Child Care Provider Information (CCPI)

User Guide for Child Care Workers

September 2013

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Introduction to CCPI

CCPI is used to record attendance. Child care providers that provide care for Wisconsin Shares eligible children may use CCPI to report attendance; or if the child care provider reports attendance in paper attendance report forms, county or tribal staff must complete the entry in CCPI. Attendance must be recorded in CCPI in order for a child care provider to receive reimbursement from the Wisconsin Shares program.

In CCPI county or tribal staff:

- enter attendance for providers that report attendance on paper forms,
- change a provider's attendance reporting confirmation status,
- confirm attendance that child care providers have reported in CCPI,
- change the child care provider's attendance reporting mode, and
- view reports.

Access to CCPI

Request Access

Follow the same instructions for obtaining access to CSAW; refer to the CSAW Basics User Guide.

County and tribal staff that has a CARES ID only needs to complete form DCF-F-DWSW-13358-e.

System Availability

Standard Hours of Operation

Day	Start	End
Monday	6:30 AM	10:00 PM
Tuesday	6:30 AM	10:00 PM
Wednesday	6:30 AM	10:00 PM
Thursday	6:30 AM	10:00 PM
Friday	6:30 AM	10:00 PM
Saturday	6:30 AM	3:00 PM

An announcement on the CCPI home page will inform you when CCPI will not be available on Saturdays.

Logging into CCPI

You will receive an email to notify you when the account has been activated.

To log into CCPI select the link to CCPI from the Income Maintenance / Workforce Development Systems Gateway page. https://prd.cares.wisconsin.gov/#

Enter the User ID and Password. Remember that the User ID and Password must have the exact characters you entered on the DWD Account Creation form. When you have successfully entered the User ID and Password, the next page will be the main page for accessing information about the child care. We will call it the CCPI Home Page, more on this in a later section.

Confidentiality and Passwords

The information contained in CCPI is confidential and users must be aware of this when using CCPI. All registered users must:

- **Log out of CCPI and close the browser when you are not using CCPI**. Logging out and closing the browser will prevent unauthorized people from entering or viewing information in CCPI.

- **Not share the User ID with other staff.** Each staff member must have his/her own User ID.

Troubleshooting User IDs and Passwords

- **If you have entered the incorrect User ID and/or Password**, the login window will refresh and you are not able to get into the program. *Remember that Passwords are case sensitive and must be entered exactly as you entered them when you registered.*

- **If you have forgotten the Password but remember the User ID and the answer to the Password reminder question,** you will have to change the Password. To do this:

  a) Log onto the DWD/Wisconsin Login 'Account Management' screen at: https://www.dwd.state.wi.us/accountmanagement/default.aspx.
  b) Under "Customer ID Menu" heading, click on "Forgot the account information?"
  c) Enter the email address that you used to create the CCPI user account on the 'DWD/Wisconsin Logon ID/Password Recovery Process' page.
  d) Then go to the email inbox to access the email. The email will have a link to the "secret question" that you entered when you created the account. Enter the correct answer and hit "submit." If the answer was correct, you now can change the password.

  - **If you have forgotten the User ID, or if you have forgotten both the Password,** you will need to contact the DWD Service Desk at (608) 266-7252 and request the password to be reset.

Changing Your Password

You can change your password at any time. To change the password, follow these steps:

a) Log into the DWD/Wisconsin Logon Management System page at https://www.dwd.state.wi.us/accountmanagement/default.aspx.

b) Under “Customer ID Menu” heading on the right, click on “Password Management.”
c) Enter the old and new passwords and hit the *submit* button. You should see a message: ‘DWD/Wisconsin Logon password was successfully updated’

Changing the Email Address on Your CCPI Account

If your email address is changed, you can update the address in CCPI by following these steps:

