



Child Care Provider Portal (CCPP)

User Guide

September 2021

Division of Early Care and Education

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Division of Early Care and Education at 608-422-6002. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

Contents

Background	6
Technical Information.....	6
Gaining Access to the CCPP.....	6
Confidentiality and Passwords.....	7
Troubleshooting User ID and Password	7
Changing Your Password.....	7
Changing Account Information (change of name, email address, etc.)	8
Adding a New Facility/Location to an Existing CCPP User ID:	8
Ending Access to the Portal.....	8
Training	8
Login.....	8
Facility Home page	10
Functionalities Common to Multiple Screens	11
Users with Access to Multiple Sites	13
My Facilities	13
Financial.....	14
Authorizations.....	14
Authorization Termination Request.....	15
Reversing an Authorization Termination Request	17
Payments.....	17
Payment Summary by Quarter.....	18
Monthly Details	19
Adjustments (YoungStar).....	19
YoungStar Adjustments	19
Funds Debited from Provider’s Bank Account with Voluntary Repayment Agreement (VRA) ..	21
My Child Care Prices.....	23
New Providers Who Have Never Reported Prices to the Subsidy Agency	23
Uploading Price Sheets	26
Review Changes	27
.....	28

Child Care Provider Portal (CCPP) User Guide

Providers with Current Prices in the Subsidy System	28
Update Prices.....	29
Uploading Updated Price Sheets.....	31
Updating Prices – Age Range Change	33
Manage Fees – e-Payments	35
Licensed Providers:.....	35
Milwaukee Certified Providers:.....	35
Certified provider (excluding Milwaukee):	35
Higher Education (Training) and Contracting Services Entities	35
E-payment Steps:.....	36
Continuation Fees – Licensed Centers	43
Regulatory Fees Paid	44
Regulatory Fee Payment Details	45
Payment Failures.....	45
Refunds – Payment made in Excess.....	45
Facility Details.....	46
YoungStar Details.....	46
Wisconsin Registry Details.....	47
Wisconsin Registry Classroom Details	48
Individuals	48
Finding Individuals/Employees on the Individual Screen	50
Add an Individual.....	52
Alias Names	56
Background Check Request (BCR) Form	57
Confirmation of Individual Information	61
Generating the Fingerprint Code	61
Scenarios when a Fingerprint Code is NOT generated	62
Modify Individuals	63
Individuals Affiliated with the Program prior to October 1, 2018	64
Inactivating an Individual.....	65
Changing Roles for an Individual	65
Role Change Scenarios when a Review of a Background Check is Needed.....	66

Child Care Provider Portal (CCPP) User Guide

Background Checks – COVID-19	69
Fingerprint Checks	69
Expired Eligibility.....	73
Background Check History.....	73
Individuals Who Had Background Checks Completed by DCF in the Past	74
iChildCare	75
iChildCare Access – Providers who have CCPP access	75
iChildCare – Electronic Notices	75
Higher Education (Training) and Contracting Services Entities	75
Manage Facility.....	76
Regulation.....	76
Ages Served	77
Hours of Operation.....	77
Accreditation.....	78
Closure Schedules - Facility Temporary Closure	78
Official vs. Reported Temporary Closure.....	79
Add Temporary Closure:.....	80
Modify/Delete Closure Record	81
Facility Closure History.....	82
Facility Closures – Effects on Wisconsin Shares Authorizations	83
Facility Closures – Effects on YoungStar	83
Child Care Finder – Public Site.....	83
Mailing Options – Electronic Notices.....	84
Rollout.....	84
Modifying the Mailing Options	85
Mailing Options History	86
Users with Access to Multiple Provider Locations.....	86
Security	87
Documents	87
Facility Level.....	87
Background Check Quarterly Notice.....	88
Invoicing for Annual Name-Based Background Checks	91

Child Care Provider Portal (CCPP) User Guide

30/60 Day Invoice Reminders.....	91
Prices	92
Communications	92
Documents	92
Contacts	92
Messages	93
External Links.....	95
Security	95
CCR&R Provider Reported Information	95
Facility Details.....	96
CCR&R Location Details	96
Types of Care	97
Preschool/4K	98
CCR&R Pricing.....	98
Discounts.....	98
Fees	99
Prices	99
CCR&R Child Care Slot Information	100
Enrollment	100
Vacancies	100
Wait-List.....	101
CCR&R Information on the Child Care Finder – Public Search	101

Background

The **Child Care Provider Portal** (CCPP or Provider Portal) replaces the CCPI system which was retired on January 15, 2020.

The portal enables child care programs to:

- Submit background checks on individuals affiliated with the child care program
- View background check eligibility status and notices
- View [Wisconsin Shares](#) authorizations and payment details
- Update child care prices (*required for licensed centers participating in the Wisconsin Shares program*) for the center
- Send a request to end a Wisconsin Shares authorization for a child who is no longer attending or has never attended the program
- Report days (or weeks) the child care program will be closed so a parent can request an authorization to an alternate provider during the closure
- View [YoungStar](#) quality rating information and documents
- View certain Licensing, Certification, and Wisconsin Registry details/documents
- Pay licensing and certification fees using the E-Payment module

Technical Information

The Child Care Provider Portal can be accessed using all common browsers (Internet Explorer, Google Chrome, Safari, etc.) and is mobile-friendly.

When entering new individuals into the Child Care Provider Portal, it is recommended that you use a desktop, laptop, or a tablet because of the amount of data entry needed for those pages.

To protect the information from unauthorized users, the Child Care Provider Portal is designed so that the user is automatically logged out after 30 minutes of inactivity.

Gaining Access to the CCPP

See [Provider Portal Security Module](#) User Guide for further information.

How to gain access to CCPP is explained on the [Accessing the Child Care Provider Portal](#) webpage.

Gaining Access to the Child Care Provider Portal (CCPP)

Please follow the instructions provided to obtain access to the Child Care Provider Portal (CCPP). Watch the [training video](#) that explains the functionality of the Provider Portal.

[Instructions for Child Care Providers and Center Staff](#)

[Instructions for Tribal/County/State Staff](#)

Confidentiality and Passwords

The child care subsidy authorization and background check information contained in the Child Care Portal is confidential and users must be aware of this when using the system.

- **Log out of the portal and close the browser when you are not using it.** This will prevent unauthorized people from entering or viewing information in the portal.
- **Do not share your user ID with anyone.** Each staff member who needs access to the Provider Portal must create his or her own account, request access and log in using his or her own credentials.

Troubleshooting User ID and Password

If you enter an incorrect user ID and/or password, the login page shows an error message stating that the or password entered was incorrect. **Note that your password is case sensitive and must be entered exactly as you entered it when you created your account.**

You can take the following steps, when you are unable to log in to CCPP because of a wrong or forgotten user ID and/or password:

- **If you have entered an incorrect user ID and/or password**, a warning message will display alerting you that the user ID or password entered were incorrect. *Remember that passwords are case sensitive and must be entered exactly as you entered them when you created your account.*
- **If you have forgotten your password but remember your user ID and the answer to your password reminder question**, you will have to change your Password. To do this:
 - a) Log on to the [DWD / Wisconsin Login Account Management screen](#).
 - b) Under the Username/Password Recovery section, choose “[What should I do if I forget my password or username?](#)”
 - c) On the following screen, choose either “Logon Recovery” or “Recover using your email address or phone number” function. You should access the [Logon Recovery](#) function. You will be prompted to enter the Username you used when you created your DWD/Wisconsin Logon. You also have the option to recover using your [email address or phone number](#). You should access the [Logon Recovery](#) function. You will be prompted to enter the Username you used when you created your DWD/Wisconsin Logon. You also have the option to recover using your [email address or phone number](#). You should access the [Logon Recovery](#) function. You will be prompted to enter the Username you used when you created your DWD/Wisconsin Logon. You also have the option to recover using your [email address or phone number](#).
 - d) Go to your email inbox to access the email. Follow the instructions.
- **If you are not able to access the system after taking the steps above**, please contact the [DCF Service Desk](#) at 608-264-6323.

Changing Your Password

To change your password, follow these steps:

- a) Log in to the [DWD / Wisconsin Login Management System page](#)
- b) Under *Profile Management* heading, click on “How do I change my password?”. Follow the instructions.

Changing Account Information (change of name, email address, etc.)

If you would like to update or view any of your account information, follow these steps:

- a) Log in to [DWD / Wisconsin Login Management System page](#)
- b) Under *Profile Management* header, click on the “How do I change my email or phone number?” link.
- c) Enter your current Login ID and password.
- d) Then choose the link of your choice.

Adding a New Facility/Location to an Existing CCPP User ID:

See [Provider Portal Security Module](#) user guide for further information at the [Child Care Provider Portal Information webpage](#).

Ending Access to the Portal

See [Provider Portal Security Module](#) user guide for further information on the [Accessing the Child Care Provider Portal \(CCPP\) webpage](#).

Training

A training video explaining the Child Care Provider Portal is available on the [Child Care Provider Portal Information webpage](#), under the Training and Resources section.

Login

Child Care Provider Portal (CCPP) User Guide

After you have received an e-mail from DCF Security informing you that your security has been granted, access the [Child Care Provider Portal login screen](#).

On the Login screen, enter the user ID and password you created. Then click the *Login* button.

Home Screen

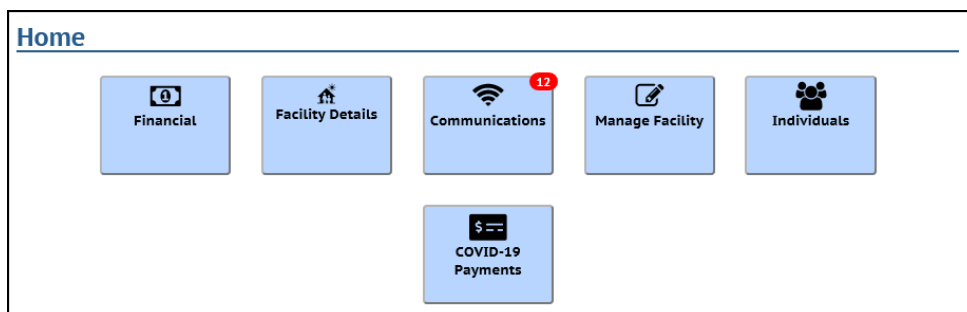
After you log in, the default home screen displays if you only have access to one facility/location. If you have access to multiple sites, a list of facilities displays:



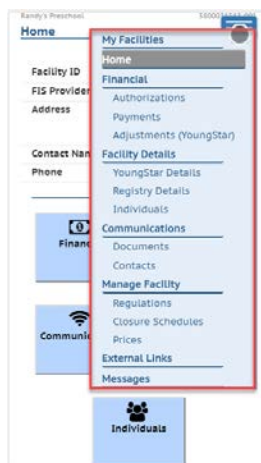
If you have access to one facility/location or if you choose one of the facilities on your facility list (users with access to multiple child care locations/sites), you will be taken to the Home page. The top portion of this screen includes basic information about the facility/location such as address, contact (usually the Director for group centers) and phone number.

Facility Home page

The facility home page has multiple buttons (explained below).



1. **Sandwich menu:** A new menu has been added on the top right corner. This menu allows you to quickly access any page within the facility/location. The menu is available on all pages within the Child Care Provider Portal.



2. **Financial:** This button takes you to financial related pages, such as Wisconsin Shares authorizations to your program, payments, and YoungStar Adjustments (if applicable) and Regulatory Fee Payments. Here you can pay regulation related fees such as background check and licensing fees.
3. **Facility Details:** This button takes you to screens that pertain to your facility such as YoungStar and **Wisconsin** Registry Details.
4. **Communications:** This button takes you to various documents such as authorization notices and subsidy and licensing/certification documents. You can also access the *Contacts* page using this button.
5. **Manage Facility:** This button takes you to the *Regulations* (licensing, certification, and public school) screen, *Closure Schedules*, and *Prices* pages. This page also has the link to the *Mailing Options* where you can request certain notices be generated electronically instead of paper format.
6. **Individuals:** This button takes you to the list of individuals associated with your program.
7. **COVID-19 Payments:** This button takes you to the COVID-19 applications and payment pages.

Functionalities Common to Multiple Screens

Below is a list of screen functionality that appears on multiple screens in the Child Care Provider Portal:



...More: Select this link to view additional information on the screen.

Child Care Provider Portal (CCPP) User Guide

Child Care Provider Portal
Welcome, Randy

Logout
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Randy's Preschool
123 Main St
Anytown, WI 52222

Regulation Details
Current and future regulation, ages served, hours of operation, and accreditation information.

Regulation

Category	Licensed Group
Status	Approved
Effective From	02/29/16
Continuation Date	02/28/18

Regulation History

...Less

...Less: This link is displayed on screens that have been expanded. Select the link to collapse the information.

Child Care Provider Portal
Welcome, Randy

Logout
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Randy's Preschool
123 Main St
Anytown, WI 52222

Authorizations
Current and future authorizations

Download icon

Child	DOB	Period	Updated Date
Case# 0150880804 - Marni Lopez-Seventeen			
Marta Lopez	09/20/10	06/01/17 - 08/31/17	06/02/17

Download to Excel/CSV icon: Screens with multiple records have an option to download the information into Excel (CSV).

Child Care Provider Portal
Welcome, Randy

Logout
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Randy's Preschool
123 Main St
Anytown, WI 52222

YoungStar Details
Current and future YoungStar details

YoungStar

Participation Status	Participant
Anniversary Date	10/01/17
Current Star Level	★★★★★

Participation History

Rating History


...Less

History: You can search historical information on almost every screen in the Child Care Provider Portal. Select “...More” to access the history screen.

Transaction Date	Amount
Transactions From - July, 2017	
07/31/17	\$3,147.31
Total:	\$3,147.31

Additional details/edit icon: If there is more detail for the record, select the “arrow” to view details.

Child Care Provider Portal (CCPP) User Guide

Transaction Date	Amount	
Transactions From - July, 2017		
07/31/17	\$3,147.31	
	Total:	
	\$3,147.31	

Sorting icon: If the screen has multiple records, the information can be filtered by selecting the “funnel” icon on the header.

☒ **Current**

☐ **Not Hired/Did Not Reside**

☐ **Prospective**

“I” Informational Icons: Some fields have an “I” icon next to the field. By clicking this icon, additional text displays that explains the field in more detail.

Navigation icons: back, forward, search, and other controls.

Screens with multiple screens: If the screen has more than 15 rows, the screen is divided into multiple sections. Use the bar on the bottom of the screen to move to other sections.

Users with Access to Multiple Sites


If you have access to multiple sites/provider locations, the Child Care Provider Portal allows you to 'jump' from a page in one location to the same page under another location. **Example below:**

Randy wants to download payment information for multiple locations under his user ID.

In the screenshot below, Randy is accessing payment details for location 001. He wants to download payment information for the additional locations that he has access to.

Child Care Provider Portal

Welcome, Randy



Logout

1000035263-001
Facility ID 120856
FIS Provider ID 0205238

Randy's Preschool
123 Main St
Anytown, MO 52222

Payments

View payments details

Payment Date

11/27/2017

Amount

\$4,871.09

Export

Child Name	Confirmation #	Amount
Case# 1150908513 - Anna Alabama		
Andrew Alabama	000160	\$1,511.70
Case# 1150921218 - Betty Baltimore		
Schoolageboy Baltimore	000159	\$167.04
Babygirl Baltimore	000158	\$1,430.50
Case# 8150904689 - Donna Demo		
Danny Demo	000157	\$826.13
Dennis Demo	000156	\$734.82

Payments

Other Facilities

By selecting the *Other Facilities* button, he can access other facilities/locations he has access to.

Child Care Provider Portal (CCPP) User Guide

Select New Location

Randys Group Care Inc 444 School Age Rd Milwaukee, WI 45445	3800036563-002	▶
Randy's Daycamp 123 New Address Smalltown, WI 12121	3800036563-003	▶
Fifth Location 345 Test St Milwaukee, WI 45454	3800036563-005	▶
Johnson Early Care Locn 1 256 W Main Milwaukee, WI 53333	3800036813-001	▶
Watts Valley Day Care 2702 Monroe St Milwaukee, WI 53205	4800039704-001	▶
Nordic Wonderland 123 Modified Address Rd Northwoods, WI 45454	9800039909-001	▶

By selecting Nordic Wonderland, he is taken directly to the *Payment Details* page for that site.

Child Care Provider Portal
Welcome, Randy

Logout
9800039909-001
Facility ID 1122832
FIS Provider ID D205298

Payments
View payments details

Payment Date 11/27/2017
Amount \$3,201.48

Export

Child Name	Confirmation #	Amount
Case# 8150892281 - Mamma Januari		
Fyra Aring Januari	000163	\$554.52
Skolbarn Januari	000162	\$878.02
Bebis Januari	000161	\$1,768.94

Payments

Other Facilities

This functionality works on all CCPP pages.

My Facilities

Child Care Provider Portal
Welcome, Randy

Logout

My Facilities

Randy's Preschool 123 Main St Anytown, WI 52222	3800036563-001	▶
Randys Group Care Inc 444 School Age Rd Milwaukee, WI 45445	3800036563-002	▶
Johnson Early Care Locn 1 256 W Main Milwaukee, WI 53333	3800036813-001	▶
Watts Valley Day Care 2702 Monroe St Milwaukee, WI 53205	4800039704-001	▶
Nordic Wonderland 123 Modified Address Rd Northwoods, WI 45454	9800039909-001	▶

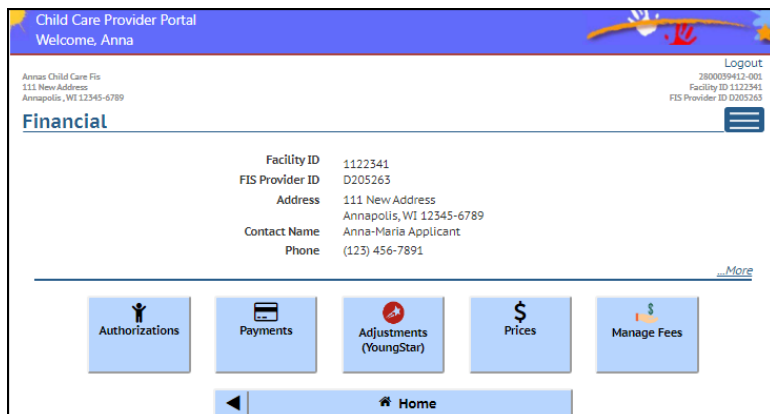
Select the *My Facilities* link to access regulatory, authorization and payment information for your facility.

If you have access to multiple facilities, you will be taken to a screen that lists all facilities that you have been given access to. If you only have one facility, you will be taken directly to the *Facility Details* screen.

In the example, Randy has access to multiple sites. He has to select the facility he wants to proceed to.

Financial

The *Financial* screen shows buttons that link to all pertinent information about financial topics for the location.




The screens are explained in the sections below.





Authorizations

The *Authorizations* screen displays all Wisconsin Shares authorizations that span current date and into the future.

Sandy's Child Care 7800039417-001
123 Happy Dr Facility ID 1122396
Stoughton, WI 53589 FIS Provider ID D205670

Authorizations
Current and future authorizations



Child	DOB	Period	Updated Date	
Case# 7150891772 - Tamara Tammikuu				
Tom Tammikuu	01/01/15	06/10/17 - 12/20/17	08/25/17	
Case# 9150863894 - Julia July				
Jenna July	01/01/13	09/06/17 - 07/31/18	09/05/17	
Jacob July	01/01/09	09/06/17 - 12/20/17	09/05/17	
Jim July	01/01/00	09/06/17 - 12/20/17	09/05/17	

* Indicates authorizations termination request has been submitted.

The list of authorized children can be exported into Excel/CSV.

The screen displays the child's name, date of birth, authorization period and the date when the authorization was last updated. The columns can be sorted by clicking on the header.

If an authorization is created that has an end date in the past, you can only view that authorization on the *Authorization History* screen.

The screenshot shows a table with the following data:

Child Name	Date of Birth
Case# 1150878118 - Emma Fleming	
Case# 4150883947 - School Age Lokakuu	
Case# 5150887251 -	

On the right, the filter sidebar is visible with the following options:

- Show items with value that: Contains
- And
- Is equal to
- Filter
- Clear

On the desktop computer view, you can filter children by using the filter functionality on the header. If you have multiple screens of authorizations, you can quickly find a child's authorization by using the filter and enter the child's name.

Authorization Termination Request

If a child no longer attends your center, never attended, or will no longer attend in the future, you can send a request to the subsidy agency to have the authorization ended. Do not request to end an authorization on the date it is already ending. **Note that if you request the authorization to be terminated in the current month, the system will end it as of last day of the current month.**

To submit a request to end an authorization, select the *Modify* icon next to the authorization.

The screenshot shows the 'Authorizations' screen with the following table:

Child Name	Date of Birth	Authorization Period	Updated Date	
Case# 5151094653 - Pam Busy				
Boy Busy	01/01/17	06/01/20 - 05/31/21	08/26/20	Auth Termination

On the *Authorization Termination* screen, select the 'No' radio button for the child(ren) whose authorizations should be ended. Note that you can also do this for future authorizations (when the authorization start date is in the future).

When the No is selected, the following options appear:

Child Care Provider Portal (CCPP) User Guide

Randy's Preschool Fis
205 Corporate Dr
Madison, WI 53714-2408

Logout
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Authorizations termination

*You may request an authorization to be ended using this page. The request is sent to the Subsidy Agency for processing. Once the agency has accepted your request, the authorization will reflect the new End Date.

Case# 5151094653

Primary Person Pam Busy

Child Name Boy Busy

DOB 01/01/17

Period 06/01/20 - 05/31/21

Is child attending? ☐ Yes ☒ No

☐ Child Never Attended

☐ Child Has Stopped Attending

☐ Center Closed/Suspended/Revoked

☐ Center Not Located Close To Home/Approved Activity

☐ Parent/Provider Disagreement

☐ Center's Operation Hours Not Matching Childcare Need

☐ Changing Providers

☐ Child Not Attending Due To Behavior Concerns/Challenges

☐ Child Not Attending Due To Special Health-Related Concerns

Save

Choose the reason that most closely reflects the reason for termination. After the reason is chosen, Last day of Attendance appears. Enter the last date the child attended or will be attending.

Is child attending? ☐ Yes ☒ No

☐ Child Never Attended

☐ Child Has Stopped Attending

☐ Center Closed/Suspended/Revoked

☐ Center Not Located Close To Home/Approved Activity

☐ Parent/Provider Disagreement

☐ Center's Operation Hours Not Matching Childcare Need

☐ Changing Providers

☐ Child Not Attending Due To Behavior Concerns/Challenges

☒ Child Not Attending Due To Special Health-Related Concerns

Last Day of Attendance

Save

Select *Save* to send the request to the subsidy agency.

