Child Care Counts: Stabilization Payment Program Round 4

Application Guide

FEBRUARY 2024

Wisconsin Department of Children and Families

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.

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Increasing Access to High-Quality Care

Funding Workforce Recruitment and Retention

About This Guide

This guide details how providers will use DCF's Child Care Provider Portal (CCPP) to apply for the *Child Care Counts: Stabilization Payment Program Round 4.*

Please review all payment program details, eligibility requirements, and terms and conditions on our underline webpage *before* submitting your application.

The Payment Program application is available in the [Child Care Provider Portal](#). Information about [applying for access can be found in the Portal](#). For help gaining access to the Child Care Provider Portal, please view the **[short instructional video](#)** that will help you gain access. If you continue to have issues, please email DCFPlicBECRCBU@wisconsin.gov.

If you are unable to access the Provider Portal, you can contact the *Child Care Counts* Support Center for assistance filling out your application over the phone.

IMPORTANT NOTICE

Child Care Counts programs are time-limited programs designed to provide assistance to child care providers in response to the COVID-19 public health emergency. They are not subawards as that term is defined in 45 CFR 75 and related federal regulations. Use of the word "grant" is incidental.

⚠️ **Child Care Counts Support Center**
If you need assistance, please contact the
Child Care Counts Support Center at 608-535-3650
or **DCFDECECOVID19CCPayments@wisconsin.gov**
Support Center hours are 8 a.m. - 4:30 p.m. M-F.

System Notes

The Child Care Provider Portal will time out after 20 minutes of inactivity, which forces users to log back in.

If you see the ℹ️ icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked to enter.

Because of the ongoing monthly application window, each time you log in to apply, you will see different dates in the **When Can I Apply?/Updates** column. **These dates will also differ for every monthly Application/Update week for entering child/staff information and document upload.**

Important Notes

The **Child Care Counts: Stabilization Payment Program** is a monthly payment program to support Wisconsin's early care and education community.

Providers submit one application (either at initial application opening in February, or during one of the monthly Application Weeks.

- **As long as a provider remains eligible and adheres to the terms and conditions, payments will continue automatically every month.**

- **Providers must upload verification documents at initial application and when requested during future Update Weeks.**

- **Approved applicants must update staff and child information every month in the application in the Child Care Provider Portal during the monthly Update Week.**

- **Funds must be spent within 120 days of the payment date.**

REMINDER: The dates displayed in this guide may be different than what appears in your application. The dates will be updated in your Child Care Provider Portal Application to reflect the current Application/Update Weeks, and Count Weeks.

Pre-Application Document Checklist

The *Child Care Counts: Stabilization Payment Program* requires you to upload Verification Documents when submitting your initial application, and when requested during future monthly Update Weeks.

Be sure to have the following documents available when submitting your *Child Care Counts* Application:

☐   Child Attendance Records
☐   Staff Employment Records

Verification Documents

These are required during your initial application and may also be requested in future monthly Update Weeks.

This includes:
Child Attendance Records

Staff Employment Records

Check out our *Child Care Counts*: **Provider Portal Upload Guide** for more information and tips on how to upload your documents.

How to Submit an Application

1. Login Screen
Go to https://mywichildcareproviders.wisconsin.gov/

Type your User ID and Password into the appropriate fields.
Click the Login button to continue.

If you have one or more locations, your Home screen may look like option A – multiple locations, or option B – a single location.

Click the location you want to make your application for.

