand child care rates in Wisconsin.



Active Early & Healthy Bites Toolkits to be Finalized



Thanks to a renewed grant from the Association of State Public Health Nutritionists (ASPHN), the Wisconsin Collaborative Improvement & Innovation Network (COIIN) is in the process of finalizing Active Early and Healthy Bites toolkits for use in child care programs and at home. These toolkits contain a variety of materials, resources, and information to support physical activity and good nutrition early on, such as child-sized cooking tools and healthy recipes, or Frisbees and yoga cards.

“The end goal is increased physical activity and healthy eating in child care programs,” said COIIN member and Supporting Families Together Association Family Engagement Specialist Connie Dunlap. “But it’s also about extending those practices into the homes of families in child care.”

The first toolkits were developed in 2016, and with the help of [Family Connections of Southwest Wisconsin](#), were shared with several providers, who gave feedback on what should be included based on their experiences with children and families. The toolkits were updated and refined based on that feedback. COIIN is currently in the process of making final changes and plans for 50 of each type of toolkit to be completed and available by late 2017. Toolkits will be housed primarily at Child Care Resource & Referral (CCR&R) agencies and Family Resource Centers (FRCs) across the state, where they will be available for providers and families to check out and use. The toolkits include family engagement materials for child care providers to encourage family involvement in activities and learning surrounding nutrition and physical activity. A complete list of the materials contained within the Active Early and the Healthy Bites toolkits will be posted on the Department of Children and Families website so that child care providers can recreate kits on their own if they choose.

“Providers who check out the toolkits will be expected to complete some kind of pre and post evaluation regarding nutrition and physical activity in their program,” said Connie. “This, along with looking at how frequently kits are checked out, will give us a sense of the impact the kits are having on children and their caregivers.”

The kits support [changes made to the YoungStar Evaluation Criteria](#) for child care programs this year, to health and well-being practices (indicators D.1.1 and D.1.2). Changes state that: (1) instead of using Child and Adult Care Food Program (CACFP) participation and menu review to gauge healthy nutrition and/or physical activity policies and practices, programs are now required to utilize a process of self- assessment in the areas of nutrition and/or physical activity, and (2) the physical skill development and healthy physical activity indicator has been modified to increase the amount of physical activity

time required, to give programs more flexibility and to address screen time at the program. The Healthy Bites and Active Early toolkits offer resources, activities, and information, supporting providers in meeting the related Quality Improvement Plan goals they set.

In looking at the short-term impact, some CCR&Rs have already found innovative ways to implement the toolkits. CCR&Rs in Eau Claire (Child Care Partnership Resource & Referral Center) and Hayward (Northwest Connection Family Resources) received funding through an American Heart Association/ANCHOR Grant to offer the Active

Early training, and offered support in using the Active Early toolkit to any child care provider who attended the Active Early training. Examples like the *highlighted story that resulted from this onsite consultation, show the potential for these toolkits to not only increase knowledge and implementation of physical activity and good nutrition in child care, but to increase the overall quality of programs as well.



“A child care program took an automated YoungStar rating for several years. The Technical Consultant (TC) was originally allowed into the program to give them an Active Early Toolkit to support physical activity in their program. The TC spent almost two hours going through the kit and sharing ideas about how the materials could be implemented into daily activities. After the meeting, the TC received an email thanking her and talking about how her visit had sparked new creativity within the staff and children. The TC reminded the program of how technical consultation through YoungStar would allow more ideas and supports to be brought into the program. As a result, the program is now actively participating in YoungStar.”

- Northwest Connection Family Resources



CCDBG Updates – How Child Care Regulation is Affected



Upon the passage of Wisconsin's 2017-2019 biennial budget, the following changes in child care regulation will be made in order to comply with requirements under the federal Child Care and Development Block Grant (CCDBG) Act of 2014.

Background Checks

- Identifies additional prohibitions making a staff member ineligible for employment by a child care provider.
- Converts responsibility for conducting background checks and making determinations regarding eligibility from child care programs, counties and tribal certifiers to DCF.

The DCF caregiver background unit (CBU) will be responsible for conducting and approving background checks for all licensed and certified providers, applicants, non-client residents, and child care staff members/employees; in addition to license-exempt child care programs established or contracted by a public school board that are receiving or wish to receive Wisconsin Shares payments. The Bureau of Early Care Regulation (BECR) is in the process of expanding current staffing levels in the CBU, making automation enhancements, and drafting policies and procedures needed to comply with the new background check requirements. Child care providers should watch for additional memos and announcements regarding the implementation timeline and transition of background checks. In the meantime, child care providers shall continue to conduct background checks as currently required under s. 48.685.

Training Requirements

- Adds minimal pre-service training requirements for child care providers certified under DCF 202.
- Limits Provisional (Level 2) certification to an orientation period specified by DCF.

CCDBG and the biennial budget requires all child care workers to receive pre-service training that covers basic health and safety topics, including first aid and cardiopulmonary resuscitation (CPR). The requirement for pre-service training allows for an "orientation period" specified by the department. Applicants for certification that have not completed the required training may be granted a Provisional (level 2) certification not to exceed six (6) months. All employees/caregivers in certified child care settings must also complete pre-service training within six (6) months after employment or volunteer work commences.

The Bureau of Early Care Regulation will implement the new training requirements in September 2018, and will issue memos to certified child care providers that will

include additional detailed information regarding training requirements and an implementation timeline. In the meantime, existing training requirements under DCF 202 remain in place.

Licensed Exempt Programs

- Provides regulatory oversight/monitoring responsibility by DCF of license-exempt programs that receive or are eligible to receive Wisconsin Shares.