The *Authorization* screen shows an asterisk next to the child whose authorization has a termination request.

Authorizations				
Current and future authorizations				
Export				
Child Name	Date of Birth	Authorization Period	Updated Date	
Case# 5151094653 - Pam Busy				
*Boy Busy	01/01/17	06/01/20 - 05/31/21	08/26/20	Auth Termination

* Indicates authorization termination request has been submitted.

The subsidy agency will review the request and reach out to the parent. Once the request is verified and processed, the authorization screen will show the modified authorization and the asterisk will no longer appear next to the child's name.

Note that authorization termination requests with an end date in the past or within the current month cannot be ended earlier than the last day of the current month. **Example:** A child has an authorization spanning January 31, 2021. On August 26, 2020, the parent notifies the provider that the child will not be attending after August 28, 2020. The provider submits an authorization termination request with an August 28, 2020 end date. After the worker processes the request, the authorization will end on August 31, 2020 (last day of the month).

Reversing an Authorization Termination Request

If you make a mistake on the Authorization Termination Request, you can withdraw it if the local agency has not processed the request and ended the authorization. To withdraw the request, simply access the screen above and switch the radio button back to Yes and save the changes.

Payments

This screen shows payments transferred by parents who have a MyWICildCare EBT card and whose children are enrolled in your program. The screen shows payments for the current month by transaction date. The transaction date on this screen indicates the date the parent authorized the transaction. It takes a couple of business days for the funds to appear in your bank account.

Randy's Preschool
123 Main St
Anytown, WI 52222
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Payments
Current Month Payments

Payments

Transaction Date Amount

Transactions - September, 2017

09/05/17	\$4,970.01
Total: \$4,970.01	

...More

Select the arrow icon to view the list of children included in the transaction. Click "...More" to view transactions for previous months.

Randy's Preschool
123 Main St
Anytown, WI 52222
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Payments
View payments details

Payment Date 9/5/2017
Amount \$4,970.01

Child Name Confirmation # Amount

Case# 4150897247 - Freddie Webster

Ron Webster	000109	\$843.63
Ron Webster	000109	\$856.44
Ron Webster	000109	\$843.63

The *Payments Details* screen lists children included in the transaction.

Payment Summary by Quarter

This screen shows monthly, quarterly, and annual transactions for the provider location/facility. The screen does not include transactions that are done today. Those are in the following day

To access the *Payment Summary by Quarter* screen, select "...More" from the *Payments* screen and then *Payment Summary by Quarter* button. The following screen displays:

Quarterly Payments Summary

View Quarterly/Monthly payments Summary for a Year

2017

Quarterly/Monthly Payment Summary

Export

	Quarter	Card Payments	YoungStar Payments	Other Payments*	Grand Total
	1st Quarter	\$200.00	\$104,423.47	\$100.00	\$104,723.47
	2nd Quarter	\$3,522.39	\$20,537.85	\$0.00	\$24,060.24
	3rd Quarter	\$9,940.02	\$8,446.07	(\$1,813.75)	\$16,572.34
	4th Quarter (Current)	\$3,310.14	\$6,748.76	\$0.00	\$10,058.90
		\$16,972.55	\$140,156.15	(\$1,713.75)	\$155,414.95

* Other Payments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

On top of the page, you can choose the payment year.

The arrows on the left side of the table allow you to expand the quarter to display monthly payment information for the quarter. The screen has the following columns:

- **Card Payments:** These are payments authorized by the parent.
- **YoungStar Adjustments:** These are the monthly YoungStar amounts issued to 4 and 5 Star providers. These amounts are transferred directly to the provider's bank account.
- **Other Payments:** These are usually transactions resulting from Voluntary Repayment Agreement. Note that the COVID-19 Payments are also posted on this column.

Monthly Details

The screen below shows the third quarter of 2017 expanded.

Quarterly Payments Summary					
View Quarterly/Monthly payments Summary for a Year					
<div> <div>2017</div> </div>					
Quarterly/Monthly Payment Summary					
Export					
	Quarter	Card Payments	YoungStar Payments	Other Payments*	Grand Total
▶	1st Quarter	\$200.00	\$104,423.47	\$100.00	\$104,723.47
▶	2nd Quarter	\$3,522.39	\$20,537.85	\$0.00	\$24,060.24
▶	3rd Quarter	\$9,940.02	\$8,446.07	(\$1,813.75)	\$16,572.34
	Month	Card Payments	YoungStar Payments	Other Payments*	Grand Total
	July, 2017	\$0.00	\$3,147.31	(\$289.67)	\$2,857.64
	August, 2017	\$0.00	\$1,277.43	\$0.00	\$1,277.43
	September, 2017	\$9,940.02	\$4,021.33	(\$1,524.08)	\$12,437.27
▶	4th Quarter (Current)	\$3,310.14	\$6,748.76	\$0.00	\$10,058.90
		\$16,972.55	\$140,156.15	(\$1,713.75)	\$155,414.95

* Other Payments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

To view details on the monthly amounts for the above columns, access the following buttons from the *Facility Details* screen:

- **Card Payments (for a month):** Select the *Payments* button, then *Payments History* and choose the month of your choice.
- **YoungStar Payments (for a month):** Select the *Adjustments (YoungStar)* button, then "...More", and finally *Adjustments (YoungStar) Transfer History*. Choose the month you want to see the details for.
- **Other Payments (for a month):** Select the *Adjustments (YoungStar)* button, then "...More", and finally *Adjustments (YoungStar) Transfer History*. Choose the month you want to see the details for.

Adjustments (YoungStar)

This screen shows the following adjustments:

1. **YoungStar:** Monthly adjustments issued to 4 and 5 Star providers.
2. **Other:** Transactions debited from provider's account after a Voluntary Repayment Agreement was received. On rare occasions, this screen might display positive amounts.

YoungStar Adjustments

The YoungStar Adjustments are calculated the last business day of the month and deposited directly in your bank account during the first week of the month. The end-of-the-month calculation includes adjustments for any retro authorizations spanning the current or past month(s) and adjustments for the following month.

Child Care Provider Portal (CCPP) User Guide

The monthly YoungStar amount can also have negative amounts if a parent's benefits have been cancelled and YoungStar adjustments associated with the cancellation are pulled back. The negative amounts are deducted up to 25% of the monthly deposit amount.

The screen has two sections:

Randy's Preschool
123 Main St
Anytown, WI 52222

Logout
3800036563-001
Facility ID 120856
FIS Provider ID 0205258

Adjustments(YoungStar)

Adjustments (YoungStar)

Transaction

Export

Transaction Date	Type	Amount	
Transaction Date: 11/30/17			
11/30/17	YoungStar Adjustments	\$3,403.80	Details ▶
		Total: \$3,403.80	

* Other Adjustments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

Calculation

Export

Calculated Month	Amount	
Calculations - December, 2017		
December, 2017	\$1,466.57	Details ▶
		Total: \$1,466.57

Transaction: This section includes both retroactive and future adjustments paid at a certain date. In some rare scenarios, there can be negative amounts if YoungStar Adjustments were recouped. The screen also displays the total amount. Select the *Details* (arrow) icon right next to the amount to view details on the children who are included in the total.

The following screen lists details on the children included in the payment total. In the example below, the payment was issued the last day in November. The payment included were mostly for December authorizations, but also some retro authorizations that were backdated to September and October 2017.

Child Care Provider Portal (CCPP) User Guide

Randy's Preschool
123 Main St
Anytown, WI 52222

Logout
3800094543-001
Facility ID 120854
FIS Provider ID 0205258

YoungStar Adjustments

View Adjustment(YoungStar) transfer Details for a transfer date

Transaction Date

11/30/2017

Amount

\$3,403.80

Type

YoungStar Adjustments

Export

Child Name	Authorization Month	Amount
Case# 4150924643 - Melinda Major		
Sebastian Major	December, 2017	\$210.91
Case# 5150879258 - Sandy September		
Erik September	December, 2017	\$32.44
Erik September	November, 2017	\$57.52
Erik September	October, 2017	\$46.66
Erik September	September, 2017	\$28.38
George September	December, 2017	\$18.30
George September	November, 2017	\$26.47
George September	October, 2017	\$26.47
George September	September, 2017	\$22.65
Martin September	December, 2017	\$17.89

Calculation: This section includes payments issued for a specific month. The screenshot below shows YoungStar adjustments for October authorizations. The transaction date can be another month.

YoungStar Calculation

View YoungStar Adjustment amounts calculated for a month

Calculation Month

October, 2017

Amount

\$2,539.52

Export

Child Name	Transaction Date	Amount
Case# 0150922701 - Georgianna Georgia		
George Georgia	10/31/17	\$90.01
Case# 1150908513 - Anna Alabama		
Andrew Alabama	09/29/17	\$75.38
Case# 1150921218 - Betty Baltimore		
Babygirl Baltimore	09/29/17	\$178.82
Schoolageboy Baltimore	09/29/17	\$46.00

Funds Debited from Provider's Bank Account with Voluntary Repayment Agreement (VRA)

If an authorization has been issued to an incorrect provider and the parent transferred the funds to the provider's account, the incorrectly paid amounts are debited from the provider's account after a VRA has been received. These debits are shown on the *Adjustment(YoungStar) Transfer History – Other Adjustments* screen. To view these transactions, take the following steps:

Child Care Provider Portal (CCPP) User Guide

1. On the *Adjustments (YoungStar)* screen, under the Transaction section, select "...More".

Adjustments(YoungStar)
Adjustments (YoungStar)

Transaction

[Export](#)

Transaction Date	Type	Amount	
Transaction Date: 11/30/17			
11/30/17	YoungStar Adjustments	\$3,403.80	Details
		Total: \$3,403.80	

* Other Adjustments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

[More](#)

2. Choose the *Adjustment (YoungStar) Transfer History*.

* Other Adjustments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

[Adjustments \(YoungStar\) Transfer History](#)

[Less](#)

3. On the following screen, choose the month when the transaction was completed and then access the details.

Adjustments(YoungStar) Transfer History
View Adjustments(YoungStar) transfers for a month when the money was transferred

September 2017

[Export](#)

Transaction Date	Type	Amount	
Transaction Date: 09/29/17			
09/29/17	YoungStar Adjustments	\$4,021.33	Details
Transaction Date: 09/11/17			
09/11/17	Other Adjustments *	(\$1,524.08)	Details
		Total: \$2,497.25	

* Other Adjustments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

4. The details show the names of the children, month and amounts that the debit was done for.

Other Adjustments
This page displays transactions resulting from a Voluntary Repayment Agreement

Transaction Date: 9/11/2017
Amount: (\$1,524.08)
Type: Other Adjustments*

[Export](#)

Child Name	Reason Code	Authorization Month	Amount
Case# 4150897247 - Freddie Webster			
Ron Webster	Authorization Error	September, 2017	(\$777.04)
Ricky Webster	Authorization Error	September, 2017	(\$747.04)

* Other Adjustments include transactions that are not part of parent payments or YoungStar adjustments; most commonly these are transactions resulting from a Voluntary Repayment Agreement.

My Child Care Prices

Licensed providers and programs operated by a Public School Board must report their private pay prices to the local subsidy agency. These prices are used to calculate the Wisconsin Shares Child Care Subsidy for the children the center serves.

The subsidy system uses part-time and full-time weekly prices. If you charge using another payment mode (hourly, daily, or monthly), you can still report these prices by uploading your price sheet into the Portal. Once the subsidy agency receives the price sheet, the agency will convert your reported prices into weekly full-time and part-time prices.

Below are steps for providers on how to enter the prices.

New Providers Who Have Never Reported Prices to the Subsidy Agency

Because no prices are in the subsidy system, the My Child Care Prices screen is blank. Complete the steps below to enter prices:

Child Care Provider Portal
Welcome, Pirkko

Logout

Reader's Daycare 5800039025-001
Miantoo Facility ID 1122460
Madisonwoo, WI 55555 FIS Provider ID N/A

My Child Care Prices

Current and Future Prices

Age	Effective Period	Price
No results found.		

[...More](#)

Select "...More" on the bottom of the screen.

Reader's Daycare 5800039025-001
Miantoo Facility ID 1122460
Madisonwoo, WI 55555 FIS Provider ID N/A

My Child Care Prices

Current and Future Prices

Age	Effective Period	Price
No results found.		

Update Prices

Then select *Update Price*.

Reader's Daycare 5800039025-001
123 Main St Facility ID 1122460
Milwaukee, WI 55555 FIS Provider ID N/A

Update Reported Prices

If you have authorizations spanning over current or past months, the Price Effective Begin Date must be the following month.

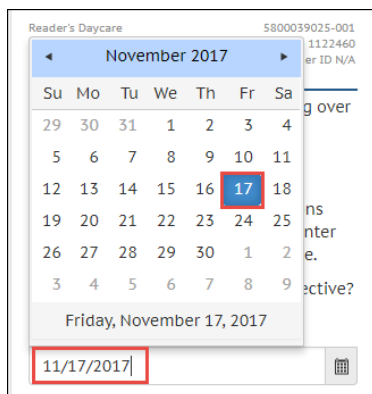
If you do not have any authorizations spanning current or past months, enter the actual Price Effective Begin Date.

From what day are these prices effective?

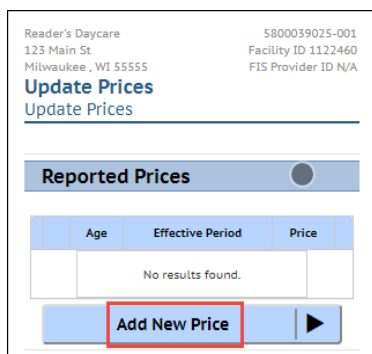
Effective From

To use the calendar to enter the date, choose the calendar icon on the right. To enter the date, tap on the Effective From field. Then choose the *Create Request* button.

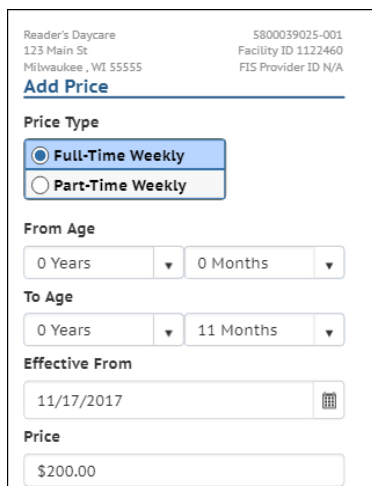
Child Care Provider Portal (CCPP) User Guide



After selecting the effective date, select *Create Request* button.



Select the **Add New Price** button to proceed.



Choose Price Type on the top of this screen:

- **Full-Time Weekly** reflects price for 21 hours or more of care per week.
- **Part-Time Weekly** reflects price for 20 hours or less of care per week.

The prices are entered by age groups. The screen shows a full-time weekly price for children between newborn and the first birthday.

If your program serves infants under age three months, always enter 0 Years and 0 Months in the From Age field.

The prices are entered as follows:

From Age: 0 years and 0 Month

To Age: 0 Years through 11 Months

This price is in effect until the child turns one year old.

Effective From Date: This date is carried over to all price entries from the very first screen. The date can be modified if necessary.

Price: Enter the **weekly** full-time price for the age group. Note that hourly prices should not be entered. Select *Modify* when the screen is complete.

After the price for the age group has been saved, you are taken back to the *Update Prices* screen.

Reader's Daycare
123 Main St
Milwaukee, WI 55555

5800039025-001
Facility ID 1123460
FIS Provider ID N/A

Update Prices
Update Prices

Reported Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/17/17	\$200.00

Add New Price

To add prices to other age groups, select *Add New Price* button. If you need to make changes or delete the previously entered price, select the *Modify* icon next to the price.

Example:

Below is a sample of all prices for a licensed child care center. The center has daily and weekly prices. The weekly full-time prices that need to be reported to the subsidy agency are marked with a red border, and the weekly part-time prices are marked with a blue border.

Age Category	Daily Rate	Weekly Rate	Age Category	Daily Rate	Weekly Rate
Infants			Pre-K, 4 - 5 Years Old		
Full Day, 5 Days/Week	\$44	\$220	Full Day, 5 Days/Week	\$35	\$175
Full Day, less than 5 Days/Week	\$48		Full Day, less than 5 Days/Week	\$39	
½ Day, 5 Days/Week	\$34	\$170	½ Day, 5 Days/Week	\$25	\$125
½ Day, less than 5 Days/Week	\$38		½ Day, less than 5 Days/Week	\$29	
Hourly - \$12 per hour			Hourly (not available)		
12 - 30 Months Old			School Age, 6 - 12 Years Old		
Full Day, 5 Days/Week	\$39	\$195	Before School, 5 Days/Week	\$12	\$60
Full Day, less than 5 Days/Week	\$43		Before School, less than 5 Days/Week	\$13	
½ Day, 5 Days/Week	\$27	\$135	After School, 5 Days/Week	\$18	\$90
½ Day, less than 5 Days/Week	\$31		After School, less than 5 Days/Week	\$19	
Hourly - \$9.50 per hour			Before & After, 5 Days/Week	\$21	\$105
2.5 - 5 Years Old			Before & After less than 5 Days/Week	\$22	
Full Day, 5 Days/Week	\$33	\$165	Full Day, 5 Days/Week	\$30	\$150
Full Day, less than 5 Days/Week	\$37		Full Day, less than 5 Days/Week	\$34	
½ Day, 5 Days/Week	\$23	\$115	Hourly - \$7 per hour		
½ Day, less than 5 Days/Week	\$27		Drop-In		
Hourly - \$8.50 per hour			Hourly - Add \$2 per day		
½ Day consists 5 hours or less that fall entirely between either: 6:30 AM - 12:30 PM or 12:30 PM - 6:30 PM			½ Day - Add \$4 per day		
			Full Day - Add \$6 per day		

If the center has multiple prices for the same age group, enter the higher rate because the system will not accept two prices for the same age group. For example, here the center has a 2.5 – 5 years old group and a Pre-K, 4 – 5 years old group. Enter the 2.5 – 5 prices for the 2 years 5 months – 3 years 11 months group, and then enter the Pre-K prices for the 4 years 0 months – 4 years 11 months group.

Child Care Provider Portal (CCPP) User Guide

When the full- and part-time weekly prices from the sheet are all entered in the Portal by age group, they would look as follows:

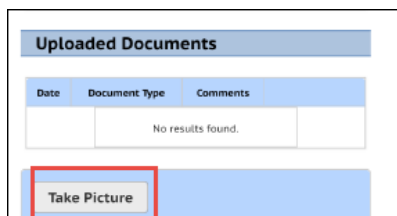
Reported Prices			
	Age	Effective Period	Price
Full-time weekly			
	0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/17/17	\$220.00
	1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	11/17/17	\$195.00
	2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	11/17/17	\$165.00
	6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/17/17	\$150.00
Part-time weekly			
	0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	11/17/17	\$170.00
	1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	11/17/17	\$135.00
	2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	11/17/17	\$115.00
	6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/17/17	\$105.00

Uploading Price Sheets

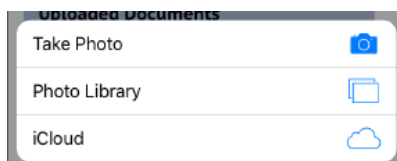
After you have updated your prices, you can also upload the price sheets into the Child Care Provider Portal so the subsidy worker can verify the entry.

To upload the sheet, tap on the *Take Picture* button on the *Update Prices* screen.

Note that if you are using a desktop computer, the button is called *Upload Document*.



Tap on *Take Picture* if you have not yet taken a picture of your price sheet. If a previously taken photo is in your device, choose *Photo Library*. Note that the buttons might be called something different depending on the mobile device being used.



If you chose *Take Photo*, your camera will activate. Take the picture and then select *Use Photo*.

Child Care Provider Portal (CCPP) User Guide

Take Picture

pricesheet.JPG X

Comments

Price sheet effective 8/1/17.

Once the photo (or document if using a desktop) has been attached, you can enter comments. You can also delete the photo/document by selecting the “X” on the right.

Click *Save Document* to upload the picture.

Uploaded Documents

Date	Comments	
09/08/17	Price sheet effective 8/1/17.	View ▶

Take Picture

After you saved the photo and the comment, you are taken back to *Update Price* screen. The photo (or document if desktop is used) is displayed on the bottom of the screen. Click *View* if you want to view the uploaded document. If your price sheet has multiple pages, you can upload additional documents.

After the price sheet has been uploaded, select *Review Changes* on the bottom of the screen.

Review Changes

Pam Tester
111 Ash St
Madison, WI 53711
8800039968-001
Facility ID 1123209
FIS Provider ID N/A

Review Prices
Review Price Changes

Price Changes

Age	Effective Period	Price	
Full-time weekly			
0 Year(s) 1 Month(s) - 0 Year(s) 11 Month(s)	08/01/17	\$220.00	▶
1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	08/01/17	\$195.00	▶
2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	08/01/17	\$165.00	▶
6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	08/01/17	\$150.00	▶
Part-time weekly			
0 Year(s) 1 Month(s) - 0 Year(s) 11 Month(s)	08/01/17	\$170.00	▶
1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	08/01/17	\$135.00	▶
2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	08/01/17	\$115.00	▶
6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	08/01/17	\$105.00	▶

Uploaded Documents

Date	Document Type	Comments
No results found.		

Submit Request

Review the changes for accuracy and when done, select *Submit Request* to send the data to the subsidy agency.

Child Care Provider Portal (CCPP) User Guide

Child Care Provider Portal
Welcome, Pirkko

Logout

Pam Tester
111 Ash St
Madison, WI 53711

8800039968-001
Facility ID 1123209
FIS Provider ID N/A

My Child Care Prices
Current and Future Prices

Prices

Age	Effective Period	Price
No results found.		

Reported Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 1 Month(s) - 0 Year(s) 11 Month(s)	08/01/17	\$220.00
1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	08/01/17	\$195.00
2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	08/01/17	\$165.00
6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	08/01/17	\$150.00

The newly submitted prices are displayed under the *Reported Prices* section on the *My Child Care Prices* screen until the subsidy agency has processed them.

Until the agency processes the price update request, the prices are in pending status and are displayed under the *Reported Prices*.