How to Submit an Application
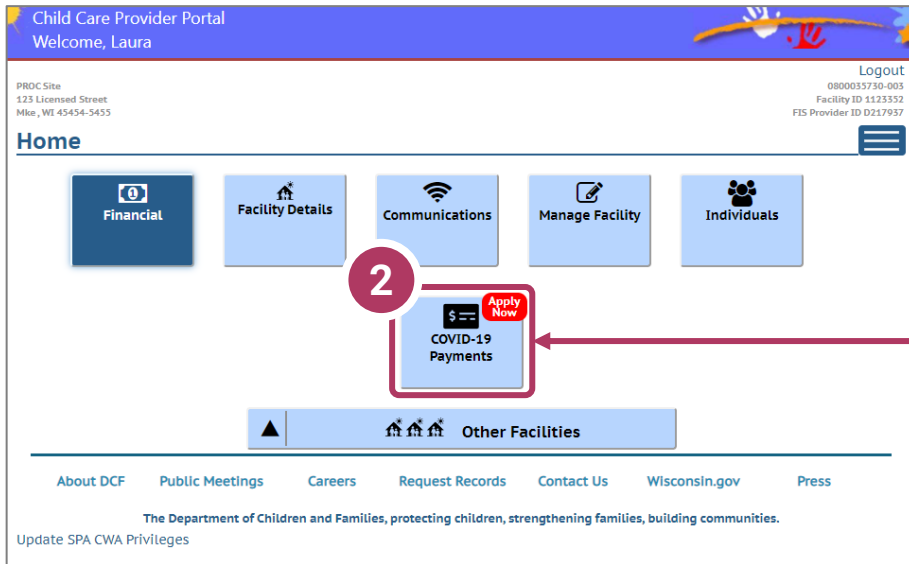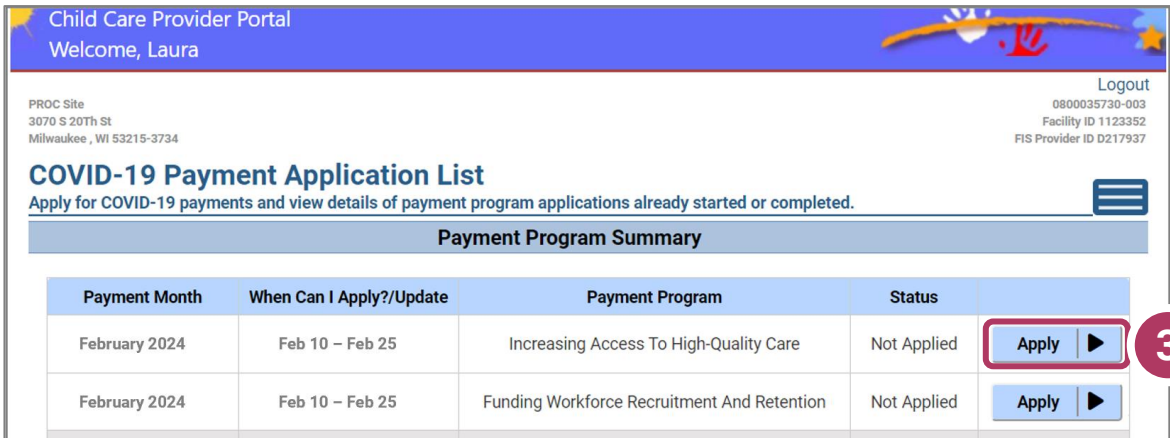
2. Select COVID-19 payments

To proceed to the application page, click the **COVID-19 Payments** button.

Beginning Your Application

COVID-19 Payment Application List

There are two payment programs for which a provider can apply.

- **Payment Program A**: Increasing Access to High-Quality Care
- **Payment Program B**: Funding Workforce Recruitment and Retention

3. Start Application

To apply for a specific program, click the blue button next to either Program A or Program B.

! **Regulated providers may be able to apply for BOTH payment programs each month. Please review Eligibility and Requirements details on the Payment Program web page.**

Payment Program Summary Page

COVID-19 Payment Application List
Apply for COVID-19 payments and view details of payment program applications already started or completed.

Payment Month	When Can I Apply?/Update	Payment Program	Status	
February 2024	Feb 10 – Feb 25	Increasing Access To High-Quality Care	Not Applied	**Apply** ▶
February 2024	Feb 10 – Feb 25	Funding Workforce Recruitment And Retention	Not Applied	**Apply** ▶

Beside the Payment Program title, you will also see the **Status** of your application.

Not Applied means you haven't applied for this payment. Click **Apply** to begin your application.

Incomplete If you have started an application for the program, but your application has not been submitted or if you were approved for the previous month of the *Stabilization Round 3*, and have not yet submitted your initial application for Round 4, your application status will display as **Incomplete**. Click **Details** to complete your application.

Review Needed if you were approved for the previous month of Round 4, your status will show as Review Needed at the beginning of each Update/Application Week. You must review and re-submit your applications during Update Week. Click **Review** to begin your review and re-submit your application.

You may make corrections to your application until the end of the application period each month. Applications cannot be modified after the application closes.