Wisconsin's license exempt programs are child care programs operated by, or under contract with, public school districts. Pursuant to Wis. Stat. § 120.13(14), a child care program established and provided by a school board must comply with the applicable standards governing the operation of licensed child care centers in Wisconsin, as provided under Wis. Admin. Code § DCF 251. License exempt programs are not required to be licensed but are required to meet applicable child care licensing standards. These programs were not subject to monitoring by the Bureau of Early Care Regulation in the past. The reauthorization of the Child Care Development Block Grant (CCDBG) established new federal requirements that affect monitoring of license exempt programs operating throughout the nation. When the federal reauthorization of the CCDBG was signed into law, annual inspection of license exempt programs by qualified staff became a condition of receiving federal child care subsidy funds (known in Wisconsin as Wisconsin Shares).

The Bureau of Early Care Regulation has become the designated agency responsible for monitoring license exempt programs receiving Wisconsin Shares.



Reducing Lead Absorption with Good Nutrition

Elevated lead levels in the water in homes, schools, and child care centers is a growing concern in Wisconsin communities. Exposure to lead is harmful to childhood development and can cause permanent behavioral and learning problems. It is important to know that a healthy diet can help reduce lead absorption. You are in a unique position to teach children healthy eating habits.

There are three key nutrients that can help limit lead absorption:

- Calcium
- Iron
- Vitamin C

Calcium keeps bones strong and keeps the lead out. Serve calcium-rich foods including:

- Dairy products, such as milk, yogurt, cheese, and cottage cheese
- Green leafy vegetables, including kale, turnip, and collard greens
- Broccoli
- Calcium-fortified foods, such as orange juice, soy milk, and tofu
- Canned sardines or salmon with bones

Iron limits lead from being absorbed. Try these iron-rich foods:

- Lean red meats and chicken
- Green, leafy vegetables such as spinach and chard
- Iron-fortified cereal, bread, and pasta
- Dried fruit, such as raisins and prunes
- Beans and lentils

Vitamin C helps the body absorb iron and may help



get rid of lead. Foods rich in vitamin C include:

- Citrus fruits and juices, such as oranges and grapefruit
- Other fruits such as kiwi, strawberries, and melon
- Tomatoes, green and red bell peppers, baked potatoes, Brussels sprouts, and broccoli

The Child and Adult Care Food Program provides funding for healthy meals and snacks that are rich in calcium, iron, and vitamin C. This program ensures children have access to healthy meals.

Check out the 15-minute webcast on *Nutrition and Lead Exposure* from the Department of Public Instruction at https://media.dpi.wi.gov/school-nutrition/nutrition-and-lead-exposure/story_html5.html.

WECA Annual Conference—Nov. 10-11, 2017

You're invited! Join your friends and colleagues at the WECA Annual Conference – **Friday, November 10, and Saturday, November 11** – at Chula Vista Resort. Get re-energized with a new, innovative learning format and opportunities for small group learning and fun.

We bring a blend of educators in the field and cutting-edge researchers to share their perspectives. Engage with compelling, short "EarlyEd Talks" on six core themes:

- Racial and Social Justice
- STEM to STEAM
- Infant /Toddler Development
- Leadership and Change
- Play-based Learning
- Social and Emotional Development

This year's conference design prioritizes learning interaction and multiple perspectives, along with:

- Curated Exhibits
- Silent Auction
- Center Tours
- Friday night social



Registration opens soon. [Sign up to receive an email and be the first to register!](#)

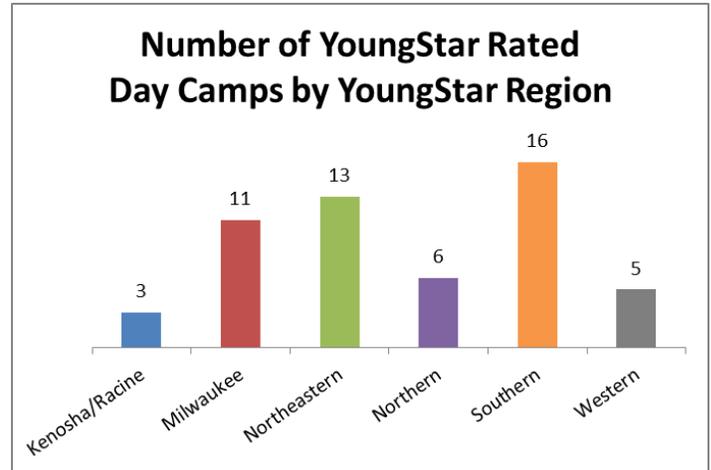
<https://vr2.verticalresponse.com/s/wecaannualconference>



The Licensed Day Camps of Wisconsin

This past summer, the Wisconsin Shares Child Care Subsidy Program helped send 989 children to 54 Licensed Day Camps. Kids from 4 to 17 years old – 81% of them age 6 to 12 – had fun adventures and made great friends as they did everything from crafts and games to sports and theater, all while staying safe and giving their parents peace of mind. **Many thanks** to the staff of all Licensed Day Camps – and other child care settings – who put much thought and effort into sharing the pleasures of summer with kids!

- Fifty-four of Wisconsin's 97 Licensed Day Camps participated in YoungStar as of June 30, 2017.
- YoungStar-rated Day Camps were located in every YoungStar Region of the state.



Need Child Care Info?



Find the latest Wisconsin child care information on the DCF website

dcf.wisconsin.gov/childcare

OR find us on Twitter!

Look for these Twitter hashtags: #MKEChildCare, #WICChildCare, #MyWICChildCare, #YoungStar, #WIShares, and more!

WE'RE EXPANDING

To give you the information you need, when you need it the most. Our new Department account will be loaded with tips and info on our programs and services to help you and your family.

 **@WISDCF**



Child Care



Foster Care



Child Welfare



Employment Services