Pam Tester
111 Ash St
Madison, WI 53711

8800039968-001
Facility ID 1123209
FIS Provider ID N/A

My Child Care Prices
Current and Future Prices

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 1 Month(s) - 0 Year(s) 11 Month(s)	08/01/17	\$220.00
1 Year(s) 0 Month(s) - 2 Year(s) 5 Month(s)	08/01/17	\$195.00
2 Year(s) 6 Month(s) - 5 Year(s) 11 Month(s)	08/01/17	\$165.00
6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	08/01/17	\$150.00
Part-time weekly		
0 Year(s) 1 Month(s) - 0 Year(s) 11 Month(s)	08/01/17	\$170.00

Once the prices are processed by the agency, they will then appear under the *Prices* section.

Providers with Current Prices in the Subsidy System

Child Care Provider Portal
Welcome, Randy

Logout

Johnson Early Care Locn 1
256 W Main
Milwaukee, WI 53233

3800036813-001
Facility ID 1000009
FIS Provider ID D205278

My Child Care Prices
Current and Future Prices

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	04/01/16	\$200.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	04/01/16	\$100.00

The *My Child Care Prices* screen displays the prices you previously reported and that are currently in the subsidy system.

Update Prices



Child Care Provider Portal
Welcome, Randy

Logout

Johnson Early Care Locn 1
256 W Main
Milwaukee, WI 53333

3800036813-001
Facility ID 1000009
FIS Provider ID D205278

My Child Care Prices

Current and Future Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	04/01/16	\$200.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	04/01/16	\$100.00

Update Price

To report an update in your prices, select the "...More" link on the *My Child Care Prices* to access the Update Prices button.



Child Care Provider Portal
Welcome, Randy

Logout

Johnson Early Care Locn 1
256 W Main
Milwaukee, WI 53333

3800036813-001
Facility ID 1000009
FIS Provider ID D205278

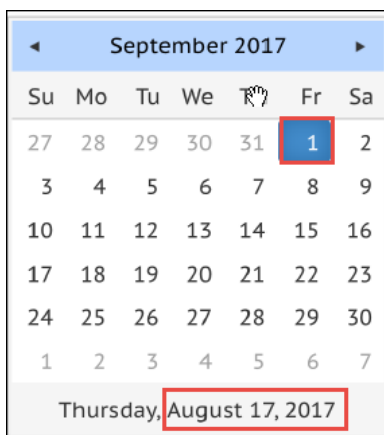
Update Reported Prices

From what day are these prices effective?

Effective From

Create Request

On the following screen, select the *Calendar* icon or type the effective date of the new price.



September 2017

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Thursday, August 17, 2017

Choose the effective date in the calendar. Note that programs that have current authorizations in place, can report prices with effective date as of the **first day of the next month**. Programs that do not have authorization, may report a past or current date as the effective date.

Child Care Provider Portal (CCPP) User Guide

Child Care Provider Portal
Welcome, Randy

Logout

Johnson Early Care Locn 1
256 W Main
Milwaukee, WI 53333
Update Prices
Update Prices

3800036813-001
Facility ID 1000009
FIS Provider ID D205278

Reported Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	09/01/17	\$200.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	09/01/17	\$100.00

Add New Price

After selecting the effective date, you are taken to the *Update Prices* screen.

Select the arrow next to the price you wish to update. You will be taken to the *Modify Price* screen.

On this screen, the Price Type is defaulted to the one chosen on the previous screen. Update the price on the bottom of the screen.

Johnson Early Care Locn 1
256 W Main
Milwaukee, WI 53333
Modify Price
Modify Price

3800036813-001
Facility ID 1000009
FIS Provider ID D205278

Price Type

☒ Full-Time Weekly

☐ Part-Time Weekly

From Age

0 Years 0 Months

To Age

12 Years 11 Months

Effective From

9/1/2017

Price

225.00

Delete

Repeat the steps above if the part-time price needs to be updated.

Johnson Early Care Locn 1
256 W Main
Milwaukee, WI 53333
Modify Price
Modify Price

3800036813-001
Facility ID 1000009
FIS Provider ID D205278

Price Type

☐ Full-Time Weekly

☒ Part-Time Weekly

From Age

0 Years 0 Months

To Age

12 Years 11 Months

Effective From

9/1/2017

Price

125.00

Delete

After submitting the updates, the *Update Prices* screen displays. Now the screen has two sections:

Johnson Early Care Locn 1
256 W Main
Milwaukee, WI 53233
Update Prices
Update Prices

3800036811-001
Facility ID 1000009
FIS Provider ID D205278

Reported Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	09/01/17	\$225.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	09/01/17	\$125.00

Add New Price

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	04/01/16	\$200.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	04/01/16	\$100.00

- **Reported Prices:** These are the new prices you entered on the previous screen. These prices are not in effect until the subsidy agency processes them.
- **Prices:** These are the prices that are in effect until the reported prices are processed by the agency.

Uploading Updated Price Sheets

After you have updated your prices, you can also upload the updated price sheets into the Child Care Provider Portal so the subsidy worker can verify the entry.

To upload the sheet, tap on the *Take Picture* button on the *Update Prices* screen. Note that if you are using a desk top computer, the button is called *Upload Document*.

Uploaded Documents

Date	Document Type	Comments
No results found.		

Take Picture

Tap on *Take Picture*, if you have not yet taken a picture of your price sheet. If a previously taken photo is in your device, choose *Photo Library*. Note that there may be differences between mobile devices on what the buttons are called.

Uploaded Documents

Take Photo

Photo Library

iCloud

If you chose *Take Photo*, your camera will activate. Take the picture and then select *Use Photo*.

Take Picture

pricesheet.JPG

Comments

Price sheet effective 8/1/17.

Once the photo (or document if using a desktop) has been attached, you can enter comments. You can also delete the photo/document by selecting the X on the right.

Select *Save Document* button to upload the picture.

Child Care Provider Portal (CCPP) User Guide

Date	Comments	
09/08/17	Price sheet effective 8/1/17.	View

[Take Picture](#)

After you saved the photo and the comment, you are taken back to *Update Price* screen. The photo (or document if desktop is used) is displayed on the bottom of the screen. Click *View* if you want to view the uploaded document. If your price sheet has multiple pages, you can upload additional documents.

Welcome, Randy [Logout](#)

Watts Valley Day Care 4800039704-001
2702 Monroe St Facility ID 1122684
Milwaukee, WI 53205 FIS Provider ID D205283

Review Prices

Review Price Changes

Price Changes

Age	Effective Period	Price	
Full-time weekly			
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	09/01/17	\$275.00	View
Part-time weekly			
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	09/01/17	\$150.00	View

Uploaded Documents

Date	Document Type	Comments
No results found.		

[Submit Request](#)

...More

After the price sheet has been uploaded, select *Review Changes* button on the bottom of the screen. Once the price update is complete, select *Submit Request* to send the request to the subsidy agency.

Child Care Provider Portal
Welcome, Randy [Logout](#)

Johnson Early Care Locn 1 3800036815-001
256 W Main Facility ID 1000009
Milwaukee, WI 53333 FIS Provider ID D205278

My Child Care Prices

Current and Future Prices

Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	04/01/16 - 09/30/17	\$200.00
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	10/01/17	\$225.00
Part-time weekly		
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	04/01/16 - 09/30/17	\$100.00
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	10/01/17	\$125.00

...More

Once the prices have been accepted by the subsidy agency, the My Child Care Prices shows the changes.

Updating Prices – Age Range Change

This section explains how to change price age ranges. Below is an example:
Currently the center has one price for all children from newborn to age 13 years.

Child Care Provider Portal

Welcome, Randy

<

The center wants to correct the price age ranges as follows:

6 weeks (one month) to 2 years of age: \$220

2 years to 5 years of age: \$190

5 years and older: \$150

The easiest way to change the age ranges is to first delete the current prices and then re-enter them.

Below are the steps for the scenario above:

1. On the *My Child Care Prices* screen, scroll down to “...More” link to access the *Update Prices* button.
2. On the *Update Reported Prices* page, enter the Effective Date of the price change.
3. Select the *Edit* button to access the *Modify Prices* screen.



Happy House
2187 N Stevens St
Rhinelander, WI 54501-8043

7800039777-001
Facility ID 1122407
FIS Provider ID N/A

Update Prices

Update Prices

Reported Prices

	Age	Effective Period	Price	
▲ Full-time weekly				
	0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/17/17	\$200.00	
▲ Part-time weekly				
	0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	11/17/17	\$110.00	

Child Care Provider Portal (CCPP) User Guide

4. On the *Modify Price* screen, check the Delete checkbox.

Happy House 7800039777-001
2187 N Stevens St Facility ID 1122407
Rhinelander, WI 54501-8043 FIS Provider ID N/A

Modify Price

Price Type

☒ Full-Time Weekly
☐ Part-Time Weekly

From Age

0 Years 0 Months

To Age

12 Years 11 Months

Effective From

11/17/2017

Price

\$200.00

☒ Delete

5. After you select Modify, the *Update Prices* screen shows a red asterisk next to the price that was deleted. Select Add New Price to proceed.

Happy House 7800039777-001
2187 N Stevens St Facility ID 1122407
Rhinelander, WI 54501-8043 FIS Provider ID N/A

Update Prices

Update Prices

Reported Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 11 Month(s)	11/17/17	\$200.00
12 Year(s) 11 Month(s)		
Part-time weekly		
0 Year(s) 0 Month(s) - 11 Month(s)	11/17/17	\$110.00
12 Year(s) 11 Month(s)		

Add New Price

6. To add the new prices and age ranges, proceed as explained earlier in this chapter.

Reported Prices

Age	Effective Period	Price
Full-time weekly		
0 Year(s) 0 Month(s) - 11 Month(s)	11/17/17	\$200.00
12 Year(s) 11 Month(s)		
Part-time weekly		
0 Year(s) 0 Month(s) - 11 Month(s)	11/17/17	\$220.00
1 Year(s) 11 Month(s)		
2 Year(s) 0 Month(s) - 11 Month(s)	11/17/17	\$190.00
4 Year(s) 11 Month(s)		
5 Year(s) 0 Month(s) - 11 Month(s)	11/17/17	\$150.00
12 Year(s) 11 Month(s)		

After you have completed all prices, select Review Changes on the *Update Prices* screen and finally Submit Request.

Manage Fees – e-Payments

Starting February 2020, providers can pay certain outstanding licensing/certification-related fees using this portal.

There are two options for the e-payments:

1. Electronic Funds Transfer from your checking or savings account. There is no extra fee when choosing this option.
2. Credit or debit card payment: You will be charged an additional 2% convenience fee.

Licensed Providers:

The following fees can be paid using this portal:

- Automated Background Check Fee (Annual Name-based Checks and Initial DOJ-Checks for minor employees)
- Forfeiture fees
- License fees (continuation)
- Other fees such as late fees, etc.

Milwaukee Certified Providers:

The following fees can be paid using this portal:

- Certification fees (renewals)
- Automated Background Check Fees (Annual Name-based Checks)
- Other fees such as late fees, etc.

Certified provider (excluding Milwaukee):

The following fees can be paid using this portal:

- Automated Background Check Fees (Annual Name-based Checks)

All other certification-related fees must be submitted to the certifying agency.

Higher Education (Training) and Contracting Services Entities

The following fees can be paid using this portal:

- Automated Background Check Fees (Annual Name-based Checks)

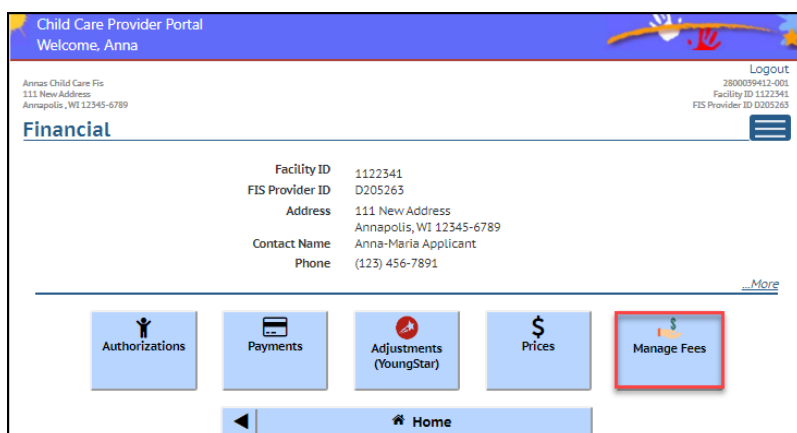
E-payment Steps:

The E-Payment system works in conjunction with U.S. Bank, a vendor of the State of Wisconsin for E-Payment solutions. The Provider Portal gives you the ability to see amounts in the licensing/certification database that are due and to choose which ones and how much to pay. After you identify the fees that you want to submit a payment for, you are taken to the U.S. Bank site that allows you to enter payment information to initiate the payment process.

The payments submitted **before 8 p.m.** are posted the following day. Payment submitted **after 8 p.m.** will show in the Provider Portal the second day after submittal.

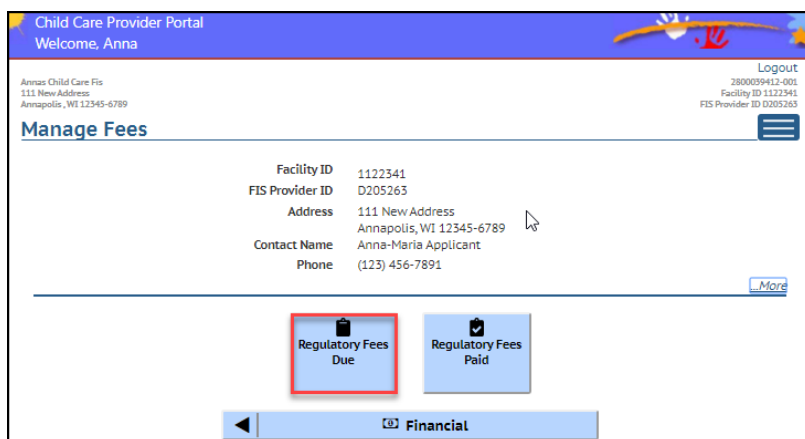
The payment process is explained below.

Step 1: Access the *Manage Fee* page in the portal (you can access this page from any page using the Sandwich menu on the right).



Step 2: The *Manage Fees* page has two buttons:

- Regulatory Fees Due (all unpaid fees in the licensing database)
- Regulatory Fees Paid (payments collected within last three years)



Choose the *Regulatory Fees Due* button.

Step 3: *Regulatory Fees Due* page lists all unpaid fees for your program. Make sure you have your credit/debit or bank account information available to avoid a risk for the pages timing out.

Child Care Provider Portal
Welcome, Anna

Anna's Child Care Fts
111 New Address
Annapolis, WI 12345-6789

Logout
2800099412-001
Facility ID 1122341
FIS Provider ID 0205263

Regulatory Fees Due

Regulatory Fees For This Location

Date	Fee Type	Balance
1/30/2020	License	(\$60.50)
1/22/2020	Background Check (Anna Applicant)	(\$10.00)
5/6/2019	Forfeiture	(\$200.00)
Total Due:		\$270.50

Pay Total Due

* By selecting the 'Pay Total Due' button, you will be redirected to US Bank with two options when entering payment details:

1. Electronic Funds Transfer from your checking or savings account. There is no extra fee when choosing this option.
2. Credit or debit card payment: You will be charged an additional 2% convenience fee.

If paying through a business checking or savings account, please contact your bank to ensure that the account can be debited for the amount you wish to pay, as some business accounts have debit restrictions.

Pay Other Amount

This page gives you two options:

- **Pay Total Due:** This link takes you to the U.S. Bank portal to complete the payment for the entire amount due. Note that choosing this button will start the payment process. *If you do not complete the payment process today (during one session), you cannot make another payment until the following day.* Go to Step 5 to proceed.
- **Pay Other Amount:** If you are paying a partial fee, this link takes you to a page where you can specify the payment amount. Note that choosing this button will start the payment process. *If you do not complete the payment process today (during one session), you cannot make another payment until the following day.* Go to Step 4 to proceed.

Step 4: On the *Regulatory Fee – Pay Other Amount* page, you can delete fees that you do not want to submit a payment for. Note that this does not delete the actual fee in the licensing database, but only adjusts the balance for the e-payment. In the example below, the provider will submit a payment for the forfeiture. She chooses the Delete links for the two first amounts.

Child Care Provider Portal (CCPP) User Guide

Child Care Provider Portal
Welcome, Anna

Annas Child Care Fis
111 New Address
Annapolis, WI 12345-6789

Logout
2800039412-001
Facility ID 1122341
FIS Provider ID 0205263

Regulatory Fees - Other Amount

Regulatory Fee - Other Amount

Date	Fee Type	Balance Amount	Amount Applied	Delete All
1/30/2020	License	(\$60.50)	\$60.50	Delete
1/22/2020	Background Check (Anna Applicant)	(\$10.00)	\$10.00	Delete
5/6/2019	Forfeiture	(\$200.00)	\$200.00	Delete
Total:		(\$270.50)	\$270.50	

[Pay Selected Amount](#)

* By selecting the "Pay Selected Amount" button, you will be redirected to US Bank with two options when entering payment details:
1. Electronic Funds Transfer from your checking or savings account. There is no extra fee when choosing this option.
2. Credit or debit card payment: You will be charged an additional 2% convenience fee.

If paying through a business checking or savings account, please contact your bank to ensure that the account can be debited for the amount you wish to pay, as some business accounts have debit restrictions.

After deleting the two fees above, the payment amount is adjusted to only cover the forfeiture.

Child Care Provider Portal
Welcome, Anna

Annas Child Care Fis
111 New Address
Annapolis, WI 12345-6789

Logout
2800039412-001
Facility ID 1122341
FIS Provider ID 0205263

Regulatory Fees - Other Amount

Regulatory Fee - Other Amount

Date	Fee Type	Balance Amount	Amount Applied	Delete All
1/30/2020	License	(\$60.50)	\$0.00	Delete
1/22/2020	Background Check (Anna Applicant)	(\$10.00)	\$0.00	Delete
5/6/2019	Forfeiture	(\$200.00)	\$200.00	Delete
Total:		(\$270.50)	\$200.00	

[Pay Selected Amount](#)

After the payment amount is chosen, choose the *Pay Selected Amount* button.

Step 5: After choosing either the total amount or the partial amount, you will be taken to the U.S. Bank portal where the actual payment is made.

WISCONSIN GOV
WISCONSIN 609

State of Wisconsin

e-Payment Services

[Exit](#)

Welcome to the Electronic Payment System

Please enter your User ID and Password and click Log In.

User ID [Forgot Your User ID?](#)

Password [Forgot Your Password?](#)

[Log In](#)

[Register](#)

[Pay Without Registering](#)

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

Child Care Provider Portal (CCPP) User Guide

Choose the 'Register' link if you want to create an account to be used with future payments and show payment history. If you create an account, your payment methods (credit/debit card or bank account information) can be stored for future payments.

If you want to pay without creating a user account, choose the Pay Without Registering link.

Step 6: Enter your contact information on the *Make a Payment* screen.

The screenshot shows the 'Make a Payment' screen. At the top is the Wisconsin state logo and the text 'State of Wisconsin e-Payment Services'. Below this is a section titled 'Make a Payment' with a sub-link 'My Payment'. Under 'My Payment', there is a box for 'DCF Child Care Payments' containing the following details: Amount Due \$15.00, Provider Name CHOCOLATE CAKES DAYCARE, Facility Name CHOCOLATE CAKES DAYCARE, and Provider Location Number 1800039971-1. Below this is a 'Payment Information' section with: Frequency One Time, Payment Amount \$15.00, and Payment Date Pay Now. The 'Contact Information' section contains several input fields: First Name, Last Name, Company (Optional), Address 1, Address 2 (Optional), City/Town, State/Province/Region, Zip/Postal Code, Country, Phone Number, and Email Address. At the bottom of the contact information section is a link 'Become a Registered User' with a small icon.

On the bottom of the above screen, choose the payment method.

The screenshot shows the 'Payment Method' section. It features a dropdown menu labeled 'Payment Method' with the word 'Select' and a downward arrow. Below the dropdown, a small text line reads: 'A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be ab'. At the bottom are two buttons: 'Continue' (highlighted with a red border) and 'Cancel'.

The following screens differ based on the method you chose.

a. If you chose Checking or Savings, you can enter your bank account's Routing and Account

Child Care Provider Portal (CCPP) User Guide

numbers.

The screenshot shows the 'Payment Method' dropdown set to 'Checking or Savings'. A sample check is displayed with the following details: 123 Main St, Anytown, WI 12345, DATE, PAY TO THE ORDER OF, \$, DOLLARS, and MEMO. Below the check, the Bank Routing Number (123456789), Bank Account Number (088 11111111), and Check Number (001215) are shown. The Bank Account Type is set to 'Checking' with the option 'This is a business account' unchecked. At the bottom, a message states: 'A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will see the total amount due.' The 'Continue' button is highlighted in red, and the 'Cancel' button is in blue.

b. If Credit/Debit card is chosen, you can enter the card number and other details. Note that there is a 2% fee charged for these payments.

The screenshot shows the 'Payment Method' dropdown set to 'Credit/Debit Card'. The Card Number field is empty, and the Expiration Date is set to Month and Year. The Card Security Code field is empty. The Card Billing Address is set to 'Use my profile information' with the address: 201 e washington, madison, WI 53708, United States. The 'Save this payment account for future use' checkbox is unchecked. The Email Address field is filled with 'pirkko.mollanen@wi.gov'. At the bottom, a message states: 'A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will see the total amount due.' The 'Continue' button is highlighted in red, and the 'Cancel' button is in blue.

Once the above screen is complete, choose "Continue."

Step 7: Carefully review the payment information and then chose "Confirm."

Child Care Provider Portal (CCPP) User Guide

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

[Payment Details](#)

Description	WI Child Care New Repayment DCF Child Care Pymts TST https://mywchildcareprovidersacc.wisconsin.gov/
Payment Amount	\$200.00
Convenience Fee	\$3.60
Total Amount	\$203.60
Payment Date	01/30/2020
Provider Name	ABC CHILD CARE
Facility Name	ANNAS CHILD CARE FIS
Provider Location Number	2800039412-1

[Payment Method](#)

Payer Name	anna applicant
Card Number	*1117
Expiration Date	Nov-2022
Card Type	Discover
Confirmation Email	pirkko.moilanen@wi.gov

[Billing Address](#)

Address 1	201 e washington
City/Town	madison
State/Province/Region	WI
Zip/Postal Code	53708
Country	United States

A convenience fee will be charged for this transaction. The fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

[Confirm](#) [Back](#)

Step 8: The *Confirmation* page displays the Confirmation Number and all details on the payment.