> ⚠ **Be sure your application status is Submitted after your initial application and monthly updates**
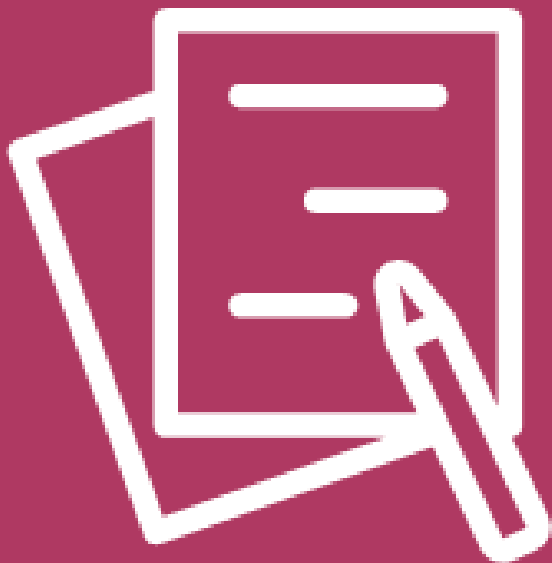
COVID-19 PAYMENTS
Feedback Questions

COVID-19 Payments Feedback Questions

New to this round of *Child Care Counts* is a set of **Feedback Questions.** You will only need to complete these questions once at your initial application to the new Payment Program A or Program B.

This information will be used by DCF to understand the amount of unfilled enrollment spots in child care programs statewide and identify potential causes, as well as impacts on families and communities. This is also an opportunity for you to provide information to help inform potential future programs to support child care providers and strengthen their child care programs.

These feedback questions **will only be used for information gathering purposes.**

- This information will not be used for audit purposes.
- There is no need to gather documentation for your answers.
- Please estimate if you do not know the exact answer to the question.
- Feedback results will not be published with your facility name, nor with any identifying information related to your child care.

These questions will only need to be completed one time for the duration of *Stabilization Round 4*. These will appear in a provider's initial Round 4 application.

View the **Feedback Questions** to see what questions will be included in the Round 4 application.

COVID-19 Payments Feedback Questions

> Enter your feedback here.

◉ | **Previous**   **Next** | ◉

When you are finished entering any feedback, click **Next** to continue. You will be taken to the **Payment Program Information** page where you can enter details for your selected Payment Program application.

❗ Remember, **these Feedback Questions will only need to be completed once at your initial application** to the new Payment Program A or Program B.

APPLYING FOR PAYMENT PROGRAM A

Increasing Access to High-Quality Care

Beginning Your Application

1. Begin Application

Once you have selected your **Payment Program,** you will be taken to the COVID-19 Payments Information page. Here you will review the details of the specific program you have selected. In this case, we have chosen *Increasing Access to High-Quality Care* in the Payment Program Summary.

2. Review Payment Program Information

This screen details the following information:

- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

3. Continue

Click **Continue** to go to the **Application Details** page.

Add Application Details for Your Location

4. Add Grantee Details

There is a single funding period for this application. Be sure to check **Yes** or **No** to the questions marked with a red star. ✴

If inaccurate details are entered, this could delay your application.

5. Do you want to join Wisconsin Early Education Shared Services Network (WEESSN)

If you are interested in joining Wisconsin Early Education Shared Services Network (WEESSN) or finding out more, select 'Yes' here. Someone from WECA will contact you to follow up. Tier 1 is free.

6. Tell us if your program is open or closed during the Count Week

Was your facility open during Count Week?

Check **Yes** if your program was open and care was provided at least one day during the identified Count Week.

Check **No** if you program was closed during the entire Count Week.

⚠️ **NOTE:** If you applied for previous funding through the original *Child Care Counts Payment Program*, many of the fields throughout the application will be filled in automatically. Please review all fields that are filled in to ensure they are still accurate and update as needed.

Add Application Details for Your Location

7. Enter the Number of Children Attended

In this section, you can click on the ⓘ icon for more information about what the question is asking.

In this case, clicking the more information icon tells you to **enter the number of children who attended your location AT LEAST one day during the Count Week.**

Click the **Add** button to move on to the next page.

⚠️ **REMINDER:** If you see the ⓘ icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked.

Adding Children Detail

8. Add Children to the Application

You will be asked to add *every child who attended at least one day* during the **Count Week**. The number of children added in this section must equal the number of children that you indicated were in attendance on the first page of the application: *Add Application Details*.

Click the **Add Child** button to get started adding children to your application.

Here you can add children from a previous application. Click **Copy** to add them to your application.