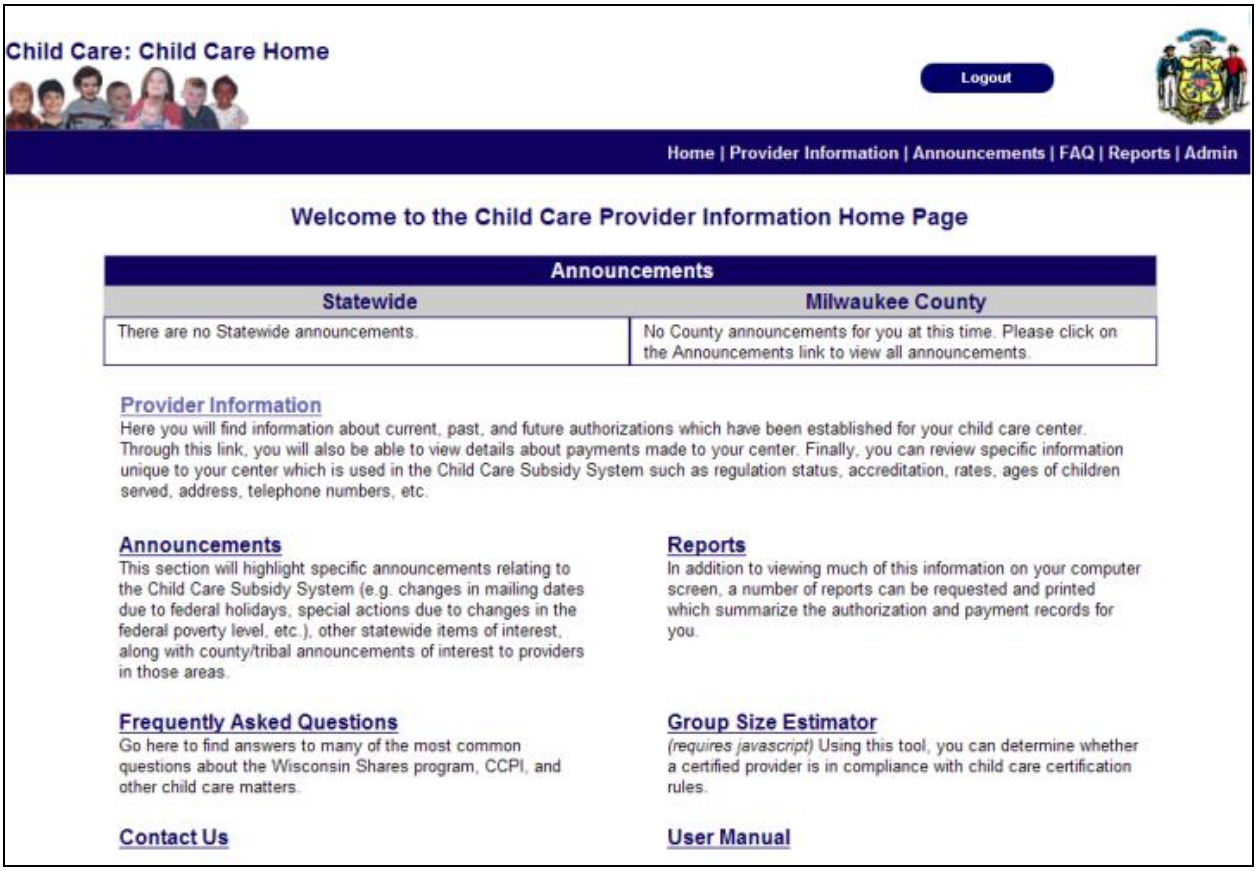
1. Log into the DWD/Wisconsin Logon Management System page at https://www.dwd.state.wi.us/accountmanagement/default.aspx.
2. Under “Customer ID Menu” heading on the right, click on “Profile Management”
3. Enter the user ID and password. You will be taken to “Change Account Information” page. Make the changes and hit “Submit.”

Ending Access to CCPI

The CCPI access must be ended in the following situations:

1. An employee terminates employment.
2. DCF Security revokes the user’s access if it has been brought to their attention that a user has been sharing his/her user ID with others.

CCPI Home Page



The CCPI Home Page provides links to each section of the site, along with an explanation of each section. At the top of the page is a blue navigation bar with tabs for each section that you can access from that page. The blue navigation bar only displays areas of the website that you have access to. This is the main navigation bar, from which you can jump to various sections of the web site. By clicking on the tabs on the navigation bar, you can view Provider Information, Announcements, Frequently Asked Questions, Reports, and the User Manual link will return you to the CCPI Training page.