Child Care Provider Portal (CCPP) User Guide

Confirmation

You must click the "Continue" button below in order to return to the state agency's website.
Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **XW2XCE000035654**

Payment Details

Description	WI Child Care New Repayment DCF Child Care Pymts TST https://mywchildcareprovidersacc.wisconsin.gov/
Payment Amount	\$200.00
Convenience Fee	\$3.60
Total Amount	\$203.60
Payment Date	01/30/2020
Status	PROCESSED
Provider Name	ABC CHILD CARE
Facility Name	ANNAS CHILD CARE FIS
Provider Location Number	2800039412-1

Payment Method

Payer Name	anna applicant
Card Number	*1117
Card Type	Discover
Confirmation Email	pirkko.moilanen@wi.gov

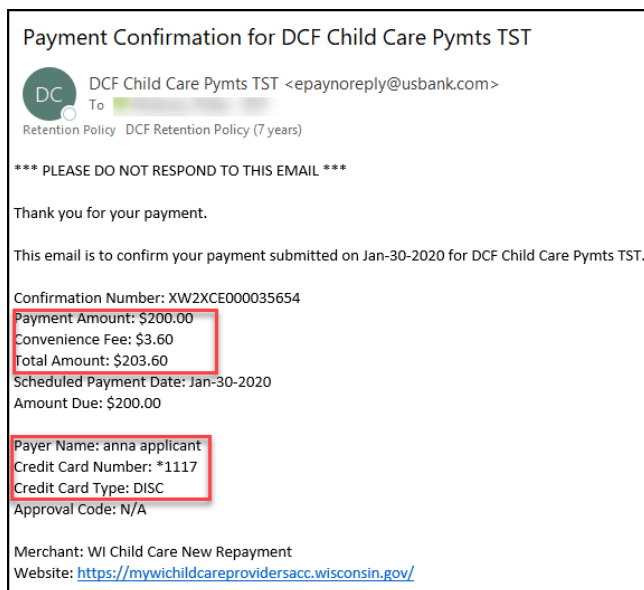
Billing Address

Address 1	201 e washington
City/Town	madison
State/Province/Region	WI
Zip/Postal Code	53708
Country	United States

Continue

As soon as the payment has been authorized, an email is sent to the email address you entered when completing the payments. The email includes details on the payment such as the payment amount, any convenience fees (if debit/credit card used), etc. See screen print below.

Child Care Provider Portal (CCPP) User Guide



Step 9: The *Payment Due* page in the [Provider Portal](#) shows that the payment is pending. **You cannot submit another payment until the following day.** The payment will also be shown on the *Regulatory Fees Paid* page the following day once the transaction has been successfully completed.

Child Care Provider Portal
Welcome, Anna

Annas Child Care Fcs
111 New Address
Annapolis, WI 52545-6789

Logout
2800039412-001
Facility ID 1122341
FIS Provider ID 12035363

Regulatory Fees Due

Regulatory Fees For This Location

A payment of \$200.00 was started at 12:40 PM but has not yet completed at US Bank. No additional payment can be made until tomorrow.

Date	Fee Type	Balance
1/30/2020	License	(\$60.50)
1/22/2020	Background Check (Anna Applicant)	(\$10.00)
5/6/2019	Forfeiture	(\$200.00)
Total Due:		\$270.50

Continuation Fees – Licensed Centers

The system now generates the licensing fee when the continuation application materials are generated. The fee can be paid at any time once it is available at the Provider Portal. However, you must return the application to your regional licensing office to start the continuation application process.

Child Care Provider Portal (CCPP) User Guide

Life Is A Beach-Camp
1414 Shady Lane
Madison, WI 53511

Logout
0800039990-001
Facility ID 1122381
FIS Provider ID D215280

Regulatory Fees Due

Regulatory Fees For This Location

⚠ You are choosing to pay for a licensing continuation fee, but the materials required for the application have not been entered into the system. Be sure to complete and send in all relevant materials. Payment alone does not guarantee continuation of the license.

Date	Fee Type	Balance
4/20/2020	License	(\$900.00)
1/18/2019	License	(\$10.00)
	Total Due:	\$910.00

Regulatory Fees Paid

This page shows any payments made during the last three years for your program.

Child Care Provider Portal
Welcome, Anna

Logout
2800039412-001
Facility ID 1122341
FIS Provider ID D205263

Regulatory Fees Paid

Regulatory Fee Payments For Past Three Years

Date	Fee Type	Amount	
1/24/2018	Check	\$431.50	Details ▶
12/31/2017	Check: 12345	\$50.00	Details ▶
11/28/2017	Check	\$75.00	Details ▶

◀ [Manage Fees](#)

The e-payments are displayed on this page one day after you have authorized the payment. The fee includes the confirmation number associated with the payment.

Regulatory Fees Paid

Regulatory Fee Payments For Past Three Years

Date	Fee Type	Amount	
1/30/2020	Checking Or Savings: WS2CCE004304071	\$15.00	Details ▶
1/28/2020	Checking Or Savings: WS2CCE004296546	\$70.50	Details ▶

To view detail on a specific payment, choose the *Details* link.

Regulatory Fee Payment Details

This page shows details on the payment submitted such as date, type of e-payment and amount. In addition, the page shows regulatory fees the payment covered.

Chocolate Cakes Daycare
7414 E Calvary Dr
Dane, WI 53214-4144

Logout
1800039971-001
Facility ID 1123204
FIS Provider ID N/A

Regulatory Fee Payment Details

Regulatory Fee Payment Details For This Location

Fee Payment Details	
Date	1/28/2020
Type	Checking Or Savings: WS2CCE004296546
Amount	\$70.50

Transaction Details for Fee Payment	
Fee Type	Amount
License	(\$60.50)
Background Check (Chocolate Cakes)	(\$10.00)

1 - 2 of 2 items

Payment Failures

If the credit/debit card information entered in the U.S. Bank portal is incorrect or invalid, the payment authorization is immediately refused by the U.S. Bank system. Electronic Funds Transfer failures from a checking/savings account usually take about two days to post.

The process is explained below:

Day 1: (payment authorized before 8 p.m.): Payment authorized using checking/savings account.

Day 2: The payment is posted on the *Regulatory Fees Paid* page as collected.

Day 3: Payment failure information is received from the U.S. Bank. The collection listed on Day 2 is reversed and the *Regulatory Fees Paid* page deletes the amount posted. The fee is reposted on the *Payments Due* page and unpaid.

Refunds – Payment made in Excess

In some rare scenarios, the provider may accidentally submit a payment that exceeds the balance due creating a positive balance. This amount shows on the *Regulatory Fee Payment Details* page as a positive amount. The licensing region will decide if the refund can be applied to a future fee or issue a check for the refund.

Child Care Provider Portal (CCPP) User Guide

Sandy's New Location
123456 I Moved
lvkjetwlgjertwjg, WI 56569

7800039417-002
Facility ID 1122397
FIS Provider ID N/A

Regulatory Fee Payment Details

Regulatory Fee Payment Details For This Location

Fee Payment Details	
Date	1/30/2020
Type	Check
Amount	\$200.00


Transaction Details for Fee Payment	
Fee Type	Amount
License	(\$60.50)
Background Check	(\$10.00)
Refund	\$129.50

⏪
<
1
>
⏩

1 - 3 of 3 items


Facility Details

This screen includes buttons for details for the facility/location.



Child Care Provider Portal

Welcome, Rita



Randy's Preschool Fis

205 Corporate Dr

Mke, WI 53206

Logout

3800036563-001

Facility ID 120856

FIS Provider ID D205258

Facility Details

Facility ID

120856

FIS Provider ID

D205258

Address

205 Corporate Dr

Mke, WI 53206


Contact Name

Rita Randall


Phone

() -


More




Details




Registry Details



Manage Facility



Individuals



CCR & R Provider Reported Info

YoungStar Details

The *YoungStar Details* screen shows the YoungStar details for your program such as the participation status, future anniversary date and current Star level.

Child Care Provider Portal (CCPP) User Guide

Child Care Provider Portal
Welcome, Randy

Logout

Randy's Preschool
123 Main St
Anytown, WI 52222

3800036563-001
Facility ID 120856
FIS Provider ID D205258

YoungStar Details

Current and future YoungStar details

YoungStar	
Participation Status	Participant
Anniversary Date	10/01/17
Current Star Level	★★★★★

[...More](#)

Accreditation

Name	Effective Period
National Association For The Education Of Young Children (NaeYC)	01/01/15

[...More](#)

If your program is accredited, the name of the Accreditation agency is displayed. The *Effective Period* field displays the begin date of the current accreditation period. If the accreditation is time limited, the end date is also displayed. The link to YoungStar history for the provider location is available by choosing "...More."

Wisconsin Registry Details

If your center has training information in the Child Care Registry that applies to your YoungStar rating, those details are also available in the Child Care Provider Portal. Also, your **Wisconsin** Registry Level is displayed.

Child Care Provider Portal
Welcome, Randy

Logout

Lakeland Group Centre
123 Main St
Anytown, WI 45454

2800040092-001
Facility ID 1133290
FIS Provider ID D217937

Registry Details

Current Registry Details - Last updated on 07/20/18

The information entered in your program profile at The Registry is shown below and is used to determine your YoungStar rating and payments from the Wisconsin Shares Child Care Subsidy Program if applicable. By signing the YoungStar Contract a provider agrees to keep their program profile accurate and up-to-date at all times. All updates must be made on your program profile account through The Registry.

Director Details	
Director Name	Daisy Director
Effective From	04/01/18
Registry #	7000000933
Registry Level	17

[...More](#)

Classrooms

Infant A: 8 Children, Ages From 0 Year(s) 1 Month(s) To 1 Year(s) Staff: Mrs Infantteacher	▶
Toddler A: 16 Children, Ages From 1 Year(s) To 1 Year(s) Staff: Theresa Toddlerteacher	▶

This screen shows information for a group center with multiple classrooms. The top section shows information on the director. To view more details on training and credentials on the director, select "...More."

Copy Staff Member to the Individuals Module

If the director or staff member with a **Wisconsin** Registry profile has not been added to the Individuals module, the staff member can be copied to the module. Choose "...More" to view complete details on the person.

Child Care Provider Portal (CCPP) User Guide

Child Care Provider Portal
Welcome, Randy

Logout

Registry Details
Current Registry Details - Last updated on 08/23/18

The information entered in your program profile at The Registry is shown below and is used to determine your YoungStar rating and payments from the Wisconsin Shares Child Care Subsidy Program if applicable. By signing the YoungStar Contract a provider agrees to keep their program profile accurate and up-to-date at all times. All updates must be made on your program profile account through The Registry.

Director Details	
Director Name	Bornia Director
Effective From	08/20/18
Registry #	7000000962
Registry Level	17
Credentials:	
Trainings:	

Copy to Individuals

If the *Copy to Individuals* button appears on the bottom of the page, choose this button to pull the person into the Individuals module so a background check can be conducted on the person. Enter additional details such as the individual's home address, employment/residency details, etc. This screen is explained in the Individuals section below.

Note that if the person has been added into the Individuals module already, this button will not be available.

Wisconsin Registry Classroom Details

This screen displays Wisconsin Registry details for the classrooms in your center. The screen has the age range, number of children enrolled and number of hours the room is open.

Registry Classroom Details
Last updated on 07/20/18

The information entered in your program profile at The Registry is shown below and is used to determine your YoungStar rating and payments from the Wisconsin Shares Child Care Subsidy Program if applicable. By signing the YoungStar Contract a provider agrees to keep their program profile accurate and up-to-date at all times. All updates must be made on your program profile account through The Registry.

Classroom: Infant A	
Age Range	0 Year(s) 1 Month(s) 0 Week(s) - 1 Year(s) 0 Month(s) 0 Week(s)
Number of Children	8
Hours Per Week Open	50

Staff(s)	
Staff Name	Iris Infanteacher
Position	YoungStar Lead Teacher
Effective From	04/01/18
Hours Per Week in Classroom	50
Registry #	7000000934
Registry Level	10
More	
Staff Name	Annabelle Assistantteacher
Position	Assistant Teacher
Effective From	04/01/18
Hours Per Week in Classroom	40
Registry #	7000000935
Registry Level	7
More	

The lower section shows staff information such as the name, position, the date the staff person started working in the classroom, number of hours the staff person works in the classroom, Registry Level, credentials, and training information. Choose "...More" to copy the staff member into the Individuals module for background check purposes.

Individuals

On October 1, 2018, the department started conducting background checks on prospective/new employees and new certified providers. This new Individuals module has been added to the

portal to allow child care providers to enter current and prospective employees and household members for background check purposes.

When the *Individuals* button is chosen either from the *Home* or *Facility Details* page, the page shows all individuals who have already been entered into the licensing/certification database WISCCRS. For all regulated facilities, the Applicant/Licensee and any household members display.

Lakeland In Rotorua
123 Rumba Rd
Rotorua, WI 12121

Logout
2800040092-002
Facility ID 1123295
FIS Provider ID N/A

Individuals

Individuals at this location

Name	Role(s)	Employment Period	Background Check Status	
Minor Adhoc	Student Intern	01/07/19	Ineligible	Details
Enrique Espanol	Director	08/23/19		Details
Minor Hhadhoc	Household Member	01/07/19	Ineligible	Details
Laura Lake	Applicant/Licensee	07/01/18	Eligible	Details
Matti Minor	Facilities Staff	01/08/19	Ineligible	Details
Minnie Minor	Kitchen Staff	01/07/19	Pending	Details
Matty Pond	Teacher - Lead			Details
Rosie River	Director	07/01/18		Details

1 - 8 of 8 items

! This individual is listed as "Prospective". Update the employment/residency status once the final eligibility has been determined.
? This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form).

[Click here to display Registry Staff](#)

This is a list of the individuals associated with your Registry provider profile. To add these individuals to your staff list in the Child Care Provider Portal (CCPP):

[More](#)

[Facility Details](#)

A few things to mention on this page:

1. If there is a question mark icon next to the individual, please review the *Modify Individual Details*, *Alias* and *Background Check Request* pages to make sure they are complete. The Fingerprint Code is not triggered for these individuals until the record is complete.
2. If there is a red exclamation icon next to the individual, the individual is in **Prospective status**. Once the person has been hired or has started to reside at the center, make sure to change the status to **Current**. If the person was not hired or is not residing, change the status to **Not Hired/Did not Reside** and enter the corresponding date.
3. If your center has staff who have a **Wisconsin** Registry profile, those individuals can be copied from the **Wisconsin** Registry into the Individuals module so the background checks can be conducted. Click on the arrow in the section header to expand the list.

4. The Classroom column that listed the classroom the individual was associated with was eliminated as of September 27, 2019, to speed up downloading the list of individuals attached to a center.
5. The Classroom column has been replaced by Background Check Status for the individual. To view details on the Background Check, proceed to the individual's Background Check screen. The statuses are explained in the Background Check section later in this user guide.

Once the list is expanded, choose the person from the list to be copied over to the Individuals. The "I" icon has instructions on how to copy the individual's record.

[Click here to display Registry Staff](#)

This is a list of the individuals associated with your Registry provider profile. To add these individuals to your staff list in the Child Care Provider Portal (CCPP):

1. Select the down arrow(▼) on the Registry Staff header.
2. Choose the person whose details you want to copy to Individuals.
3. On the Registry Staff Details page, select "...More."
4. Select "Copy to Individuals" button. Complete the details on the Add Individuals Details page.

Click here to display Registry Staff			
Registry Staff			
Registry staff to copy at this location			
All updates must be made on your program profile account through The Registry.			
Name	Position	Registry Level	
Anders Assistantteacher		7	Details
Annabelle Assistantteacher		7	Details
Donna Director		17	Details
Iris Infantteacher		10	Details
Theodor Teacher		15	Details

NOTE: If an individual works at one center and moves to a different center (for a provider that owns multiple centers), the provider must inactivate the individual at the first center and enter them into the new center profile. Because the individual already exists in Child Care Provider Portal, the provider will not need to completely reenter the individual but can search for their record and add them.

Finding Individuals/Employees on the Individual Screen

The *Individual List* page has been enhanced to help center staff find individuals/employees quicker when the list has multiple pages. To search for an individual at your center, click/tap the arrow in the name column header.

Child Care Provider Portal (CCPP) User Guide

Lakeland In Rotorua
123 Rumba Rd
Rotorua, WI 12121

Logout
2800040092-002
Facility ID 1123295
FIS Provider ID N/A

Individuals

Individuals at this location

Name	Role(s)	Employment Period	Background Check Status	
Minor Adhoc	Student Intern	01/07/19	Ineligible	Details
Enrique Espanol	Director	08/23/19		Details
Minor Hhadhoc	Household Member	01/07/19	Ineligible	Details
Laura Lake	Applicant/Licensee	07/01/18	Eligible	Details
Matti Minor	Facilities Staff	01/08/19	Ineligible	Details
Minnie Minor	Kitchen Staff	01/07/19	Pending	Details
Patty Pond	Teacher - Lead			Details
Rosie River	Director	07/01/18		Details

1 - 8 of 8 items

! This individual is listed as "Prospective". Update the employment/residency status once the final eligibility has been determined.
? This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form).

[Click here to display Registry Staff](#)

This is a list of the individuals associated with your Registry provider profile. To add these individuals to your staff list in the Child Care Provider Portal (CCPP):

[Facility Details](#)

To search for an individual whose first name is Tammy, first choose 'Contains' in the upper drop down menu. Then type 'Tammy' in the second field. Then choose Filter.

Name	Role(s)
Anna Assistant	
Employeeone Employeeone	
Not Hired M Individual	
Larry Lovely	
Mamma M Mia	

Show items with value that:

Contains

tammy

And

Start With

[Filter](#) [Clear](#)

Tammy Toss' record will display. If the center has multiple individuals with a first name of Tammy, all individuals are listed on the search results.

Individuals

Individuals at this location

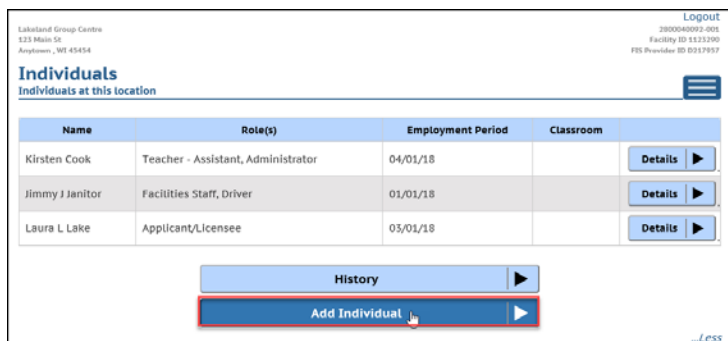
Name	Role(s)	Employment Period	Background Check Status	
Tammy Toss	Household Member	02/07/18	Ineligible - Appealed	Details

1 - 1 of 1 items

? This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form).

Add an Individual

Choose “...More” on the above screen so the *Add Individual* button displays.



Lakeland Group Centre
123 Main St
Anytown, WI 43454

Logout
380004092-001
Facility ID 1121290
FIS Provider ID 0217957

Individuals

Individuals at this location

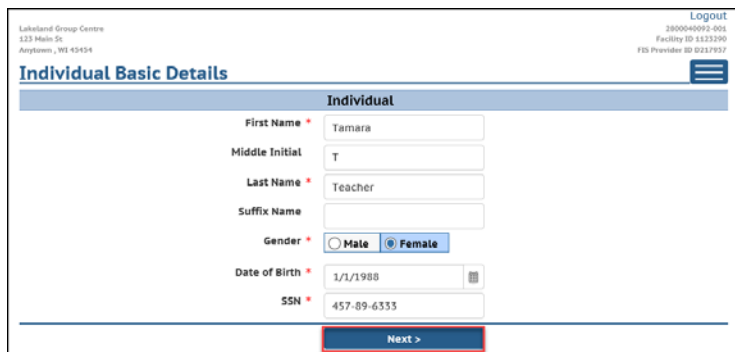
Name	Role(s)	Employment Period	Classroom	
Kirsten Cook	Teacher - Assistant, Administrator	04/01/18		Details ▶
Jimmy J Janitor	Facilities Staff, Driver	01/01/18		Details ▶
Laura L Lake	Applicant/Licensee	03/01/18		Details ▶

[History ▶](#)

[Add Individual ▶](#)

[Less](#)

Complete the basic demographics on the individual. Make sure the Social Security Number (SSN) is correctly entered because it cannot be modified later. If a person does not have a valid SSN, do **not** try to submit the record using a fake SSN such as 111-11-111, etc. Fax or email a request to the Child Care Background Unit to have these individuals added.



Lakeland Group Centre
123 Main St
Anytown, WI 43454

Logout
380004092-001
Facility ID 1121290
FIS Provider ID 0217957

Individual Basic Details

Individual


First Name *

Middle Initial

Last Name *

Suffix Name

Gender * ☐ Male ☒ Female

Date of Birth * 

SSN *

[Next >](#)

Choose Next to proceed. On the following page under the Individual Section, enter the **home/mailling** address of the staff member. The background check decision letters are mailed to the staff member using his or her home address. The facility will also receive an eligibility notice.

Child Care Provider Portal (CCPP) User Guide

Add Individual Details

Individual

First Name: Tamara
 Middle Initial: T
 Last Name: Teacher
 Suffix:
 Address: 123 Main St
 Address Line 2:
 City: Anytown
 State: Wisconsin
 Zip Code: 12121-2121
 County/Tribe: Adams County
 Primary Phone Number: (121) 212-1212
 Primary Phone Type: ☐ Home ☐ Work ☒ Cell
 Secondary Phone Number:
 Secondary Phone Type: ☐ Home ☐ Work ☐ Cell Cancel
 Email Address: Tamara@taketand.com
 Date of Birth: 1/1/1988
 SSN: XXX-XX-6533
 Gender: ☐ Male ☒ Female
 Race:
 Language: English

The fields on this section are explained below.

Field Name	Description
Name, Date of Birth and SSN	These are pre-populated from the prior page or when importing an individual from another location or from the Wisconsin Registry. If changes are needed for the Name and Date of Birth fields, first complete the screen, and then access the <i>Modify Individuals</i> page to make changes. Any corrections to the SSN must be submitted to the DCF CBU unit.
Home Address	Enter the home/mailling address of the individual (not center) into this field. The background check decision letters are mailed directly to the individual. The center also receives a letter indicating the eligibility status but does not include the details associated with the background check.
County/Tribe	Choose the County/Tribe where the individual resides. If the individual resides outside Wisconsin, choose Out-of-State.
Primary Phone Number# and Type	Enter the individual's personal phone. Choose Home, Cell or Work as the phone type.
Secondary Phone Number# and Type	Enter another number if applicable. If the radio button under the Type is accidentally clicked, use the Cancel button to erase it.
Email	Enter the email of the person, if known. At this time, eligibility notices cannot be sent by email, but that functionality may become available in the future.