You can also add new children to this application.

You can also view children who were enrolled in Wisconsin Shares during the **Count Week.**

Click the Add button once you have filled out all information on the page.

Previous Payment Child List

9. Verify Previous Child List

If you applied for a previous round of *Child Care Counts,* children added to your previous application will appear here, and may be copied into your current application. Click **COPY** to add children to your application. This will take you to the *Child Details* page.

Children not copied from previous application			
Name ▼	**Date of Birth** ▼	**Care Type** ▼	
Hexx Boltt	7/15/2011	Full-Time Care	Copy ▶

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COVID-19 Payments – Add Child

Common Details	
Payment Month	February 2024
Grantee Name	Licensed, Lisa

...More

Child Details	
First Name *	Hexx
Middle Initial	
Last Name *	Boltt
Date of Birth *	7/15/2011
Care Type *	○ Full-time Care ○ Part-time Care ⓘ
Does this child have an Individualized Education Program (IEP) and receive special education services and/or supports? *	○ Yes ○ No ⓘ
Does this child have an Individualized Family Service Plan (IFSP)? *	○ Yes ○ No ⓘ
Does the child receive Birth to 3 Services? *	○ Yes ○ No ⓘ
Speaks language other than English? *	○ Yes ○ No
Experiencing homelessness? *	○ Yes ○ No ⓘ
Living in tribal community? *	○ Yes ○ No
WI Shares recipient during 04/09/2023 – 04/22/2023? *	○ Yes ○ No
Attend during 04/09/2023 – 04/22/2023? *	○ Yes, Child Attended ○ No, Child Did Not Attend ○ No, Child Did Not Attend Due To Exposure To Covid-19
Comments	

Add

> ⚠️ Verify child details. You must indicate if the child attended at least one day during the **Count Week**.
>
> **Note**: If marking 'No, child did not attend due to exposure to COVID,' be sure they are included in the total count of "Number of children attended"

Click the **Add** button to move on to the next page.

Adding Children Detail

10. Add Children to the Application

If you have children from a previous application, they will automatically be imported. You should verify and update the details for these children, if needed. If children were not in attendance or are no longer enrolled, you can remove them from this list. You can also view children who were enrolled in Wisconsin Shares **during the Count Week.**

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COVID-19 Payments – Child List

	Common Details	
Payment Month	February 2024	
Grantee Name	Licensed, Lisa	

...More

Name ▼	Date of Birth ▼	Care Type ▼	Attended ▼	
Hexx Boltt	7/15/2011	Full-Time Care	Yes	Details ▶
Nail Gunn	9/23/2019	Full-Time Care	Yes	Details ▶
Poppi Rivett	5/5/2019	Full-Time Care	Yes	Details ▶
Jigg Savw	8/15/2016	Full-Time Care	Yes	Details ▶

If you need to update or review the information about a specific child, click on the **Details** button to be taken to that child's record.

COVID-19 Payments – Child Details

	Common Details	
Payment Month	February 2024	
Grantee Name	Licensed, Lisa	

...More

Child Details for COVID-19 Payments	
First Name	Hexx
Middle Initial	
Last Name	Boltt
Date of Birth	7/15/2011

◀ 👥 Child List

...More

Click on the **...More** button to get to the **Modify Child** Button.

Modify Child ▶

If you have added a child in error to the application, you can remove the child by checking the box **Remove this child from the grant?** in the *Modify Child* screen.

Remove this child from the grant? ☐

Click **Save** if you have changed any information. | Save |

You can continue adding children, as needed, or check the I Verify... checkbox and click the **Verify** button.

☑ I verify that the children listed above were enrolled for the period of 01/28/2024 to 02/10/2024

Verify

Upload Verification Documents

11. When you are done adding children, click the I verify… checkbox and click the **Verify** button.

You will be taken to the *Verification Documents* page. Here, you will upload documentation that shows evidence that the children entered in this application are enrolled and in attendance for this facility.

For example:

A. Select the file type, from the drop-down – we are choosing Children Attendance Records.

B. Click **Upload** to select the file from your computer.

C. Then choose **Save Documents.**

D. The document will be added to your list. When you have uploaded the appropriate documents, click the **Submit Application** button.

Finalizing Your Application

12. Review Your Submission

You must correct any entries with red text. The system gives you specific details about a mismatch or other problem with the entry.