Navigating CCPI

Command buttons in the CCPI system are *Search, Submit, Add*, or *Save* buttons. The system does **not** execute the commands if you leave the page without clicking them. You must click submit for the system to save the data input.

Scroll Icon: To view history

Pencil Icon: To enter attendance

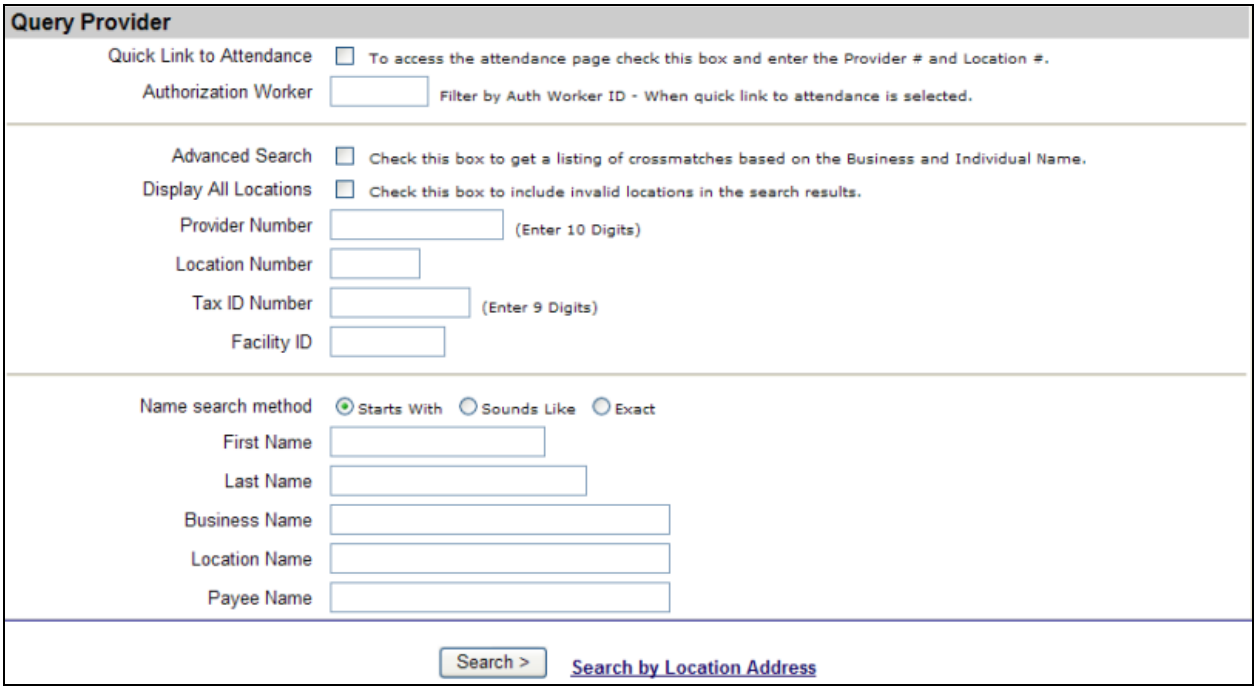
Warning Icon: To indicate an upcoming change or a recent change

Session Timing Out

CCPI will automatically time out if you are inactive in the program for 45 minutes. The reason for this functionality is to protect confidential information in CCPI; some child care providers use the public library to access CCPI. If the session has timed-out, you must re-enter the user ID and password.

Viewing Provider Information

From the CCPI home page select the link to Provider Information. The Query Provider screen will be displayed.



The search functions and options are the same as in CSAW.

Search Results

In the following example, the word, “little” was entered in the Business Name field. The system returns a list of possible matches.