Child Care Provider Portal (CCPP) User Guide

Race	Choose the race from the pulldown menu, if known.
Language	<p>Choose the language from the list. This field is used to add a Translation Help box to the notices sent by the system. Below are examples (from Wisconsin Shares notices):</p> <p>English:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>The State of Wisconsin is an equal opportunity service provider. This letter contains information about the Wisconsin Shares Child Care Subsidy Program. If you need this material in a different format because of a disability, or if you need this letter translated or explained in your own language, please call the number below and press 4. State your language when the call is answered. These services are free.</p> <p>Child Care: 1-888-794-5556 TTY: 711</p> </div> <p>Spanish:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>El State of Wisconsin es un proveedor de igualdad de oportunidades de servicio. Esta carta contiene información sobre el Wisconsin Shares Child Care Subsidy Program. Si necesita este documento en un formato diferente debido a una discapacidad o si necesita esta carta traducida o explicada en su propio idioma, llame al número de abajo. Informe su idioma cuando se contesta la llamada. Estos servicios son gratuitos.</p> <p>Child Care: 1-888-947-6583 TTY: 711</p> </div>

The Employment/Residency section has the following fields:

Employment/Residency Details

Effective From 04/02/20

Primary Role * Teacher - Assistant

Background Check Level Caregiver

Secondary Role

Employment/Residency Status * ☐ Current ☐ Prospective ⓘ

Has This Individual Used Any Names or Aliases in the Past? * ☐ Yes ☐ No

Apply Ongoing Background Check Fee to This Location Yes

Field Name	Description
Effective Begin Date	The date the record is added to the Provider Portal or licensing database is populated here. Also, if changes are made to the Employment/Residency section, such as a role change, the Effective Date is updated.
Primary Role	Choose a role from the menu that most closely describes the individual's role at the center. If the center has minors as employees or volunteers, chose a role that mostly closely describes the minor's role at the center. Caution: If errors are made in this field, the role cannot be changed if the background check is in Pending status. Note that Applicant/Licensee or Applicant/Licensee-Exempt values cannot be chosen using the Provider Portal. Change in Applicant/Licensee must be reported to the licensing regional office (licensed providers) or Certification Agency (certified providers).

Background Check Level	The level is auto-populated based on the Role chosen.
Secondary Role	If applicable, choose a role from the menu. Caution: If errors are made on this field, the role cannot be changed if the background check is in Pending status.
Employment/Residency Status	<p>The following values are available:</p> <p>Current: Current employees/residents who have been associated with the program or who are being hired. Begin date is mandatory for these individuals.</p> <p>Prospective: This value is used for an individual that a child care program is considering for employment or another role, such as household member.</p>
Employment/Residency Begin Date	If the status is Current in the field above, enter the date the individual began affiliation with the child care center. Affiliation includes employees, residents, board members, volunteers, and others associated with the program.
Relationship	This only displays for family child care providers. Choose a value from the menu if applicable.
Apply Ongoing Background Check Fee to This Location	<p>If "Yes" is displayed, the future Annual Name-based checks will be invoiced to this facility. If the individual is attached to multiple locations/facilities, the system uses the following logic when deciding which location/facility to invoice:</p> <ol style="list-style-type: none"> 1. Apply the fee to the location where the individual has been affiliated the longest. 2. If the individual's role in any of the facilities is Applicant/Licensee, that location will be invoiced (even if the individual has had a non-licensee role at another site longer). <p>If the fee should be applied to another site that does not follow the above rules, contact the CBU to have the fee changed to another site.</p>
Has this individual used other Names or Aliases in the Past?	Check Yes if the person has used other first/last names in the past. You will be taken to the <i>Alias</i> screen.
Comments	Enter any comments that might be useful when conducting a background check review.

After the page is saved, you are taken to the Background Check Request (BCR) page.

Alias Names

If you checked Yes on the New Individual or Modify Individual screen, you are taken to the Add Individual Alias screen. If the individual has other known names, enter these on the Alias Names section. The alias information is important for accuracy of background check results.

ABC Child Care
123 Main
Anytown, WI 53101

Logout
6800039446-001
Facility ID 1122828
FIS Provider ID 0220860

Add Individual Alias

Individual

Name: Pelle Pelican

Employment Period:

Add Individual Alias

First Name: Pelle

Middle Name:

Last Name: Duck

Comments: Maiden name

Submit

This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form).

Individual Alias

Enter the name(s) used in the past. Below is an example of a hyphenated name and how it should be entered into the portal to get best possible match and accurate background check results. The current name of the individual is Mary Mattson-Smith. This name should be entered as follows:

- Mary Mattsonsmith
- Mary Smith
- Mary Mattson

If the person has had multiple Alias names, add a new record for each name by choosing *Add Another Individual Alias* button. Once all aliases have been entered, choose *Next*.

Individual Alias

List of Individual Alias

Enter any other names or aliases, including maiden name, this person has used. Please include all aliases for this person by clicking the Add Another Individual Alias button for each of these names.

Individual

Name: Pelle Pelican

Employment Period:

Individual Alias

Alias	Comment
Pelle Duck	Maiden Name

Edit

This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form).

Add Another Individual Alias

Next

When adding a new individual, the question mark icon continues to display next to the person's name until all details are complete, including the *Background Check Request* page.

Background Check Request (BCR) Form

The Background Check Request (BCR) form replaces the Background Information Disclosure (BID) form. The information (either by filling out the form or entering it into CCPP) is mandatory for individuals age 10 years or older. The request form is utilized when requesting a fingerprint background check for licensure, certification, employment, or non-client residency at a child care center. DCF CBU staff uses this information to help determine what kinds of background checks are needed. **Example:** If the person indicates that he or she has been discharged from the military, the CBU may require the person to submit the discharge papers.

Attention:

1. Make sure that the form has answers to every question and that the form is signed. If the form is incomplete, the Fingerprint Instruction Letter is not mailed until the details are completed.
2. When entering information for a person who has an incomplete record (including new individuals), each page on this screen shows the question mark icon. Keep entering the details and once everything is completed, you will see a confirmation page.

ABC Child Care
123 Main
Anytown, WI 67767

Logout
6800039446-001
Facility ID 1122828
FIS Provider ID D220860

Background Check Request Form Details

Individual

Name Sylvester T. Cat
Employment Period 7/8/2016

Military Residency Rehabilitation Criminal Juvenile Sex Offender Abuse/Neglect Licenses Submit

1. Have you been discharged in the last three years from a branch of the U.S. Armed Forces, including any reserves duty? ☐ Yes ☐ No

Next

This individual has information missing that is required for a background check to be completed (e.g., home address or a complete background check request form).

Background Check Request Form

Individuals that are exempt from the background check law (governmental agencies and foster children), do not need to complete this form.

The Background Check Request Form is required for the initial entry of an individual added to the Provider Portal and any future requests for fingerprint background checks. This occurs when there is a new employee to a group child care setting, a new household member for a family child care setting age 10 years or older, or for existing providers going through the new background check process.

If you are completing the form for yourself, click Self in the "Form completed by" field. If you are entering the information for another person using a paper BCR form or an interview, click Proxy. The signature date is defaulted to today's date. Type the name of the person who is entering the information in the system.

Child Care Provider Portal (CCPP) User Guide

After the Background Check Request Form is completed, the system initiates the background check process.

Note that if a person had an initial or five-year fingerprint check through DCF and the person has not been unassociated from a child care facility for more than 180 days, a new BCR is not required. **Example:** Mary has been working for Facility A. Her initial FBI was done by DCF on January 1, 2019. She resigns her employment from Facility A on March 31, 2019. On June 1, 2019, she accepts a position at Facility B. When Facility B adds Mary as an employee to their child care program in the portal, no BCR is needed because there is only a one-month gap between Mary's employment. The background checks previously conducted while under Facility A can be viewed on the Background Checks Results page for Facility B.

After the individual details have been added, the system automatically takes you to the BCR form. The screens are explained below.

Carefully read and select a Yes or No answer for each question. Make sure you provide an answer to every question. If the form is incomplete, the background check request is not submitted.

Child Care Provider Portal
Welcome, Randy

Logout
3800036363-002
Facility ID 1122334
FIS Provider ID N/A

Background Check Request Form Details

Military Residency Rehabilitation Criminal Juvenile Sex Offender Abuse/Neglect Licenses Submit

1. Have you been discharged in the last three years from a branch of the U.S. Armed Forces, including any reserves duty? ☐ Yes ☒ No

Next

If Yes is chosen, additional fields are displayed where more details can be added. Also, documents can be uploaded.

Child Care Provider Portal
Welcome, Randy

Logout
3800036363-002
Facility ID 1122334
FIS Provider ID N/A

Background Check Request Form Details

Military Residency Rehabilitation Criminal Juvenile Sex Offender Abuse/Neglect Licenses Submit

1. Have you been discharged in the last three years from a branch of the U.S. Armed Forces, including any reserves duty? ☒ Yes ☐ No

Military Discharge Date

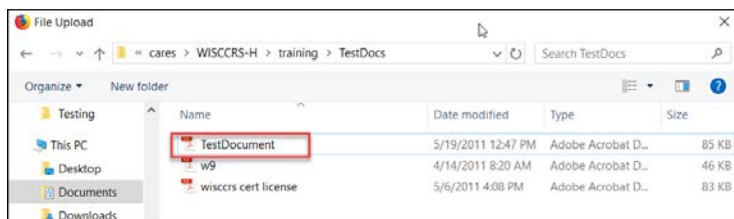
Comments

Upload

Next

When uploading a document using a desk or laptop, scan the document into a folder of your choice. Then click the Upload Document link and navigate to the folder the document was saved in. Choose the document and click Open.

Child Care Provider Portal (CCPP) User Guide



When the document is successfully uploaded, it will display on the bottom of the screen. It can be deleted if the wrong document is accidentally uploaded.

A screenshot of the 'Background Check Request Form Details' page. The 'Military' tab is selected. The form contains a question: '1. Have you been discharged in the last three years from a branch of the U.S. Armed Forces, including any reserves duty?'. Below the question is a 'Military Discharge Date' field with the value '2/2/2015' and a 'Comments' text area. In the 'Upload' section, there is an 'Upload Document' button and a file list showing 'TestDocument.pdf' with a red box around it. A 'Next' button is at the bottom right.

When using a mobile device, the camera can be used to take a picture of a document that can be uploaded.

Click Next to proceed to the next question.

If the person has lived outside Wisconsin within last five years or is currently residing outside Wisconsin, click Yes and then the Add button to add details.

A screenshot of the 'Background Check Request Form Details' page. The 'Residency' tab is selected. The form contains a question: '2. Do you currently reside or have you in the last five years resided outside of Wisconsin? If yes, list each state including counties and the dates you lived there. If you lived outside the US, list the city, country and dates.' Below the question is a 'Comments' text area. In the 'Add' section, there is an 'Add' button with a red box around it. Below the 'Add' button is a table with columns: 'State', 'County', 'Begin Date', and 'End Date'. The table is currently empty, showing 'No items to display'. 'Previous' and 'Next' buttons are at the bottom right.

Then choose the state from the menu. Once the state is identified, a list of counties displays in the County column. Add the date the person started residing in the state and the end date. If the individual currently lives outside Wisconsin, leave the End Date blank.

Child Care Provider Portal (CCPP) User Guide

The screenshot shows the top section of a form in the CCPP. It includes a header bar with an 'Add' button. Below this is a table with four columns: 'State', 'County', 'Begin Date', and 'End Date'. The 'State' dropdown is set to 'Illinois', 'County' to 'Alexander County', 'Begin Date' to '1/1/2014', and 'End Date' to '9/15/2015'. There are 'Update' and 'Cancel' buttons to the right of the date fields. At the bottom, there is a pagination bar showing '1' of 1 items.

Then continue with the rest of the questions. The last page requires a signature.

This screenshot shows the 'Background Check Request Form Details' page. It has a header with the provider's name 'Lakeland Group Centre' and contact information. A 'Logout' link is in the top right. The page title is 'Background Check Request Form Details'. Below the title is a navigation bar with tabs: 'Military', 'Residency', 'Rehabilitation', 'Criminal', 'Juvenile', 'Sex Offender', 'Abuse/Neglect', 'Licenses', and 'Submit'. The 'Form completed by' section has radio buttons for 'Proxy' (selected) and 'Self'. A warning message states: 'SIGN HERE IF YOU ARE COMPLETING THIS FORM ON BEHALF OF ANOTHER PERSON. I understand that signing below, to the extent I am providing this information about someone else, I am certifying that I have made a complete and diligent inquiry regarding the truthfulness and completeness of this statement and I believe this information to be accurate. I understand that by knowingly providing false information or omitting information I may be subject to forfeitures and other sanctions as provided by law.' The 'Signature Date' is '9/21/2018' and the 'Electronic Signature' is 'Laura Lakeland'. There are 'Previous' and 'Submit' buttons at the bottom.

If you are completing the form for yourself, click Self in the “Form completed by” field. If you are entering the information for another person using a paper BCR form or an interview, click on Proxy. The signature date is defaulted to today’s date. Type the name of the person who is completing the screen.

Once the form has been successfully submitted, a confirmation page will display.

This screenshot shows the 'Confirmation of Individual Information' page. It has a header with the provider's name 'Abc Child Care' and contact information. A 'Logout' link is in the top right. The page title is 'Confirmation of Individual Information'. Below the title is a navigation bar with tabs: 'Individual', 'Name', 'Pelle Pelican', 'Employment Period', and 'Confirmation of Individual Information'. The 'Confirmation of Individual Information' tab is selected. The page displays the message: 'You have successfully added the individual and all necessary background check information.' At the bottom, there is a button labeled 'Individuals' with a plus icon and a play button icon.

Note that once the background check has been started or is complete, the BCR details are no longer viewable in the Provider Portal for confidentiality reasons. However, changes can be made by submitting a new BCR form by choosing the *Modify Background Check Form* link.

Background Check Request Form

Individual

Name

Iris Intern

Employment Period

9/24/2018

Background Check Request Form

Military Discharged

Residency

Rehabilitation

Criminal

Juvenile

Sex Offender

Abuse/Neglect

Licenses

Proxy

Signature Date

Electronic Signature

Modify Background Check Request Form

Confirmation of Individual Information

Once the Individual Details, Alias (if applicable) and the Background Check Request form have been entered, you will get a confirmation that the information is complete.

Randy's Daycamp

123 New Address

Smalltown, WI 12121

Confirmation of Individual Information

Individual

Name

Aundrey August

Employment Period

8/29/2019

Confirmation of Individual Information

You have successfully added the individual and all necessary background check information.

Generate/View Fingerprint Code

Generating the Fingerprint Code

The Provider Portal has been enhanced to allow the provider to generate the fingerprint code for an individual associated with the center. After entering a new individual, select Generate/View Fingerprint Code button to generate the code.

Randy's Daycamp

123 New Address

Smalltown, WI 12121

Confirmation of Individual Information

Individual

Name

Aundrey August

Employment Period

8/29/2019

Confirmation of Individual Information

You have successfully added the individual and all necessary background check information.

Generate/View Fingerprint Code

The Fingerprint Code page shows the unique code that the individual must use when scheduling the Fieldprint appointment.

Randy's Daycamp
123 New Address
Smalltown, WI 12121

Logout
3800036563-003
Facility ID 1122356
FIS Provider ID N/A

Fingerprint Code

Carefully review the information to ensure accuracy. Inaccuracies can lead to background check delays and additional expense.

Name:	August, Aundrey
DOB:	6/11/1988
Fieldprint Code:	FPWIDCFLicensee
Reference Code:	AU2001183

How to schedule a Fieldprint® Livescan fingerprint capture appointment:

1. Access the Fieldprint® website at <http://fieldprintwisconsin.com/>
2. Click Schedule an Appointment.
3. Follow the onscreen instructions to register with Fieldprint® or log-in if you are an existing user.
4. Submit the unique Fieldprint® Code provided below for the individual being fingerprinted.
5. Complete the demographic information.
6. Under Additional Information, enter the unique 9-character Reference Code provided below for the individual being fingerprinted. This Reference Code is customized for each individual and is linked to his or her criminal search results. Please verify the Reference Code was entered correctly before proceeding.
7. Complete the rest of the screens, choose a location, schedule the appointment and submit payment using a credit/debit card or e-check.

Note: The code provided above is unique for each individual. An individual must use the code provided when scheduling a Fieldprint® appointment and may not share their code with other individuals.

To avoid any delays in completing the full background check, please schedule a Fieldprint® appointment immediately. The preliminary background check begins as soon as the individual completes the digital fingerprint. The final eligibility determination may take up to 45 days to complete. If the individual has lived out of state in the last five years or checks are needed in multiple states, the final determination of eligibility may exceed 45 days.

For additional information about fingerprint-based background checks and answers to frequently asked questions, visit our website at <https://dcf.wisconsin.gov/cclicensing/cbc>. Should you need further assistance, you can contact the Child Care Background Unit by calling (608) 422-7400 or emailing DCFPLicBECRCBU@wisconsin.gov

This page is also printable.

Scenarios when a Fingerprint Code is NOT generated

There are a few scenarios when the system does not generate the fingerprint code:

1. **Discrepancy:**

If the individual entered into CCPP closely matches an individual in the DCF child care regulatory system, the record must be cleared by the CBU staff before the code can be generated.

2. **Individual Details Missing:**

If all mandatory fields on the *Individual Details* page have not been completed, no code can be generated.

3. **Background Check Request (BCR) form missing/incomplete:**

If the Background Check Request form has not been completed for an individual or if there is missing information, the system will not generate the code.

4. The individual already has a complete background check done.

5. **Minors:** A fingerprint background check is not required for individuals under the age of 18.

- The individual already has a code that was created by their details being entered into iChildCare or by CBU staff. You can see the code by selecting the Fingerprint Code button on the *Individual Details* page.

Individual Details

Name	Aundrey August
Address	111 Rocky Road Anytown, WI 12121-2121
Primary Phone	(121)212-1212 (Cell)
Email	
County/Tribe	Milwaukee County

[More](#)

Aliases Names

Background Checks

Background Check Request Form

Individual Documents

Fingerprint Code

There are some rare scenarios where the Fingerprint Code is generated overnight because the individual was previously submitted to the licensing database with incomplete details (BCR or home address missing). Even though the new center completes all details for the individual, the system will not immediately generate the code. However, the overnight batch will do it.

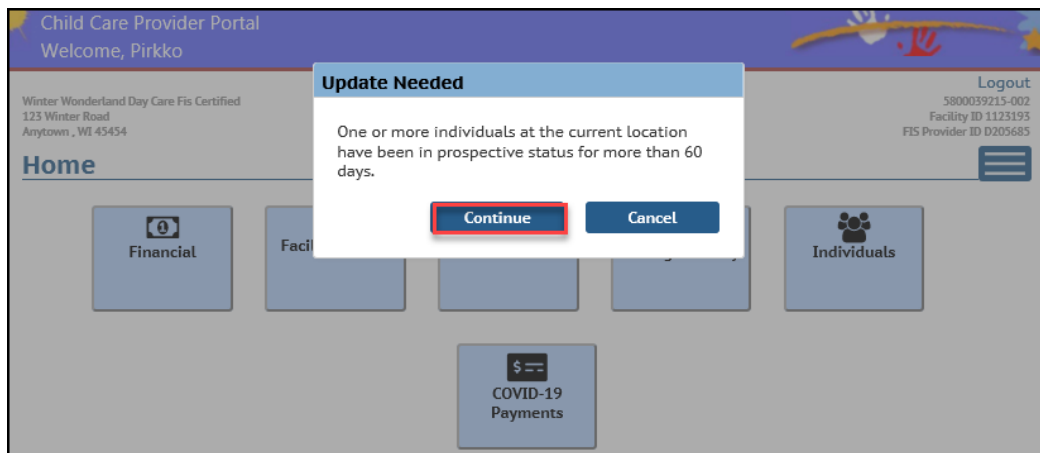
Modify Individuals

It is important that the individual's details are kept current. Below are examples of scenarios that require the individual details in CCPP to be updated:

- Staff leaves the center (employment ended). Enter Employment/Residency End Date and change the status to Inactive. Note that inactivating an employee in Child Care Provider Portal does not automatically remove them from your **Wisconsin** Registry profile. You must access the **Wisconsin** Registry system to detach the employee from your **Wisconsin** Registry profile.
- Staff changes from one role to another (promotion, etc.). Change the Role.
- A resident moves out of the home. Enter Employment/Residency End Date and change the status to Inactive.
- A prospective employee is not hired, or prospective resident will not reside at the program. Update Employment/Residency Status to Not Hired/Did Not Reside.
- Prospective Employee is hired. Change the Employment/Residency Status to Current and enter Employment/Residency Begin date.
- Prospective Resident starts residing at the center. Change Employment Residency Status to Current and enter Employment/Residency Begin date.
- Individual's home/mailling address or email address changes.

Child Care Provider Portal (CCPP) User Guide

A new pop-up alert has been programmed that alerts the provider if there are individuals at the facility/provider location whose status has been Prospective for more than 60 days.



If you get this message, select Continue and then modify the status of the individual to either 'Current', 'Inactive' or 'Not Hired/Did Not Reside'.

To access the Modify Individuals page, choose the "...More" link on the Individual Details page.

The screenshot shows the 'Individual Details' page. It has a header with 'Individual Details' and a menu icon. Below the header, there is a table with individual details. The table has two sections: 'Individual Details' and 'Employment/Residency Details'. The 'Individual Details' section includes fields for Name, Address, Primary Phone, Email, County/Tribe, Secondary Phone, Date Of Birth, SSN, Gender, Race, and Language. The 'Employment/Residency Details' section includes fields for Effective Period, Primary Role, Secondary Role, Employment/Residency Status, Employment/Residency Period, Class Room, Contact With Children, Apply Ongoing Background Check Fee to this Location, and Comments for this individual. At the bottom of the page, there is a button labeled 'Modify Individual Details' with a right-pointing arrow. The button is highlighted with a red border.

The fields on the *Modify Individuals* page are identical to those under Add Individual.