Any text in red indicates that there is an error that needs correcting. Inconsistent and/or incorrect information will delay and could possibly prevent your application from being processed. **It is imperative you go back and fix any issues noted in red**. If you are having trouble fixing/modifying your application, please email or call for assistance.

Click *Application Details* to return to the application and correct the information, as necessary.

Finalizing Your Application

13. Review the Terms and Conditions

After ensuring that your application is accurate and complete, you will review the Terms and Conditions for the program.

⚠️ ***Please note*** *we strongly recommend printing and/or saving these Terms and Conditions and filing all related expenditure documents in a safe place.*

14. Submit Your Application

As you read through the **Terms and Conditions,** you will be required to check several boxes agreeing to the terms. Once you have agreed to all of them, you can click the **Submit** button to submit your application for the program.

Modifying After Submission

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15. Updating After Submitting

You will have the ability to update your application after submission, **until the application period ends at midnight.** You will need to modify each section and its detail level information.

To modify the *Common Details*, click the Modify Common Details button.

To modify the *Application Details*, specifically the number of children enrolled during the funding period, select the Modify Application Details button. Remember, any change in the number of children will affect the number of children who need to be entered in the *Add Children* module.

You can use the **Temporary Closure**, **Children, Upload Verification Documents, Payment Documents, and Program Integrity Documents** buttons to update those specific sections of the application. Refer to the previous instructions in this guide for specifics.

Update or Verify Temporary Closure

16. Temporary Closures

You will be asked to verify any temporary closures during the funding period. If the closures were already updated in the Provider Portal, those details will be shown here. If you need to add a temporary closure period, select the **Add Temporary Closure** button, and you will be taken to the **Closure Schedule** screen shown below.

Enter the closure dates and select the appropriate reason for the closure from the drop-down menu.

Enter your comments in the **Comments** box. After including all temporary closures, click the checkbox indicating that you have accurately recorded and verified the temporary closures for your location.

Once you have entered all Temporary Closures, check the box and select Verify to continue through the application.

☐ I verify that the closures listed above are accurate and complete for the period of 01/28/2024 to 02/10/2024

Verify

APPLYING FOR PAYMENT PROGRAM B

Funding Workforce Recruitment and Retention

Beginning Your Application

1. Begin Application

Once you have selected your **Payment Program** you will be taken to the COVID-19 Payments Information page. Here you will review the details of the specific program you have selected. In this case, we have chosen *Funding Workforce Recruitment And Retention* in the Payment Program Summary.

2. Review Payment Program Information

After selecting to apply for a payment program, you will see an informational screen that details the following:

- Overview of the specific payment program
- When the provider can apply
- Information that will be collected in the application
- What happens after the submission of the application

3. Continue

Click **Continue** to go to the **Application Details** page.

Add Application Details for Your Location

4. Add Grantee Details

There is a single funding period for this application. Be sure to check **Yes** or **No** to the questions marked with a red star. ✳

> **If inaccurate details are entered, this could delay your application.**

5. Do you want to join Wisconsin Early Education Shared Services Network (WEESSN)

If you are interested in joining Wisconsin Early Education Shared Services Network (WEESSN) or finding out more, select 'Yes' here. Someone from WECA will contact you to follow up. Tier 1 is free.

6. Tell us if your program is open or closed during the Count Week

Was your facility open during Count Week?

Check **Yes** if your program was open and care was provided at least one day during the identified Count Week.

Check **No** if you program was closed during the entire Count Week.

> ⚠ **NOTE:** If you applied for previous funding through the original *Child Care Counts Payment Program*, many of the fields throughout the application will be filled in automatically. Please review all fields that are filled in to ensure they are still accurate and update as needed.

Add Application Details for Your Location

Tell us about the children at your facility	
Did your facility serve any children with disabilities? *	○ Yes ● No ⓘ
Did your facility serve any children who speak languages other than English? *	○ Yes ● No
Did your facility serve any children who are experiencing homelessness? *	○ Yes ● No ⓘ
Did your facility serve any children from tribal communities? *	○ Yes ● No

Payment Program Details for *Funding Workforce Recruitment And Retention*

Payment Program	Funding Workforce Recruitment And Retention
7 Number of Children attended *	4 ⓘ
Comments	

Add

7. Enter the Number of Children Attended

In this section, you can click on the ⓘ icon for more information about what the question is asking.