List Of Possible Matches

Showing 10 records per page
Page 1 of 9 - Records 1-10 of 84 Next > Last >|

Provider #	Locn #	Attd	Valid Locn	Active Category	Facility ID	Tax ID	Individual Name	Business Name	Location Name, Payee Name & Address
0800035740	001		Yes	No		F 238848888		Little Bo Peep	Little Bo Peep 900 S Main St Milwaukee WI 53212
0800035820	001		Yes	No		F 469803219		Little Tykes Daycare	Little Tykes Daycare School St Madison WI 53703
0800035930	001		Yes	No		F 234849284		Little Rabbit	Little Rabbit 1212 Lewis Dr Milwaukee WI 53212
0800036880	001		Yes	No		F 276548960		Little Ones Daycare	Little Ones Daycare Little Ones Daycare 456 Main Milwaukee WI 53788

By selecting a provider number, the Provider Location Details page is displayed.

Child Care: Provider Location Details

Logout

Home | Provider Information | Announcements | FAQ | Reports | Admin | CSAW | WISCCRS | YoungStar

Location
- Location List
- Location Details
- Confirmation Option
- License/Certification
- CCPI User(s)
- Correspondence
- YoungStar Details

Attendance
- Enter Attendance
- To Do List
- Weekly Summary

Little Bo Peep
Location Little Bo Peep #001
900 S Main St
Milwaukee WI 53212

Provider Number 0800035740

Provider Location Details

Headquarters Yes

Contact Name

Payment To Little Bo Peep
Payment Made By Check
Payments Will Actually Be Sent To Issued To Local Provider
900 S Main St
Milwaukee WI 53212

Provider Location Details

The navigation menu on the left side of the screen allows you to access information regarding the location and to Wisconsin Shares Child Care authorizations for the location.

From this page you can:

- View *Licensing/Certification* information,
- Find all the authorized *CCPI Users* for the location,
- See all *Correspondence* from DCF that has been issued to a location, and
- View *YoungStar* information about a location.

Key fields on the Provider Location Details page:

Field Name	Description
Business Name	The Provider's Business name is displayed in bold if the provider/center is operating with a Federal Employer Identification Number (FEIN). If the provider is operating the business with his/her SSN, the provider's First and Last name is displayed.
Location	For licensed providers, the facility name is displayed in this field. For certified providers, the regulatory agency the provider's first and last name.
Address	The address displayed on the provider's license or certificate is displayed here. Errors in the address must be reported to the Licensing or Certification staff.
Contact Phone	Phone number to the facility/provider's home is displayed here. If the phone number is incorrect, the provider must contact the Licensor or Certifier to have this corrected. The county child care coordinator cannot change this number.
Provider Number	The system assigns a 10-digit provider number to every certified or licensed provider.
Facility Name	Facility ID on the license issued by DCF is displayed here. This field is not displayed for certified providers.
Licensor Name	ID of the licensing specialist who monitors the day care program. This information comes from WISCCRS. This field is not displayed for certified providers. WISCCRS is the automated system that is used by licensing and certification staff to record regulatory information.
Certifier Name	The name of the Certification specialist that monitors the facility. This field is not displayed for licensed providers.

License/Certification

To access information on the current regulation status of the location, click on the *License/Certification* tab in the left-side navigation menu.

By default, the current date is displayed in the "date" field and, the regulation status that is displayed is the current status. From this main Regulation Information page, by entering a date in the field provided, you will also be able to view historical regulation data as of that date, including:

- The regulation type of a location,
- County/tribal maximum rates for the regulatory type,
- Private-pay prices for child care that have been reported to the County/Tribe (licensed programs only), and
- Accreditation status of the location.

Child Care: Regulation Information

Logout

Home | Provider Information | Announcements | FAQ | Reports | Admin

Location
- Location List
- Location Details
- Confirmation Option
- License/Certification
- CCPI User(s)
- Correspondence
- YoungStar Details

Attendance
- Enter Attendance
- To Do List
- Weekly Summary
- Biweekly Summary
- Attendance Entry Options
- Search by Case Number
- Request Payment For Absence
- Request Paperless Attendance
- Print Attendance Report Form
- Request Vacation
- Track Sick Time
- Reports

Authorizations
- Authorizations
- Reports

Payments
- By Date
- By Quarter
- By Family/Child
- Overpayments
- 1099 Summary
- Reports