Individuals Affiliated with the Program prior to October 1, 2018

Prior to October 1, 2018, both the department and certification agencies have conducted background checks on the Applicant/Licensee, Certified Operator, Household Members and Employees/Volunteers in regulated programs. In order to ensure compliance with new background check requirements, providers must review the individuals affiliated with their program and complete the following for each individual:

1. Review the *Modify Individual* page and complete any missing information. For these individuals, make sure that the Employment/Residency Begin Date reflects the actual date when the person started residing in the program or became the applicant/licensee. The date should be prior to October 1, 2018.
2. Complete the Background Check Request (BCR) forms for each person age 10 or older.
3. Generate the Fingerprint Code.

Inactivating an Individual

When a person is no longer affiliated with your program, access the *Modify Individuals* page, and enter the date the individual left the program in the Employment/Residency End Date field. Change the Status to Inactive.

Caution: Once the Employment/Residency End Date has been entered in the portal, it cannot be modified. If an error is made, please contact the Child Care Background Check Unit.

Note that converted individual records (applicant/licensees, household members and certain employees in certified programs) who were added into the WISCCRS database prior to October 1, 2018, will have certain mandatory fields missing such as home address, language indicator, Employment/Residency Begin Date, etc. In order to enter the Employment/Residency End Date for these individuals, all mandatory fields must be completed before the page can be saved.

When inactivating staff that has a **Wisconsin** Registry profile, the individual must be removed from the center's profile at the **Wisconsin** Registry portal. Inactivating the person in CCPP does not automatically inactivate the staff member in the **Wisconsin** Registry system.

Changing Roles for an Individual

If a background check is in pending status, the primary and secondary roles cannot be changed until the check is complete.

When the background check is complete, most roles can be changed, except Applicant/Licensee and Applicant/Licensee-Exempt (governmental agencies). If the Applicant/Licensee for a center has changed, contact the regulatory agency in your region/county/tribe.

When submitting changes to individual roles, a new review by the CBU may be necessary since the background check law has different criteria for applicant/licensee, caregivers, and non-caregivers.

The individuals associated with child care programs have four levels:

1. Applicant/Licensee
2. Caregiver
3. Non-caregivers
4. CBC Exempt: Individuals who are not required to have a background check done

Child Care Provider Portal (CCPP) User Guide

Below is a list of roles and which type they fall under. Note that the roles under CBC Exempt are not included in the background check automation. No check is conducted on these individuals.

Role	Applicant/Licensee	Caregiver	Non-caregiver	CBC Exempt
Administrative staff			Y	
Administrator		Y		
Applicant/Licensee	Y			
Board President – Use Applicant/Licensee	Y			
Certified Operator – Use Applicant/Licensee	Y			
Contracted teaching staff		Y		
Director		Y		
Director - Assistant		Y		
Driver		Y		
Employee (Displays for some historical records with certified programs)		Y		
Facilities staff			Y	
Foster Child				Y
Government/Tribal Representative (Applicant/Licensee in a government operated program)		Y		Y
Household member		Y		
Human resources			Y	
Kitchen staff			Y	
Other caregiver		Y		
Other non-caregiver			Y	
Provider		Y		
Site Supervisor		Y		
Student Intern		Y		
Student Teacher		Y		
Teacher - Assistant		Y		
Teacher - Lead		Y		
Teacher - Substitute		Y		
Trainer		Y		
Volunteer		Y		

Role Change Scenarios when a Review of a Background Check is Needed

Child Care Provider Portal (CCPP) User Guide

The caregiver law has different criteria for each level, so sometimes an additional review is needed if a person's role is changed. Below are the levels.

- Applicant/Licensee
- Caregiver
- Non-caregivers

When a role change is submitted via the Child Care Provider Portal for an individual who has a non-expired background check, the system sends an alert to the CBU in the following scenarios:

1. The person's role level is changed from lower to a higher level. **Example:** A Driver (Non-caregiver) is changed to a Substitute Teacher (Caregiver).
2. An individual was found ineligible on any level and the role is changed to any role. **Example:** An individual was denied eligibility to be a Substitute Teacher (caregiver). The person's role is changed to Kitchen Staff (non-caregiver).

The CBU staff conducts a review of the background check result that is still current. Once done, the system retriggers the Final Decision letter.

If an individual is associated with multiple facilities with different caregiver levels, the Background Check screen in CCPP now shows the level pertaining to the facility.

Example: Hans was a household member (caregiver level) at Penny's Third Location facility.

The screenshot shows the 'Background Check' screen for 'Penny's Third Location' (123 Y Street, Mkrv, WI 45454). The screen displays information for an individual named 'Hans Householdmember' with an employment period starting on 3/1/2019. The 'Background Check' section shows a 'Background Check Level' of 'Caregiver' (highlighted with a red box), a 'Determination Start Date' of 5/22/2019, a 'Background Check Type' of 'Initial Fbi', a 'Preliminary Decision' of 'Eligible', a 'Preliminary Decision Date' of 5/22/2019, a 'Final Decision' of 'Eligible', and a 'Final Decision Date' of 5/22/2019. The top right corner includes a 'Logout' button and facility/provider IDs.

Individual	
Name	Hans Householdmember
Employment Period	3/1/2019

Background Check	
Background Check Level	Caregiver
Determination Start Date	5/22/2019
Background Check Type	Initial Fbi
Preliminary Decision	Eligible
Preliminary Decision Date	5/22/2019
Final Decision	Eligible
Final Decision Date	5/22/2019

Hans became the Applicant/Licensee for Happy Day facility. After the Child Care Background Unit reviewed the role change, they approved Hans as the licensee. His Background Check Level at this facility displays Applicant/Licensee.

Child Care Provider Portal (CCPP) User Guide

Happy Day
11230 Innerland Rd
Dartington, WI 53530-9375

Logout
1800039671-001
Facility ID 1122743
FIS Provider ID N/A

Background Check

Individual

Name

Hans Householdmember

Employment Period

5/15/2019

Background Check

Background Check Level

Applicant/Licensee

Determination Start Date

5/22/2019

Background Check Type

Initial Fbi

Preliminary Decision

Eligible

Preliminary Decision Date

5/22/2019

Final Decision

Eligible

Final Decision Date

5/22/2019

Background Checks – COVID-19

During the COVID-19 state of emergency, the fingerprint requirement was *temporarily* waived. The Department of Children and Families (DCF) conducted a name-based background check, at no charge to providers, during this emergency period.

Effective March 15, 2021, the department stopped conducting initial name-based background checks on adults associated with regulated programs. Individuals must submit a fingerprint check in order to become eligible to work/reside/operate a regulated program.

If an individual associated with a regulated facility had an initial DOJ name-based check during the health emergency, a fingerprint check should be completed as soon as possible.

The COVID-19 language has been removed from the Fingerprint Instructional and eligibility letters.

On March 26, 2021, DCF resent the Fingerprint Instructional letter to those who received an initial DOJ name-based check and have not completed the initial fingerprint check.

On June 1, 2021, individuals who had the Initial DOJ name-based checks done, but have not completed the finger-print check, had their eligibility changed to 'expired.' These individuals will not be eligible for any of the COVID-19 Payments until a Fingerprint checks is conducted.

Fingerprint Checks

The background check information displays the status of the check as soon as the fingerprints have been received from Fieldprint into the DCF WISCCRS database. To view the status and results of a background check, choose the individual from the *Individual List* by clicking the *Details* button.

Lakesland Group Centre 334 W Main St Madison, WI 53705-3115				Logout 2800040892-001 Facility ID 1125296 FIS Provider ID 0217957
Individuals Individuals at this location				
Name	Role(s)	Employment Period	Background Check Status	
Calle Carlson	Site Supervisor	04/01/20	Eligible	Details ▶
1 - 1 of 1 items				

Then choose the *Background Check* button.

Child Care Provider Portal (CCPP) User Guide

Individual Details

Individual Details

Name: Calle Carlson
 Address: 222 Main St
 Sun Prairie, WI 53590
 Primary Phone: (121)212-1212 (Home)
 Email:
 County/Tribe: Dane County

[More](#)

Aliases Names | **Background Checks** | Background Check Request Form | Individual Documents

Fingerprint Code

Individuals

The status and results can be viewed on the individual.

Background Check

Individual

Name: Calle Carlson
 Employment Period: 4/1/2020

Background Check

Background Check Level: Caregiver
 DeterminationStartDateDisplay: 4/1/2020
 Background Check Type: Initial DoJ
 Preliminary Decision: Eligible
 Preliminary Decision Date: 4/1/2020
 Final Decision: Eligible
 Final Decision Date: 4/5/2020
 Eligibility Expiry Date:

[More](#)

Individual Details

The fields on this page are explained below:

Field	Description
Background Check Level	This field is auto-filled based on the role of the person at the time of the background check. The options are: <ol style="list-style-type: none"> 1. Applicant/Licensee 2. Caregiver 3. Non-caregiver
Determination Start Date	This is the date when the episode was created. Once the DOJ/FBI results have been received, the date is updated to reflect the date the background check determination started. Also, if the individual's role was changed requiring a new review, this date could be the date the review was initiated.
Background Check Type	Options are:

	<ol style="list-style-type: none"> 1. Initial FBI: All adult individuals have to complete a fingerprint-based FBI check. This check is also conducted on individuals who have not had an initial or five-year FBI check done within the last five years or the person has been detached from a child care center for more than 180 days (from the last employment end date). 2. Initial DOJ: This check is conducted on minor employees. During the COVID-19 emergency, this check is also automatically done on all new individuals. 3. Annual Name-Based (DOJ): The annual name-based DOJ check is automatically conducted 12 months after the initial fingerprint FBI check and then every 12 months for individuals who reside in Wisconsin. 4. Annual FBI – Out of State: The annual DOJ name-based checks are not conducted on individuals whose home address is outside Wisconsin. The system automatically triggers the Fingerprint Instruction Letter after 12 months from the Initial fingerprint FBI check. The checks are run every 12 months from the previous annual check. Annual fingerprint based checks for individuals who reside outside Wisconsin resumed in May 2019. 5. Ad hoc: These checks are rare and are manually conducted when a reason for an additional check exists. 6. 5-Year FBI: This check is triggered five years after the last FBI Episode Start Date. 7. DOJ Prior to October 1, 2018: This value is displayed for individuals who have had DOJ name based check conducted by DCF prior to October 1, 2018. 8. FBI Prior to October 1, 2018: This value is displayed for individuals who have had a fingerprint FBI check conducted by DCF prior to October 1, 2018. Note that there are no eligibility letters for these individuals because the check was done by DCF prior to the new background check module.
Preliminary Decision	<p>Options:</p> <ol style="list-style-type: none"> 1. Conversion: When the Background Check Type is DOJ/FBI Prior to October 1, 2018, the Preliminary Decision displayed as conversion. 2. Canceled: The person has withdrawn his or her background check request. 3. Eligible. This is auto-populated for individuals whose FBI and DOJ results come back as “No Record Found.” If a record is brought over, DCF CBU staff reviews the record and manually updates the status. A notice is sent to both the individual and the provider location(s) the person is associated with. 4. Incomplete: The background check could not be completed because of missing information. No notice is sent to the individual or the provider. 5. Ineligible: If the person is found ineligible, a notice is sent to both the individual and the provider locations the person is associated with. 6. Ineligible – Appealed: Person whose final decision was Ineligible has appealed the decision. The appeal is pending.

	<ol style="list-style-type: none"> 7. Pending: The Preliminary Decision is in progress and has not been issued. Note that the system changes the Status to Pending if there is any kind of record received. 8. Expired Eligibility: If an individual had the Initial FBI or the 5-Year FBI conducted, but the individual was unaffiliated with a child care center for more than 180 days, the eligibility expires. When the individual is pulled into a new center, a new FBI check is required.
Preliminary Decision Date	The date the Preliminary Decision was made. This is auto-populated for individuals whose FBI/DOJ results came back as "No Record Found".
Final Decision	<p>Options:</p> <ol style="list-style-type: none"> 1. Conversion: When the Background Check Type is DOJ/FBI Prior to October 1, 2018, the Preliminary Decision displayed as conversion. 2. Canceled: Used if a person withdraws his or her background check request. 3. Eligible: The person is eligible for the role. The system sends an automated letter to the provider and the individual. 4. Incomplete: Used when the review could not be completed. 5. Ineligible: Used if the person is not eligible. The system triggers a notice to the provider location. 6. Ineligible – Appealed: If the person is found Ineligible, he or she has the right to appeal. When the appeal is received, the status is switched to Ineligible-Appealed. 7. Pending: The Final Decision has not been issued. Note that if a role is changed for an individual after a completed episode and the DCF CBU staff has started a review for the new role, the system changes the status back to Pending. 8. Eligible with Stipulation: Used when an individual is made eligible with stipulation. Stipulation must be met to maintain the eligibility. The individual receives a manual notice in these scenarios. 9. Expired Eligibility: If an individual had the Initial FBI or the 5-Year FBI conducted, but the individual was unaffiliated with a child care center more than 180 days, the eligibility expires. When the individual is pulled into a new center, a new FBI is required. 10. On Hold: The status of a background check can be put on hold because the CBU has not received all necessary information to conduct the background check. The common reasons for a hold are but not limited to pending charges, pending court case, pending out-of-state check, pending release form, etc.
Expiry Date	A date the background check expired is displayed for checks that have 'Expired Eligibility' status.

Expired Eligibility

If an individual had the Initial FBI or the 5-Year FBI conducted, but the individual was unaffiliated with a child care center more than 180 days, the eligibility expires. When the individual is pulled into a new center, a new fingerprint FBI check is required.

Hadlines Day Camp
123 Camp Ct
Anytown, WI 54544

Logout
1800019621-004
Facility ID 1123464
FIS Provider ID D214134

Background Check

Individual	
Name	Tammy Medina
Employment Period	8/27/2020

Background Check	
Background Check Level	Non-Caregiver
DeterminationStartDateDisplay	1/7/2019
Background Check Type	Initial Doj
Preliminary Decision	Eligibility Expired
Preliminary Decision Date	1/7/2019
Final Decision	Eligibility Expired
Final Decision Date	1/7/2019
Eligibility Expiry Date	8/12/2020

[More](#)

Background Check History

To view past background checks on an individual, choose the "...More" link on the bottom of the Background Check page.

Lakeland Group Centre
123 Main St
Anytown, WI 54544

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID D217957

Background Check

Individual	
Name	Jackie Chan
Employment Period	9/12/2019

Background Check	
Background Check Level	Caregiver
DeterminationStartDateDisplay	9/12/2019
Background Check Type	Ad Hoc
Preliminary Decision	Eligible
Preliminary Decision Date	9/12/2019
Final Decision	Eligible
Final Decision Date	9/12/2019

[More](#)

[Individual Details](#)

Then enter a date that you want to view the background check information for. The fingerprint FBI requirement was implemented in 2014 for programs caring for Wisconsin Shares subsidy children so using January 1, 2014, will bring potential FBI check(s) for the individual.

Child Care Provider Portal
Welcome, Randy

Lakeland Group Centre
123 Main St
Anytown, WI 54544

Logout
2800040092-001
Facility ID 1123290
FIS Provider ID D217957

Background Check History

History of Background Checks

Individual	
Name	Jackie Chan
Employment Period	9/12/2019

Background Check History	
From	01/01/14

[Search](#)

[Background Checks](#)

Child Care Provider Portal (CCPP) User Guide

The *History* screen will display all checks done after the date entered in the From field.

The screenshot shows the 'Background Check History' screen for an individual named Jackie Chan. The 'From' date is set to 01/01/14. The table below shows two background checks. The first check is 'Ad Hoc' with a 'Final Decision' of 'Eligible: 9/12/2019'. The second check is 'Fbi Prior To 10/1/18' with a 'Final Decision' of 'Conversion'. Both checks have a 'Details' button next to them.

Individual	
Name	Jackie Chan
Employment Period	9/12/2019
Background Check History	
From *	01/01/14
Q Search	
Type	Final Decision
Ad Hoc	Eligible: 9/12/2019
Fbi Prior To 10/1/18	Conversion
Details	

The *Details* screen will show the date.

The screenshot shows the 'Background Check History Details' screen for Jackie Chan. The 'Background Check Level' is 'Caregiver'. The 'DeterminationStartDateDisplay' is 6/24/2014. The 'Background Check Type' is 'Fbi Prior To 10/1/18'. The 'Preliminary Decision' is 'Conversion'. The 'Preliminary Decision Date' is blank. The 'Final Decision' is 'Conversion'. The 'Final Decision Date' is blank. There is a 'Background Checks History' button at the bottom.

Individual	
Name	Jackie Chan
Background Check	
Background Check Level	Caregiver
DeterminationStartDateDisplay	6/24/2014
Background Check Type	Fbi Prior To 10/1/18
Preliminary Decision	Conversion
Preliminary Decision Date	
Final Decision	Conversion
Final Decision Date	

Note that there are no Preliminary and Final Decision letters for these individuals.

Individuals Who Had Background Checks Completed by DCF in the Past

Background check history for applicants/licensees, household members, and certified operators or employees/volunteers in certified programs who had automated FBI/DOJ background checks completed by DCF in the past will be brought into the Provider Portal. Only the latest check is displayed.

The screenshot shows the 'Background Check History Details' screen for Andy Applicant. The 'Background Check Level' is 'Applicant/Licensee'. The 'Determination Start Date' is 1/25/2018. The 'Background Check Type' is 'Doj Prior To 10/1/18'. The 'Preliminary Decision' is 'Conversion'. The 'Preliminary Decision Date' is blank. The 'Final Decision' is 'Conversion'. The 'Final Decision Date' is blank.

Individual	
Name	Andy Applicant
Background Check	
Background Check Level	Applicant/Licensee
Determination Start Date	1/25/2018
Background Check Type	Doj Prior To 10/1/18
Preliminary Decision	Conversion
Preliminary Decision Date	
Final Decision	Conversion
Final Decision Date	

The Background Check Type is DOJ or FBI Prior to October 1, 2018. The Primary and Final Decisions are set at Conversion and the Decision Dates are blank because the old system did not have this information.

iChildCare

A new iChildCare portal is available for individuals who are working/residing in a child care facility or who want to have a child care background check conducted for eligibility to work/reside in a child care facility.

An employee/resident can create an iChildCare account and once done, you can attach that individual into your center and assign the role and employment/residency dates for the employee in Child Care Provider Portal.

Visit the [Wisconsin iChildCare Portal Information webpage](#) for further information on the portal.

iChildCare Access – Providers who have CCPP access

If a provider has already access to CCPP, the same user ID can be used in the new iChildCare.

Steps to access the new system:

1. Login to [iChildcare](#) using your CCPP user ID.
2. Enter details in the *Add Personal Details* page. If your record matches with an individual in the DCF child care system, you will be sent a PIN letter that will grant you access to the iChildCare. If there is no record that matches your demographics, you will be granted access immediately.

Note that if there has been other users who have used the CCPP user ID for your center in the past, make sure that you change the password on the [DWD/Wisconsin Logon Management webpage](#) so no one else can view your personal background check results.

iChildCare – Electronic Notices

Effective March 1, 2021, iChildCare users can opt out from receiving paper notices. The notices that can be received in electronic format only are:

1. Fingerprint Instruction Letter
2. Individual eligibility letters

Individual ineligibility letters will be mailed by USPS.

Higher Education (Training) and Contracting Services Entities

Agencies that place practicum students/contractors into child care programs can submit background check requests for individuals. The system has been modified so that these entities can submit the requests using the Provider Portal. The Individual and Background Check related sections explained in this user guide identify a similar workflow for these agencies to access individual information and request background checks. However, most of the other buttons in

the Provider Portal have no information on these facilities. The *Manage Facility* page has the contact information for the entity. If changes are needed, please contact the DCF CBU staff.

Effective February 22, 2019, the system was modified to have the facility decision notices sent to these agencies instead of just sending them to the individual's home address. The Fingerprint Instruction Letters that were previously sent to the individual, will be sent to the facility only.

Manage Facility

This section has functionality pertaining to a facility/location.

Child Care Provider Portal
Welcome, Rita

Randy's Preschool Fis
205 Corporate Dr
Mke, WI 53206

Logout
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Manage Facility

Facility ID	120856
FIS Provider ID	D205258
Address	205 Corporate Dr Mke, WI 53206
Contact Name	Rita Randall
Phone	0 -

[More](#)

Regulations

Closure Schedules

Prices

Mailing Options

Documents

Security

The sections below explain functionality for the buttons above.

Regulation

The Provider Portal displays regulatory information for your site/facility.

The Regulation Details screen includes the following information:

- **Category:** This field shows the type of regulatory approval granted for your facility. **Types are:** Licensed Group, Licensed Family, Regular Certified, Provisionally Certified, Public School Program, etc.
- **Status:** Approved is the most common status for programs that are licensed or certified. If the program is temporarily closed, the status will reflect it. Some programs operated by a Public School Board might have Converted listed as the status until a new application is submitted to the licensing region.
- **Effective From:** This is the begin date of the current licensing/certification period.
- **Continuation Date:** This is the next continuation/renewal date of the current license/certificate.

Ages Served

This section displays the age range of children a licensed/certified program is approved to care for. In the example below, the program is approved to care for children from newborn to age 14 years.

Age	Effective Period
0 Year(s) 0 Month(s) - 13 Year(s) 11 Month(s)	02/29/16

The age is displayed as years and months and the upper age as “through” 13 years and 11 months (to the 14th birthday).

Hours of Operation

This section displays the days, times, and months the program is licensed/certified.

Hours of Operation	
Effective From	07/16/17
Months Open	January - December
Hours Open	
MON - FRI	06:00 AM - 06:00 PM
SAT - SUN	Closed
Day Capacity	8
Night Capacity	0

- **Effective From:** Usually this is the begin date of the current licensing/certification period.
- **Months Open:** For year-round programs, the months are usually January-December.
- **Hours Open:** Lists days of the week with open and closed times. Weekend hours are displayed in a separate row.

- **Day Capacity:** The number of children the program is approved to serve. For certified providers, this field displays the number of children under the age of 7 years that the provider may care for.
- **Night Capacity:** The number of children the program is approved to care for between 9 p.m. and 5 a.m. For certified providers, this field displays the group size.

Accreditation

If your program is accredited by one of the following agencies, the name of the agency and the effective period is displayed:

Accreditation	
Name	Effective Period
City Of Madison Accredited	07/16/17 - 12/31/18
...More	

By selecting "...More," you can access history for the information.

- Advanced, American Montessori Society Accreditation (AMS)
- City of Madison Accredited
- Council on Accreditation (COA)
- Head Start Performance Standards
- National Accreditation Commission (NAC)
- National Association for the Education of Young Children (NAEYC)
- National Early Childhood Program Accreditation (NECPA)
- National Association for Family Child Care (NAFCC)
- American Camp Association (ACA)
- AdvanceED

Although not considered an accreditation, Head Starts that qualify for an automated 5 Star rating in YoungStar will be displayed as "Head Start Performance Standards" in this area.