Number of Children attended *	4	ⓘ

Enter the number of children who attended at least one day between 1/28/2024 and 2/10/2024 at this location.

In this case, clicking the more information icon tells you to **enter the number of children who attended AT LEAST one day during the Count Week.**

Click **Add** to move on to the next page.

⚠️ **NOTE:** If you see the ⓘ icon next to a field and you are unsure about what to enter, click the icon to get more information about what you are being asked to enter.

Attaching Staff to the Program

8. Review Staff Associated with Location

You will be asked to verify every staff member who worked at your location during the funding period. All individuals attached to your location will be displayed on this page. If you have not applied previously, the page may initially display 'No results found,' in which case, you will click **Add Staff**.
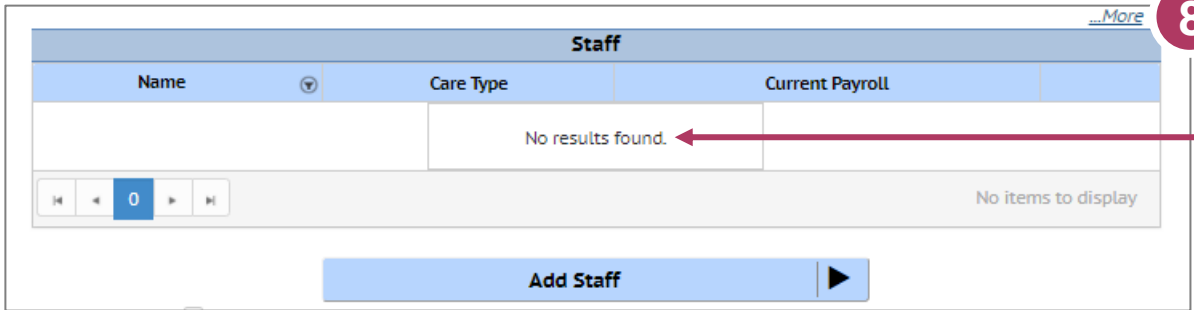
Here you can view and add staff. To add staff, click the **Add Staff** button.
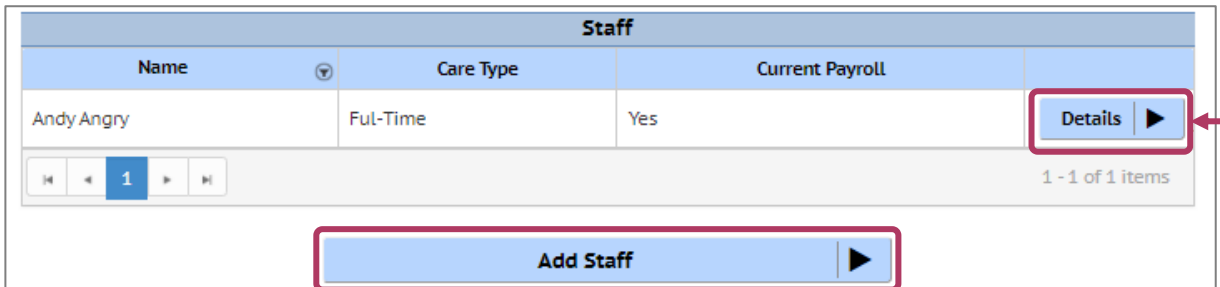
Click here to add staff.

Click here to view staff details if you have staff carry over from a previous application.

⚠️ **If you are a family provider, and you are the only employee at your location, you will only need to add yourself.**

Adding Individual Staff

9. Add Staff to Be Considered for Funding

You are then taken to the *Staff* page to review all the individuals attached to the application.

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Staff			
Name ▼	**Care Type**	**Current Payroll**	
Andy Angry	Ful-Time	Yes	Details ▶