Closure Schedules - Facility Temporary Closure

Providers can now use the Provider Portal to report a temporary closure to the regulatory agency.

CCPP automatically notifies licensing/certification agency in the following scenarios:

Temporary Closure Reason	Length of Closure	Licensing/Certification notified
Construction	Any	Yes
COVID-19 (Any of the COVID-19 reasons on drop-down menu)	Any	Yes
Loss of Services/Damage to Premises	Any	Yes

Low Enrollment	Five or more days	If closure is more than five days, licensing/certification is notified.
Other (not related to COVID-19)	Five or more days	If closure is more than five days, licensing/certification is notified.
Personal Leave	Five or more days	If closure is more than five days, licensing/certification is notified.
Seasonal Closure	Five or more days	If closure is more than five days, licensing/certification is notified.
Staffing Issues	Five or more days	If closure is more than five days, licensing/certification is notified.
Vacation	Five or more days	If closure is more than five days, licensing/certification is notified.

Official vs. Reported Temporary Closure

When the provider enters a temporary closure record in the portal, the information is brought over to the licensing/certification system. If the closure is more than 14 days in length, the provider is required by licensing rules to report the closure to the licensing agency. When a notice of a 14-day closure is received by the licensing agency, the closure is marked 'Official.'

Facility Temporary Closure

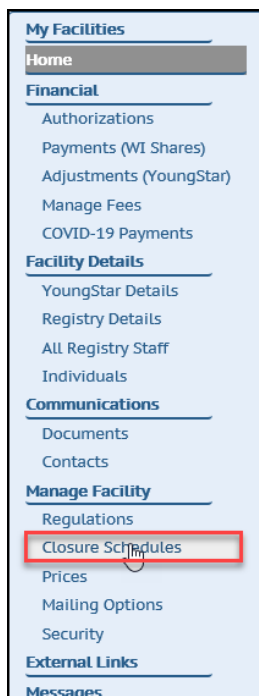
Child care providers may use this page to report temporary closures. Licensing, Certification and Wisconsin Shares Subsidy staff are notified of temporary closures entered on this page. Providers do not need to enter national holidays, single days of pre-planned closures, and days outside of the normal hours of operation listed on their license or certificate.

From	To	Closure Reason	Status	Comments	
04/28/21	05/12/21	COVID-19 Exposure of Staff to COVID-19	Official Closure	Enter detail on the reason for the closure.	Edit ▶
04/21/21	04/23/21	COVID-19 Lack of families	Reported	a9dfadsfdf	Edit ▶

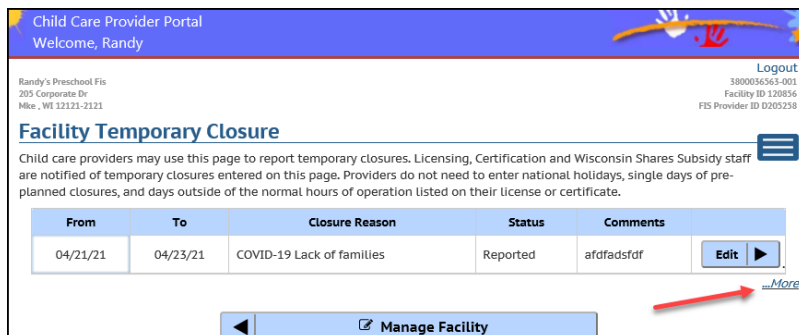
[More](#)

Child Care Provider Portal (CCPP) User Guide

To access the *Closure Schedules* page, click on the link on the sandwich menu.



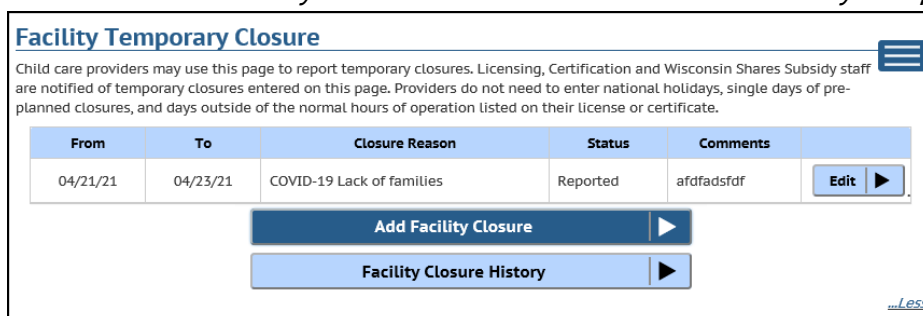
The *Facility Temporary Closure* page shows any closures for the current calendar year.



When More is selected, *Add Facility Closure* and *Facility Closure History* buttons will appear.

Add Temporary Closure:

Choose the *Add Facility Closure* button to access the *Add Facility Temporary Closure* page.



Child Care Provider Portal (CCPP) User Guide

On the *Add Facility Temporary Closure* page, enter the date the closure starts. If the closure end date is known, enter it. If the reopening date is not known, leave it blank. Choose a reason from the Primary Closure Reason drop down menu that closest describes the reason for the closure. Finally, in the Comments field enter more details on the closure.

Add Facility Temporary Closure

Use this page to report temporary closures. Licensing, Certification and Wisconsin Shares Subsidy staff are notified of temporary closures entered on this page. Providers do not need to enter national holidays, single days of pre-planned closures, and days outside of the normal hours of operation listed on their license or certificate.

Reportable Communicable Diseases

Any temporary closures due to confirmed cases of reportable communicable diseases, including COVID-19, also **must** be reported to the local health department as required under DHS 145 and to DCF as described in DCF 202, 250, 251 and 252. **Please contact your Licensing Specialist, Regional Office or Certification Worker directly if the closure is due to a reportable communicable disease.**

For additional information about reporting temporary closures, refer to DCF 202, 250, 251 or 252, or contact your Licensing Specialist or Certification Worker.

From Date *

4/28/2021

To Date

5/5/2021

Primary Closure Reason *

COVID-19 Exposure of Staff to COVID-19

Comments *

Enter detail on the reason for the closure.

Submit

Modify/Delete Closure Record

To modify/delete a closure record, choose the Edit button next to the closure record that needs to be modified/deleted.

Facility Temporary Closure

Child care providers may use this page to report temporary closures. Licensing, Certification and Wisconsin Shares Subsidy staff are notified of temporary closures entered on this page. Providers do not need to enter national holidays, single days of pre-planned closures, and days outside of the normal hours of operation listed on their license or certificate.

From	To	Closure Reason	Status	Comments	
04/21/21	04/23/21	COVID-19 Lack of families	Reported	afdfadsfdf	Edit ▶

Add Facility Closure ▶

Facility Closure History ▶

Less

If the closure is Official, the record cannot be deleted. Only the To Date and Comments can be added/modified. From Date and Delete check box are locked.

Child Care Provider Portal (CCPP) User Guide

Modify Facility Closure

From Date 4/28/2021

To Date 5/12/2021

Primary Closure Reason COVID-19 Exposure of Staff to COVID-19

Status Official Closure

Comments Enter detail on the reason for the closure.

☐ Delete ?

Submit

If the closure is in Reported status, all fields on the page can be modified and the record deleted.

Modify Facility Closure

From Date 4/21/2021

To Date 4/23/2021

Primary Closure Reason COVID-19 Lack of families

Status Reported

Comments comment modified

☒ Delete ?

Submit

Facility Closure History

To view closure history for past years, select the *Facility Closure History* button.

Facility Temporary Closure

Child care providers may use this page to report temporary closures. Licensing, Certification and Wisconsin Shares Subsidy staff are notified of temporary closures entered on this page. Providers do not need to enter national holidays, single days of pre-planned closures, and days outside of the normal hours of operation listed on their license or certificate.

From	To	Closure Reason	Status	Comments	
04/21/21	04/23/21	COVID-19 Lack of families	Reported	afdfadsfdf	Edit ▶

Add Facility Closure ▶



Facility Closure History ▶

LESS



Child Care Provider Portal (CCPP) User Guide

On the following page, you can change the year you wish to view the temporary closures for.

Facility Closure History
View closure for year

 2021 

From	To	Closure Reason	Status	Comments
04/28/21	05/12/21	COVID-19 Exposure of Staff to COVID-19	Official Closure	Enter detail on the reason for the closure.
04/21/21	04/23/21	COVID-19 Lack of families	Reported	afdfadsdf

  Facility Closure

Facility Closures – Effects on Wisconsin Shares Authorizations

The temporary closure record is brought into the DCF Subsidy system when creating authorizations for a child eligible for Wisconsin Shares, the authorization worker sees a warning that the program is temporarily closed. If the closure is Official, no authorization is allowed to span the closure period. If the Official closure is more than 4 weeks, the subsidy system automatically ends current authorizations in certain scenarios.




Facility Closures – Effects on YoungStar

If the facility closure is Official, the YoungStar service window is automatically extended for the length of the closure.

Child Care Finder – Public Site



When the facility is temporarily closed, the information is brought to the Child Care Finder system to alert parents that the program is not currently open.

The temporarily closed programs have a yellow banner informing the public that the program is currently closed.

	Type of Care	Name	YoungStar Rating
	Other	Heidis Head Start - One	★★★★★
	Licensed Group	Randy's Preschool Fis  This provider is temporarily closed.	★★★★★
	Licensed Camp	Lakeland In Rotorua Nz Day Camp	★★
	Licensed Family	Mats Matsson	Participating But Not Yet Rated
	Licensed Group	DECE Demo Facility  This provider is temporarily closed.	Not Participating

The facility details page shows the dates the program is closed. Reason for the closure and comments entered in WISCCRS or CCPP are not brought over to the Child Care Finder. Once the closure period is in the past, the alert automatically disappears.

Child Care Provider Portal (CCPP) User Guide

Provider Details			
 Accredited Provider National Association for the Education of Young Children (NAEYC)			
Randy's Child Care, Inc Randy's Preschool Fis 205 Corporate Dr Mike WI 12121-2121 Milwaukee County	Provider # Location # Facility # Regulation Type Applicant/Licensee	3800036563 001 120856 Licensed Group Randy Randall-Smith	Months Open Day Capacity Night Capacity Hours Jan - Dec 75 0 Mon-Fri 6:00AM - 6:00PM Sat 6:00AM - 12:00PM
Contact Information Rita Randall (000) 000-0000	Ages Served 0 Week(s) - 13 Year(s)		
 This provider is closed from 4/28/2021 until 5/12/2021.			

Mailing Options – Electronic Notices

To save mailing costs and the environment, the department is going to add electronic options to some automated provider notices triggered by the system effective September 26, 2020. The following provider notices are available in electronic format. When there is a checkbox checked next to the notice, no paper copy is sent by the U.S. Mail. Electronic copies are immediately available in the Documents section in the portal for both paperless and paper notices.

Child Care Provider Portal	
Welcome, Laura	
Lakeland Group Centre 334 W Main St Madison, WI 53703-3115	Logout 2800040092-001 Facility ID 1125290 FIS Provider ID 0217957
My Mailing Options Elect to receive electronic notices.	
By checking the boxes below you choose to receive online electronic notices instead of paper mailings. You can print your notices from Documents at any time.	
Electronic Notices	<input checked="" type="checkbox"/> Background Check Eligibility Decision Letters <input checked="" type="checkbox"/> Background Check Invoices <input checked="" type="checkbox"/> Background Check Quarterly Notices <input checked="" type="checkbox"/> Fingerprint Instruction Letters <input checked="" type="checkbox"/> Provider EBT Authorization Letter
Save	
More	

Note that the Background Check Eligibility Decision Letters includes both Preliminary and Final Eligibility and Ineligibility letters to the facility.

Rollout

Locations with current CCPP users

Effective the evening of September 25, 2020, the system will default the mailing options for the above notices to **electronic** for provider locations that have at least one CCPP user who has logged into the Portal after January 1, 2020.

Any notices generated after October 15, 2020, will be electronic unless the user has modified the mailing options back to U.S. Mail for the facility.

Locations with No Current CCPP users

If there is no CCPP user for a provider location or there is a user who has not been actively using the portal and has not logged in after January 1, 2020, the above notices are defaulted to be sent by the U.S. Mail. If a provider later gains access to the location, the user is encouraged to opt-in to only receive the notices electronically.

Modifying the Mailing Options

If your center wants to modify the mailing options, do the following:

1. Opt-in for receiving copies by U.S. Mail

If your center is defaulted to electronic notices but you want all or some notices to be mailed to you, uncheck the checkbox next to the notice.

In the example below, the center wants to receive paper copies of the Background Check Invoices but wants to continue receiving all other notices electronically.

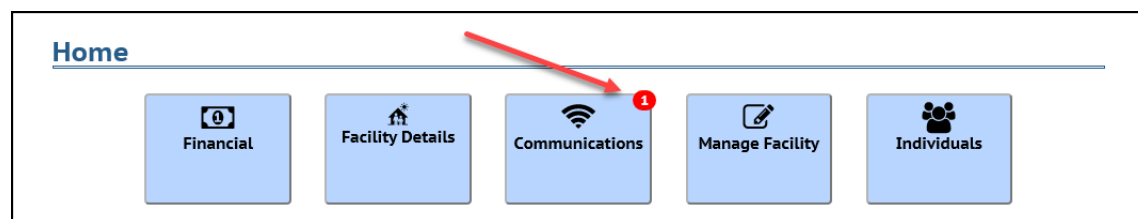
<input checked="" type="checkbox"/>	Background Check Eligibility Decision Letters
<input type="checkbox"/>	Background Check Invoices
<input checked="" type="checkbox"/>	Background Check Quarterly Notices
<input checked="" type="checkbox"/>	Fingerprint Instruction Letters
<input checked="" type="checkbox"/>	Provider EBT Authorization Letter

2. Opt-in to receive electronic notices

If you are a new CCPP user and your center has been defaulted to receive paper copies of the notices, you are encouraged to change the mailing option to paperless. Access the *Mailing Options* page and put a checkbox next to the notices you want to change to electronic. In the example below, the user wants the Background Check Eligibility Decision Letters, Fingerprint Instruction Letters and Provider EBT Authorization Letter to be electronic, but the provider wants to continue receiving the Background Check Invoices and Background Check Quarterly Notices by U.S. Mail.

<input checked="" type="checkbox"/>	Background Check Eligibility Decision Letters
<input type="checkbox"/>	Background Check Invoices
<input type="checkbox"/>	Background Check Quarterly Notices
<input checked="" type="checkbox"/>	Fingerprint Instruction Letters
<input checked="" type="checkbox"/>	Provider EBT Authorization Letter

Providers who have opted-in to receive paperless notices, will receive a message every time there is a new notice generated for their facility.



The *Documents* link takes the user to the *Facility Documents* page where the new documents can be viewed.

Child Care Provider Portal (CCPP) User Guide

Lakeland Group Centre
334 W Main St
Madison, WI 53703-3115

2800040092-001
Facility ID 1123290
FIS Provider ID D217957

Messages

Messages to your facility; general state and county/tribe announcements

Facility Messages

To reply to this message, select the [Contact](#) button and use the listed agency's information.

Message From Communication Services
10/06/20 You have one or more new letter(s) or notice(s) that can be viewed in Documents.

[I Read It](#)

Mailing Options History

You can view historical information on the mailing options for your facility by clicking on the ...More link on the bottom of the *Mailing Options* page. Then choose the *Mailing Option History* button.

My Mailing Options

Select to receive electronic notices.

By checking the boxes below you choose to receive online electronic notices instead of paper mailings. You can print your notices from Documents at any time.

Electronic Notices

- ☒ Background Check Eligibility Decision Letters
- ☐ Background Check Invoices
- ☐ Background Check Quarterly Notices
- ☒ Fingerprint Instruction Letters
- ☒ Provider EBT Authorization Letter

Mailing Options Saved Successfully.

[Save](#)

[More](#)

The following page shows the date the mailing option was changed. The From Date is defaulted to six months in the past but can be changed to any date.

Mailing Options History

Mailing options history for a date range.

From [Q Search](#)

To

	From	To	Mailing Options
Background Check Eligibility Decision Letters	9/10/2020		Electronic Only
Background Check Invoices	9/10/2020		Paper
Background Check Quarterly Notices	9/10/2020		Paper
Fingerprint Instruction Letters	9/10/2020		Electronic Only
Provider EBT Authorization Letter	9/10/2020		Electronic Only

Users with Access to Multiple Provider Locations

The mailing options are location/facility specific. If you have access to multiple sites and need to modify the settings, you must do this separately for each site.

Security

Users who have Owner/Director or Security Administration user profiles to the portal can update the mailing options. All users can view the pages below.

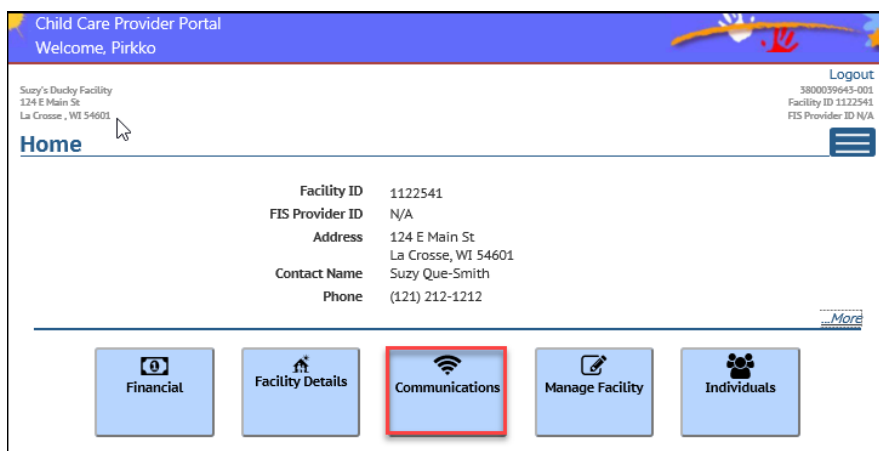
Documents

You can view subsidy, licensing/certification and YoungStar documents in the Provider Portal. There are two levels of documents.

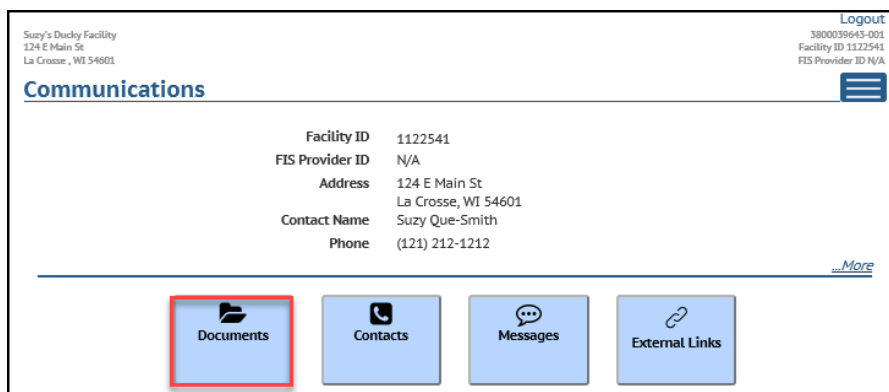
Facility Level

This section includes documents such as authorization notices, YoungStar contract renewals, Fingerprint Instructional letters, and various documents submitted to Licensing/Certification agency.

To access the facility documents, choose the *Documents* link in the side sandwich menu or choose the *Communication* button from the main facility page.



Then choose the *Documents* button.



The documents are displayed in chronological order, with the latest document on top. The history allows you to view licensing/certification and YoungStar documents back to 2011.

Child Care Provider Portal (CCPP) User Guide

Date	Document Type	
09/13/17	Accreditation	
09/13/17	Scanned Ers Score Sheet	
09/13/17	Articles Of Organization(Llc)/Incorporation/Partnership	
08/31/17	Provider Ebt Authorization Letter	

Background Check Quarterly Notice

In 2020 the department resumed conducting annual name-based background checks on licensees, certified operators and adult household members and began conducting annual name-based background checks on caregiver and non-caregiver employees. Starting December 20, 2019, the department began sending Quarterly Notices to child care programs informing them which individuals are due for an annual name-based background check. The notices will be sent to child care programs around the 20th of December, March, June, and September.

Licensees/operators will need to review these notices carefully to ensure the department has the most up-to-date list of individuals associated with their child care program. Annual name-based checks will be conducted on the following individuals:

- Age 18 or older
- Has an employment/residency status of “current” or “prospective”
- Has completed a DCF-conducted fingerprint-based background check (or DOJ Initial on minor employees) within 12 months or earlier.

If the list of individuals included in the notice or employment/residency status is not up-to-date, the licensee/operator needs to update the information in the CCPP as soon as possible. The cost of the annual name-based check is \$10 per individual. The system generates invoices every four months for the cost of any annual name-based checks conducted during the previous four months. The invoices are sent in January, May, and September if there are billable Annual checks for the center.

A copy of the notice is available in the CCPP facility documents.

The notice may have multiple sections depending if any individuals associated with your program fall under the criteria for the section. The sections are explained below.

List of individuals who have a 5-Year fingerprint FBI check due within the next four months

Upcoming Fingerprint Background Checks		
Individual(s) scheduled for a five-year FBI background check within the next four months:		
Name	Role/Position	FBI Check Due
RANDY RANDALL	Applicant/Licensee	08/29/2019

In addition to individuals who are due to have the 5-year fingerprint check done, this section also includes the following individuals:

- Minor employees who have had an Initial DOJ conducted but the minor is turning 18 during the next four months.
- Individuals who reside outside WI must have the Fingerprint check done on an annual basis.

Individuals who are associated with multiple facilities, are listed in the notice to the center where the Apply CBC Fee is set at "Yes." This indicator is found on the *Individual Details* screen.

Employment/Residency Details	
Effective Period	7/11/2019
Primary Role	Teacher - Assistant
Secondary Role	
Employment/Residency Status	Current
Employment/Residency Period	1/14/2019
Apply Ongoing Background Check Fee to this Location	Yes
Comments for this individual	

The 5-year FBI due date (1-year for individuals residing outside WI) is calculated from the Determination Start Date of the latest background check. The date is found on the *Individual's Background Check* screen.

Background Check	
Background Check Level	Caregiver
DeterminationStartDateDisplay	12/20/2018
Background Check Type	Initial Fbi
Preliminary Decision	Eligible
Preliminary Decision Date	12/20/2018
Final Decision	Eligible
Final Decision Date	2/20/2019

Note that there can be scenarios when the FBI Check Due is in the past. This may happen with facilities that were licensed prior to the new background check rollout on October 1, 2018, but the center was scheduled to receive the Fingerprint reminders during the later stages of the rollout. If the individual has never had an FBI check done in the past, the system uses the date the first Fingerprint rollout notice was mailed to the facility.

List of individuals who are due for an annual name-based check

This section lists individuals associated with your program that are due to have an annual name-based background check done within the next four months.

Upcoming Annual Name-Based Background Checks		
Individual(s) scheduled for an annual name-based background check within the next four months:		
Name	Role/Position	DOJ Check Due
LENA LANNI	Applicant/Licensee	08/15/2019
SANSA STARK	Teacher - Lead	08/15/2019
DANI TARGARYEN	Teacher - Lead	09/05/2019

The system schedules the name-based DOJ annual check 12 months after the last FBI fingerprint based check Determination Start date and annually thereafter. The annual name-based check is skipped during the year the 5-year FBI is done. No individual will have both the DOJ and FBI due within the same calendar year.

List of individuals who have had the annual name-based check conducted within last three months

This section lists all individuals associated with your program who have had an annual DOJ name-based check conducted. The initial mailing in December will mostly have minor employees listed.

Completed Background Checks		
Annual name-based background check(s) have been conducted on the following individual(s) associated with your facility within the last three months. You will receive an invoice for any of these checks you are yet responsible to pay for.		
Name	Role/Position	Latest DOJ Check
CAROM CASITTA	Student Intern	12/17/2019

The program will be invoiced for these checks. Note that there are scenarios with newly licensed/certified programs when the \$10 fee has been already paid by the provider/operator. The system will not include these in the invoicing.

List of Individuals in Prospective status associated with the program.

This section lists all individuals associated with your program who have prospective status whether their background check is due or not. Please make sure that their status is updated once the employment/residency status has been made.

Prospective Employees		
The following employee(s)/resident(s) associated with your program have prospective status. Please update the status once the employment/residency decision has been made. Note that annual name based checks are automatically conducted on these individuals and your center may be invoiced for the checks.		
Name	Role/Position	Prospective As Of
BHA RATHI	Administrator	10/26/2018

Individual Level

This section includes Preliminary and Final Decision letters on individuals whose background checks have been completed. To access the eligibility letters for an individual, choose the individual from the *Individuals List*.

Lakeland Group Centre 334 W Main St Madison, WI 53703-3113				Logout 2800940593-001 Facility ID 1123290 FIS Provider ID 0217957
Individuals Individuals at this location				
Name	Role(s)	Employment Period	Background Check Status	
Test Testington	Teacher - Lead			Details
Tony Text	Driver	08/26/19	Pending	Details
Rin Tintin	Director	01/01/19	Eligible	Details
Theresa Toddler teacher	Teacher - Assistant	09/01/18	Incomplete	Details

Child Care Provider Portal (CCPP) User Guide

Then choose the *Individual Documents* button.

Child Care Provider Portal
Welcome, Pirkko

Logout
288040892-901
Facility ID 1121290
FIS Provider ID 0217957

Individual Details

Name	Rin Tintin
Address	201 East Washington Ave Madison, WI 53708
Primary Phone	(608)444-2623 (Work)
Email	
County/Tribal	Dane County

More

Aliases Names Background Checks Background Check Request Form Individual Documents Fingerprint Code

Individuals

The *Individual Documents* page lists the eligibility letters sent to the facility on the individual's eligibility.

Documents			
Date	Document Type	Comments	
10/08/19	Facility-Final Eligibility For Individual		View ►
10/07/19	Facility-Preliminary Eligibility For Individual		View ►

Invoicing for Annual Name-Based Background Checks

Every four months (January, May, and September), the system sends an invoice to the provider location if there are pending fees for annual name-based checks conducted on individuals attached to the provider location since the last billing cycle. The invoice may include individuals who are no longer associated with the center if the individual was active at the time when the annual check was done.

Example: Joe was working at Center A starting January 2, 2020. The Annual was conducted on Joe on January 10, 2020. Joe ended employment at Center A on April 30, 2020, and started a new job in Center B. The May invoice will include Joe in Center A's invoice because he was employed by that facility when the annual was done.

You can pay the invoice by either using the e-payment system (Financial screen) in Provider Portal or by sending a check or money order to the address listed on the Remittance slip attached to the invoice.

30/60 Day Invoice Reminders

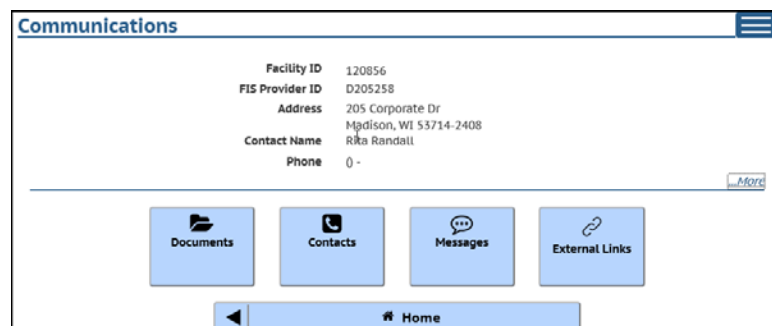
The payment for the invoice is due within 30 days from the invoice date. If no payment has been received, a 30-day Past Due Notice is sent when 60 days has passed from the invoice date. The 60-day Past Due notice is sent when 90 days has passed from the invoice date. The balance must be paid before a license can be renewed. If payment has not been received and a provider closes, the balance is referred to Department of Revenue for collection.

Prices

See My Child Care Prices section under Financial.

Communications

This page has links to various pages that include communication-related topics such as documents, announcements, etc.



Documents

See the Documents section under Manage Facility.

Contacts

The *Contact* screen displays the following:

- **Regulation (certification or licensing):** Name of the Licensing/Certification Specialist assigned to your center. If your center is licensed, the phone and address for the licensing contact is also displayed.
- **Child Care Background Check Unit:** General contact information for the DCF CBU is provided.
- **YoungStar:** If a Technical Consultant has been assigned to your program, the name of the consultant with office address, phone, and fax are displayed.
- **Wisconsin Shares:** Contact your local Child Care Coordinator. [View the list of Coordinators.](#)

Messages

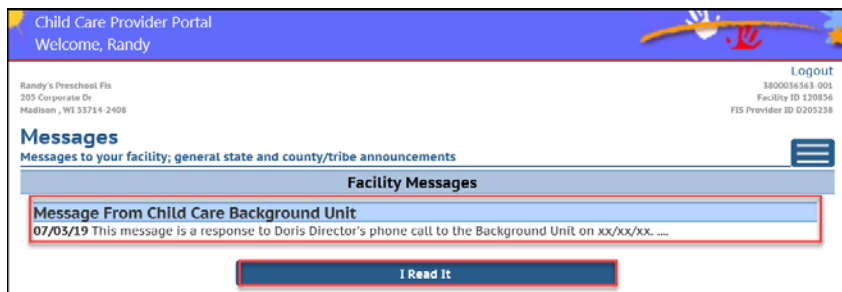
Providers can now view messages sent from the DCF Child Care Background Unit pertaining to background check related issues. At this time, the provider cannot respond to the messages using the Portal. The responses can be submitted to:

DCF Child Care Background Check Unit
PO Box 8916
201 W. Washington Ave
Madison, WI 53708-8916
Phone: 608-422-7400
Fax: 608-422-7155
Email: DCFPlcBECRCBU@wisconsin.gov

If there is an unread message in the Provider Portal, the *Communications* button has a message indicator (red circle with a number of unread messages). Also, partial text of the message is displayed below the *Home* page title.



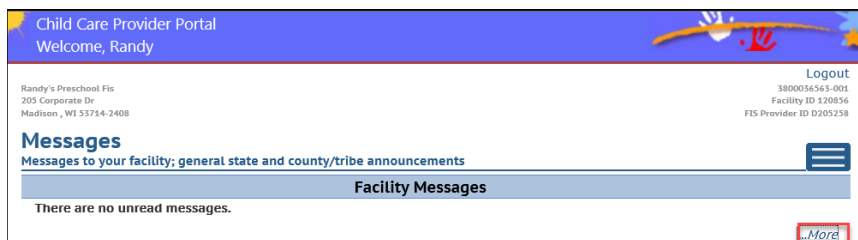
You can access the message by either choosing 'Read more...' link or by choosing the *Communications* button. The *Messages* page shows the entire message.



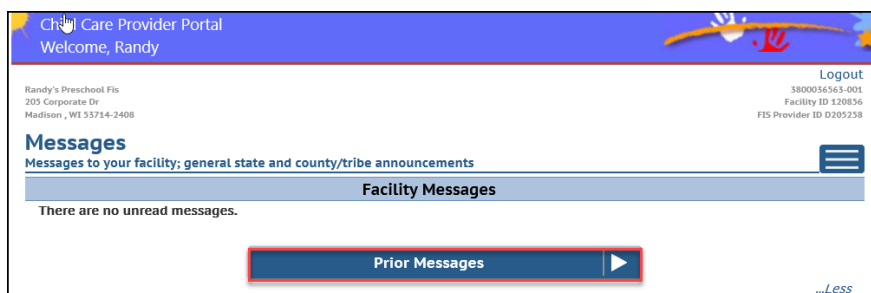
After you have read the message, choose 'I read it' button. By marking the message read, the message cannot be modified or cancelled by the worker.

After the message is marked read, it is moved to the message archive. To access prior messages in the archive, choose the '...More,' link on the bottom of the *Messages* page.

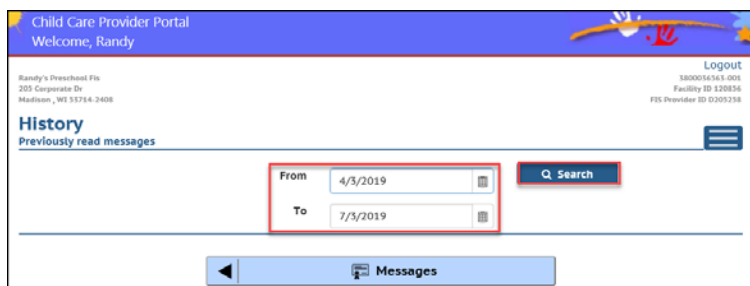
Child Care Provider Portal (CCPP) User Guide



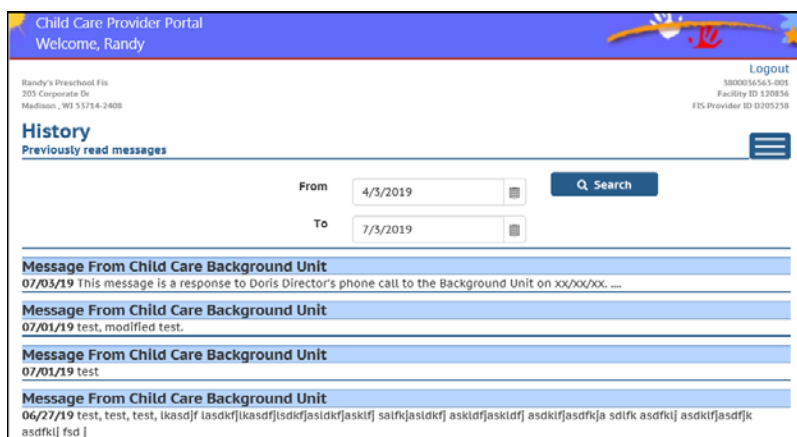
Then choose the *Prior Messages* button.



The following page defaults the search time period for the last three months, but the time period can be modified by changing the dates in the From and To date fields.



The *History* page lists all read messages received within the time frame.



The lower portion of the *Message* page displays County/Tribal and Statewide announcements. To expand the messages, choose the arrow.

Statewide Announcements	
YS Adjustment increase - 4-5 Star Programs Effective 7/1/19, the YS adjustments for 4 and 5 star will increase....	
County / Tribe Announcements	
▼	Adams County
▼	Dane County
▼	Milwaukee County

External Links

This button takes you to various external links.



Security

The system security for facility/provider location is explained in the CCPP Security Module Guide:

<https://dcf.wisconsin.gov/files/publications/pdf/5400.pdf>

CCR&R Provider Reported Information

Effective 9/24/21, information from the provider's local Child Care Resource and Referral (CCR&R) agency is brought over to the DCF Provider Portal. When the provider/center reports information using the Business Information Form (BIF) to the local CCR&R, certain information is brought over to CCPP overnight. This section explains the screens and information in detail.

Note that any information in this module cannot be updated using the CCPP portal. If changes are needed, contact your local CCR&R agency.

To access the CCR&R Provider Reported Info module, select the button below from the *Facility Details* screen or the navigation menu.

Child Care Provider Portal (CCPP) User Guide

Child Care Provider Portal
Welcome, Rita

Logout
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Randy's Preschool Fis
205 Corporate Dr
Mke, WI 53206

Facility Details

Facility ID	120856
FIS Provider ID	D205258
Address	205 Corporate Dr Mke, WI 53206
Contact Name	Rita Randall
Phone	0 -

[More](#)

[youngstar Details](#) [Registry Details](#) [Manage Facility](#) [Individuals](#) [CCR&R Provider Reported Info](#)

Facility Details

The *Facility Details* has links to CCR&R Location Details, Pricing and Slots.

Child Care Provider Portal
Welcome, Rita

Logout
3800036563-001
Facility ID 120856
FIS Provider ID D205258

Randy's Preschool Fis
205 Corporate Dr
Mke, WI 53206

Facility Details

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Facility ID	120856
FIS Provider ID	D205258
Address	205 Corporate Dr Mke, WI 53206
Contact Name	Rita Randall
Phone	0 -

[More](#)

[CCR&R Location Details](#) [CCR&R Pricing](#) [CCR&R Child Care Slot Info](#)

CCR&R Location Details

This page has links to Type of Care, Philosophy, Preschool/4K information reported to the local CCR&R.

Child Care Provider Portal (CCPP) User Guide

Child Care Provider Portal
Welcome, Rita

Randy's Preschool Fis
205 Corporate Dr
Mke, WI 53206

Logout
3800036563-001
Facility ID 120856
FIS Provider ID D205258

CCR&R Location Details

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Facility ID120856

FIS Provider IDD205258

Address205 Corporate Dr
Mke, WI 53206

Contact NameRita Randall

Phone0 -

Types Of Care

Philosophy

Preschool/4K

Types of Care

This page shows 'Yes' if the program offers any of the types of care listed. If 'Yes' is displayed on this screen, that information is also displayed on the Child Care Finder for the public to see.

Types Of Care

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Details

Before School?

Yes

After School?

Yes

Drop In (4 hours of care or less on a limited basis)

Yes

Rotating (care changes from week to week)

No

Sick Care (children who are mildly ill or recuperating)

No

CCR&R Location Details

Philosophy

This page shows the program philosophy and date the information was updated in the CCR&R system. If 'Yes' is displayed on this screen, that information is also displayed on the Child Care Finder for the public to see.

Philosophy Type	Yes/No	Updated On
Cognitive Based Philosophy	No	6/22/2021
High Scope	No	6/22/2021
Montessori	Yes	8/24/2021
Parent Co-op	No	6/22/2021
Reggio Emilia	No	6/22/2021
Religious	No	6/22/2021
Waldorf Steiner	No	6/22/2021

Preschool/4K

This page shows information on preschool/4K if applicable.

Preschool/4K

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Details	
Program Type	Pre School
Updated On	8/25/2021
Morning Program	Yes 9:00 AM - 12:00 PM
Afternoon Program	No
Program Type	4K
Updated On	6/22/2021
Morning Program	No
Afternoon Program	No

CCR&R Pricing

This page has links to Discounts, Fees, and Prices reported to the local CCR&R agency. This information is **not** brought to the Child Care Finder.

CCR&R Pricing

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Facility ID	120856
FIS Provider ID	D205258
Address	205 Corporate Dr Mke, WI 53206
Contact Name	Rita Randall
Phone	() -

[More](#)

%
Discounts

Fees

\$
Prices

Discounts

This page shows various discounts that the program has reported to the local CCR&R and the date when the information was updated in the CCR&R system. This information is brought over to the Wisconsin Shares system.

Discounts

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Discount Type	Yes/No	Updated On
Employee Discount	Yes	8/24/2021
Family Discount	Yes	8/24/2021
Scholarship	No	6/22/2021
Sliding Scale Fee	Yes	8/24/2021

Fees

This page shows various fees that the program charges and the date the information was updated in the CCR&R system.

Fees		
This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.		
Fee Type	Yes/No	Updated On
Activity Field Trip Fee	Yes	8/24/2021
Holding Fee	No	6/22/2021
Late Pickup Fee	Yes	8/24/2021
Meal Snack Fee	No	6/22/2021
One Time Enrollment Registration Fee	No	6/22/2021
Other Fees	No	6/22/2021
Security Deposit	No	6/22/2021
Supply Fee	No	6/22/2021
Transportation Fee	No	6/22/2021
Yearly Enrollment Registration Fee	Yes	8/24/2021

Prices

This page shows provider's prices charged to parents. Note that these prices are brought over to the Wisconsin Shares system for authorization calculation. If the prices change, the prices should be reported using the *Prices* button under *Manage Facility* button.

CCR&R Provider Prices			
This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.			
Prices			
This pricing information is not transferred to the WI Shares . If you care for Shares children and your prices have changed, please update your prices using the Financial button or contact your local subsidy agency.			
	Age	Price	Updated On
Weekly Full Time			
	0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	\$200.00	08/24/2021
	1 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	\$200.00	08/24/2021
	2 Year(s) 0 Month(s) - 2 Year(s) 11 Month(s)	\$190.00	08/24/2021
	3 Year(s) 0 Month(s) - 3 Year(s) 11 Month(s)	\$190.00	08/24/2021
	4 Year(s) 0 Month(s) - 4 Year(s) 11 Month(s)	\$190.00	08/24/2021
	5 Year(s) 0 Month(s) - 5 Year(s) 11 Month(s)	\$180.00	08/24/2021
	6 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	\$150.00	08/24/2021
Weekly Part Time			
	0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	\$120.00	08/24/2021
	1 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	\$120.00	08/24/2021
	2 Year(s) 0 Month(s) - 2 Year(s) 11 Month(s)	\$110.00	08/24/2021
<div> <div> <div>Page</div> <div>1</div> <div>of 2</div> </div> <div>1 - 10 of 16 items</div> </div>			

CCR&R Child Care Slot Information

This page has links to enrollment, vacancy and wait-list information reported to the local CCR&R.

CCR&R Child Care Slot Information

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Facility ID

120856

FIS Provider ID

D205258

Address

205 Corporate Dr
Mke, WI 53206

Contact Name

Rita Randall

Phone

() -

More

Enrollment

Vacancies

Wait-List

Enrollment

If the provider has reported enrollment information to the local CCR&R agency, this page shows the information and the date the information was entered into the CCR&R system. This information is brought over to the Child Care Finder.

Enrollment

This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Age	Children Enrolled	Updated On
Full-Time		
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	4	08/24/2021
1 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	4	08/24/2021
2 Year(s) 0 Month(s) - 2 Year(s) 11 Month(s)	8	08/24/2021
3 Year(s) 0 Month(s) - 3 Year(s) 11 Month(s)	8	08/24/2021
4 Year(s) 0 Month(s) - 4 Year(s) 11 Month(s)	16	08/24/2021
5 Year(s) 0 Month(s) - 5 Year(s) 11 Month(s)	16	08/24/2021
6 Year(s) 0 Month(s) - 8 Year(s) 11 Month(s)	20	08/24/2021
9 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	5	08/24/2021
Part-Time		
5 Year(s) 0 Month(s) - 5 Year(s) 11 Month(s)	12	08/24/2021
6 Year(s) 0 Month(s) - 8 Year(s) 11 Month(s)	12	08/24/2021
9 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	16	08/24/2021

1

20 items per page

1 - 11 of 11 items

Vacancies

If the provider has reported vacancy information to the local CCR&R agency, this page shows the information and the date the information was entered into the CCR&R system. This information is brought over to the Child Care Finder.

Child Care Provider Portal (CCPP) User Guide

Vacancies
This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Age	Vacancies	Updated On
Full-Time		
Details		
3 Year(s) 0 Month(s) - 3 Year(s) 11 Month(s)	3	08/24/2021
4 Year(s) 0 Month(s) - 4 Year(s) 11 Month(s)	3	09/16/2021
Summary		
2 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	3	08/24/2021

1 - 3 of 3 items

Wait-List

If the provider has reported wait-list information to the local CCR&R agency, this page shows the information and the date the information was entered into the CCR&R system. This information is brought over to the Child Care Finder.

Wait-List
This page displays information reported to the local CCR&R agency using the Business Information Form (BIF). If any of the information is inaccurate or needs to be updated, please contact your local CCR&R.

Do you offer a Wait-List? Yes

Age	Total Children on Wait-List	Updated On
0 Year(s) 0 Month(s) - 12 Year(s) 11 Month(s)	3	09/16/2021


Age	Children on Wait-List	Updated On
0 Year(s) 0 Month(s) - 0 Year(s) 11 Month(s)	1	08/24/2021
1 Year(s) 0 Month(s) - 1 Year(s) 11 Month(s)	2	09/10/2021

1 - 2 of 2 items

CCR&R Information on the Child Care Finder – Public Search

The following information is brought over to the Child Care Finder at <https://childcarefinder.wisconsin.gov/Search/Search.aspx>. The vacancies and wait-list have the date when the information was most recently updated.

Provider Reported Details


The following details are reported by the child care provider. These details are not verified by the Department of Children and Families. These details are updated by the provider and may not be up to date. Please contact the provider for the latest information.

Special Types of Care Available

☒ Before School Care provided.
 ☒ After School Care provided.
 ☒ Drop In Care provided.

Program Philosophy

☒ Montessori.

Vacancies

3 vacancies have been reported. *Last updated on 9/16/2021.*

Vacancies	Age Range
<input checked="" type="checkbox"/>	2-year-olds
<input checked="" type="checkbox"/>	5-year-olds
<input checked="" type="checkbox"/>	6-year-olds
<input checked="" type="checkbox"/>	Under 1 Year
<input checked="" type="checkbox"/>	1-year-olds
<input checked="" type="checkbox"/>	3-year-olds
<input checked="" type="checkbox"/>	4-year-olds

Waitlist

This provider keeps a waitlist.
3 children are on the waitlist. *Last updated on 9/16/2021.*

Age Range	Children on Waitlist
Under 1 Year	1
1-year-olds	2
2-year-olds	0
3-year-olds	0
4-year-olds	0
5-year-olds	0
6-year-olds	0