| ⏮ ◀ | 1 ⌄ | ▶ ⏭ | |

Add Staff ▶
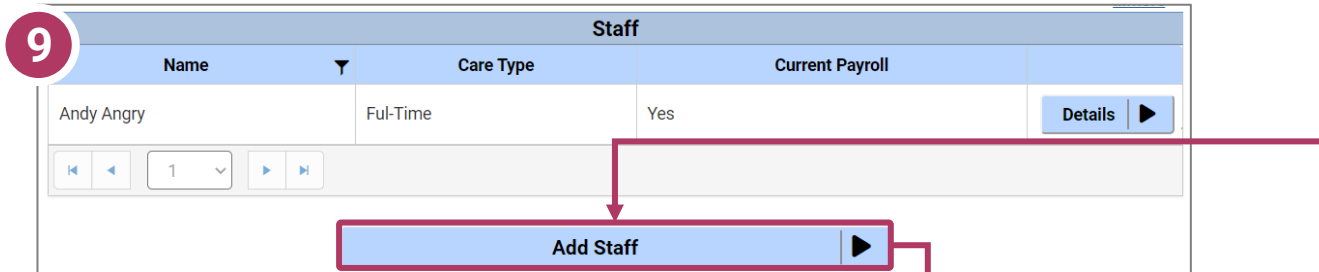
To add a staff member to be considered for program funding, use the **Select** button to fill out the staff-level details.

Individuals			
Name ▽	**Role(s)**	**Employment Period**	
Eeva Emergency	Director	03/27/20	Select ▶
⚖ Erik Emergency	Director	04/01/20	Select ▶
Tom Trouble	Director - Assistant	05/07/20	Select ▶
⏮ ◀ 1 ▶ ⏭			1 - 3 of 3 items
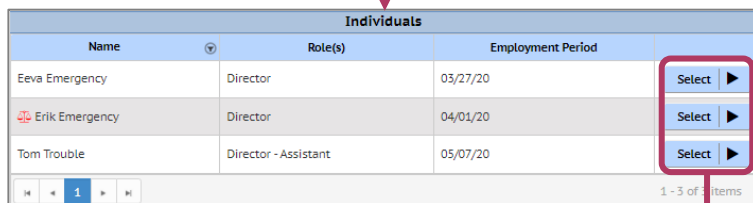
Once you have finished adding all individuals to the application, check the *I verify…* checkbox and click the **Verify** button.

COVID-19 Payments - Staff
Add Staff

Common Details	
Payment Month	February 2024
Grantee Name	Licensed, Lisa
	...More

Individual	
Name	Eeva Emergency
Employment Period	3/27/2020

Staff Details	
Care Type? *	○ This person typically works 21 or more hours per week at this location
	○ This person typically works 20 or fewer hours per week at this location
Is the individual employed or on payroll at anytime between 04/09/2023 and 04/22/2023? * ⓘ	○ Yes ○ No
Comments	

Add Staff

☐ I verify that the staff listed above were on the payroll for the period of 01/28/2024 to 02/10/2024

Verify

Note: Individuals with ⚖ symbol next to their name need a fingerprint-based

Individual	
Name	⚖ Erik Emergency
Employment Period	4/1/2020

background check. **Only individuals in compliance with background check laws are eligible for *Child Care Counts* staff payments.**

Adding Children Detail

10. Add Children to the Application

You will be asked to add *every child who attended at least one day* during the **Count Week**. The number of children added in this section must equal the number of children that you indicated were in attendance on the first page of the application: *Add Application Details*.

Click the **Add Child** button to get started adding children to your application.

Here you can add children from a previous application. Click **Copy** to add them to your application.

You can also add new children to this application.

You can also view children who were enrolled in Wisconsin Shares during the **Count Week.**

Click the Add button once you have filled out all information on the page.

Previous Payment Child List

11. Verify Previous Child List

If you applied for a previous round of *Child Care Counts,* children added to your previous application will appear here, and may be copied into your current application. Click **COPY** to add children to your application. This will take you to the *Child Details* page.

Verify child details. You must indicate if the child attended at least one day during the **Count Week**.

Note: If marking 'No, child did not attend due to exposure to COVID,' be sure they are included in the total count of "Number of children attended".

Click the **Add** button to move on to the next page.

Adding Children Detail

12. Add Children to the Application

If you have children from a previous application, they will automatically be imported. You should verify and update the details for these children, if needed. If children were not in attendance or are no longer enrolled, you can remove them from this list. You can also view children who were enrolled in Wisconsin Shares **during the Count Week.**

If you need to update or review the information about a specific child, click on the **Details** button to be taken to that child's record.

Click on the **…More** button to get to the **Modify Child** Button.

If you have added a child in error to the application, you can remove the child by checking the box **Remove this child from the grant?** in the *Modify Child* screen.

Click **Save** if you have changed any information. You can continue adding children, as needed, or check the I Verify… checkbox and click the **Verify** button.

☑ I verify that the children listed above were enrolled for the period of 01/28/2024 to 02/10/2024

Verify

Upload Verification Documents

13. When you are done adding children, click the I verify… checkbox and click the **Verify** button.

You will be taken to the *Verification Documents* page. Here, you will upload documentation that shows evidence that the children entered in this application are enrolled and in attendance for this facility.

For example:

A. Select the file type, from the drop-down – we are choosing Children Attendance Records.

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D. The document will be added to your list. When you have uploaded the appropriate documents, click the **Submit Application** button.

Finalizing Your Application

14. Review Your Submission

You must correct any entries with red text. The system gives you specific details about a mismatch or other problem with the entry.

14

Any text in red indicates that there is an error that needs correcting before you can proceed.

Inconsistent and/or incorrect information will delay and could possibly prevent your application from being processed. **It is imperative you go back and fix any issues noted in red.** If you are having trouble fixing/modifying your application, please email or call for assistance.

Click *Application Details* to return to the application and correct the information, as necessary.

Finalizing Your Application

15. Review the Terms and Conditions

After ensuring that your application is accurate and complete, you will review the Terms and Conditions for the program.

⚠️ ***Please note*** *we strongly recommend printing and/or saving these Terms and Conditions and filing all related expenditure documents in a safe place.*

16. Submit Your Application

As you read through the **Terms and Conditions,** you will be required to check several boxes agreeing to the terms. Once you have agreed to all of them, you can click the **Submit** button to submit your application for the program.

Modifying After Submission

17. Updating After Submitting

You will have the ability to update your application after submission, **until the application period ends at midnight.** You will need to modify each section and its detail level information.

To modify the *Common Details*, click the **Modify Common Details** button.

To modify the *Application Details*, specifically the number of children enrolled during the funding period, select the **Modify Application Details** button. Remember, any change in the number of children will affect the number of children who need to be entered in the *Add Children* module.

COVID-19 Payments – Application Details

Common Details

Grantee First Name	Laura
Grantee Middle Initial	
Grantee Last Name	Lake
Grantee Email	laura@lakeland.com
Grantee Phone	(121) 212-1212
Do you want to join Wisconsin Early Education Shared Services Network (WEESSN)?	No
Payment Month	February 2024
Was your facility open during Count Week 04/09/2023-04/22/2023?	Yes
Did your facility serve any children with disabilities?	No
Did your facility serve any children who speak languages other than English?	No
Did your facility serve any children who are experiencing homelessness?	No
Did your facility serve any children from tribal communities?	No

Modify Common Details ▶

Payment Program Details for *Funding Workforce Recruitment And Retention*

Payment Program	Funding Workforce Recruitment And Retention
Grant Application ID	R000001705
Number of Children attended	4
Grant Status	Submitted (view Terms and Conditions)

Modify Application Details ▶

Temporary Closure | Staff | Children | Upload Verification Document | Payment Documents | Program Integrity Documents

◀ Payment Program Summary

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The Department of Children and Families, protecting children, strengthening families, building communities.

Update SPA CWA Privileges

You can use the **Temporary Closure**, **Staff, Children, Upload Verification Documents, Payment Documents, and Program Integrity Documents** buttons to update those specific sections of the application. Refer to the previous instructions in this guide for specifics.

18. Temporary Closures

You will be asked to verify any temporary closures during the funding period. If the closures were already updated in the Provider Portal, those details will be shown here. If you need to add a temporary closure period, select the **Add Temporary Closure** button, and you will be taken to the **Closure Schedule** screen shown below.

Enter the closure dates and select the appropriate reason for the closure from the drop-down menu.

Enter your comments in the **Comments** box. After including all temporary closures, click the checkbox indicating that you have accurately recorded and verified the temporary closures for your location.

! **Once you have entered all Temporary Closures, check the box and select Verify to continue through the application.**

☐ I verify that the closures listed above are accurate and complete for the period of 1/28/2024 to 2/10/2024.

Verify

Appendix

APPENDIX I

Adding Individuals to the Child Care Provider Portal

This module allows child care providers to enter current and prospective employees and household members for background check purposes.

If you do not see an individual who worked on your staff during the funding period, you must add them through this module if you want them to be considered for funding.

Individuals will not be able to be attached until they have a background check request on file.

Follow the link below to download the latest **Child Care Provider Portal (CCPP) User Guide**.

https://dcf.wisconsin.gov/files/publications/pdf/5221.pdf