Patty Cake Day Care
Location Patty Cake 1 #001
123 Main St
Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

Search

View Information For * 4/11/2013 Search >

Regulation Information

Regulation	Status	Effective Period
Licensed Group	Approved	05/02/11

County Rate

From Age	To Age	Maximum County Rate (Hourly)	Maximum County Rate (Weekly)
00 Years 00 Months	01 Years 11 Months	$4.63	$162.00
02 Years 00 Months	03 Years 11 Months	$4.14	$145.00
04 Years 00 Months	05 Years 11 Months	$4.00	$140.00
06 Years 00 Months	12 Years 11 Months	$4.08	$142.88

Regular Rate

From Age	To Age	Begin Date	End Date	Rate
0 Years 0 Months	12 Years 11 Months	05/01/11		$300.00

Age Served

From Age	To Age	Begin Date	End Date
0 Year(s), 0 Month(s), 0 Week(s)	17 Year(s), 11 Month (s), 0 Week(s)	05/02/11	11/30/11
0 Year(s), 0 Month(s), 0 Week(s)	13 Year(s), 0 Month(s), 0 Week(s)	12/01/11	

Accreditation

Accreditation Name	Begin Date	End Date
National Association For The Education Of Young Children (Naeyc)	05/02/11	

Hours of Operation

Effective Date	From Month	To Month	Day Time Capacity	Night Time Capacity
12/01/11	January	December	30	0

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	6:00 AM To 6:00 PM					

Effective Date	From Month	To Month	Day Time Capacity	Night Time Capacity
05/06/11	January	December	30	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	6:00 AM To 6:00 PM	6:00 AM To 6:00 PM	6:00 AM To 6:00 PM	6:00 AM To 6:00 PM	6:00 AM To 6:00 PM	

Effective Date	From Month	To Month	Day Time Capacity	Night Time Capacity
12/15/10	January	December	30	0

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5:00 AM To 6:30 PM	5:00 AM To 6:30 PM	5:00 AM To 6:30 PM	5:00 AM To 6:30 PM	5:00 AM To 6:30 PM	

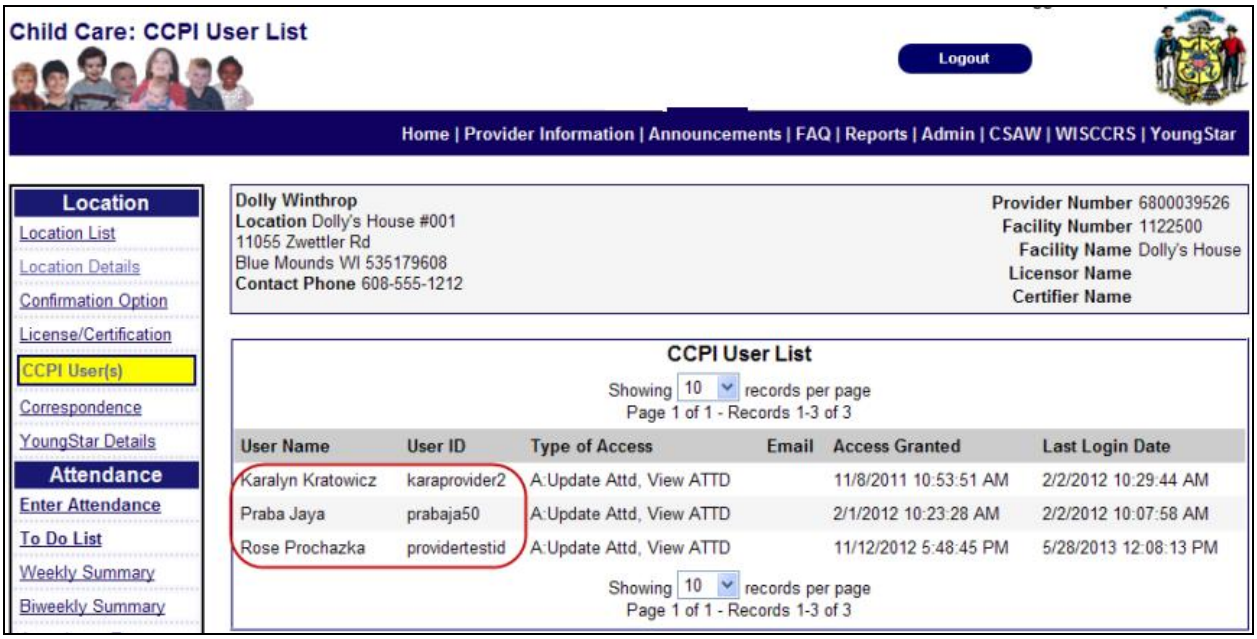
Key fields on this page:

Search Heading	
View Information for	The date is defaulted to the current date. If you wish to view past regulatory information, please change the date in the "search" section and hit the *Search* button.
Regulation Information Heading	
Regulation	This field displays the regulatory status of the provider/center. The regulatory types are: • Licensed Group: Center serving 9 or more children • Licensed Family: A family center serving 4-8 children • Regular Certified: Family providers serving 1-3 children • Provisionally Certified: Family providers serving 1-3 children. No training required. • Certified School Age: Programs serving children over age 7 only. • Public School Program: A program operated by a Public School District.
Status	If the provider/center has active regulatory status, 'approved' is displayed. If the provider/center has been revoked 'Lic/Cert Revoked' will display.
Effective Period	Licensed centers will have the licensing effective displayed without an expiration date. Certified providers will display certification period with begin and end date.
County Rate:	**These are the maximum subsidy rates paid in the county/tribe (where the provider/center is located) for the regulatory type**
From Age	The beginning age of the rate.
To Age	The age the rate is effective through. Note: the system displays the age in years and months. Example: 01 years, 11 months means that the rate is good **through** the 11th month (to the date the child turns 2 years).
Maximum Hourly Rate	This is the maximum hourly rate that the county/tribe pays for the age group.
Maximum Weekly Rate	This is the maximum weekly rate that the county/tribe pays for the age group.
***Regular Rate:**	**This section shows the prices the provider/center charges private pay clients (displayed for licensed centers only).**
From Age	The child's age the provider's price is effective from.
To Age	The age the provider's price is effective through. **Note:** the system displays the age in years and months. Example: 01 years, 11 months means that the rate is good **through** the 11th month (to the date the child turns 2 years).
Begin Date	The date the price becomes effective.
End Date	For the current prices, the field is blank. If there is a date here, it is the end date of old rates and should match the begin date of new rates.

Rate	The weekly rate the provider has reported to the regulatory agency and charges the for private pay children (children not enrolled in the subsidy program).
Part-time Rate	**This section shows the prices the provider/center charges private pay clients (displayed for licensed centers only).**
This rate is used for children with authorizations for less than 25 hours per week. This rate is mandatory for providers/centers that care for subsidized children over 7 years of age who are authorized for 20 hours or fewer per week. An authorization cannot be written for a school aged child who needs a part time authorization if there are no part time rates for that provider in the system. If the provider has not submitted part time rates the county agency may calculate one or contact the provider to obtain one.	
From Age	The age at which the provider's price is effective begins.
To Age	The age the provider's price is effective through. Note: the system displays the age in years and months. Example: 01 years, 11 months means that the rate is good **through** the 11th month (to the date the child turns 2 years).
Begin Date	The date the price became effective.
End Date	For the current prices, the field is left blank.
Rate	The weekly rate the provider charges the private pay children.
Accreditation	**If the provider/center is accredited, this heading is displayed.**
NOTE: The subsidy system increases the county maximum rate by 10% when calculating authorizations for accredited Out of State child care providers. The qualifying accreditation bodies are: • Licensed Group: NAEYC; NAC; COA; NECPA; NAA • Family Providers: NAFCC; CDA • School Age Programs: NAA The provider/center is responsible for faxing the accreditation information to the Child Care Information Center at 608-224-6178.	
Begin Date	The date the accreditation information is entered into the system (we do not back date this information when it is provided late).
End Date	The date the accreditation expires.

CCPI Users

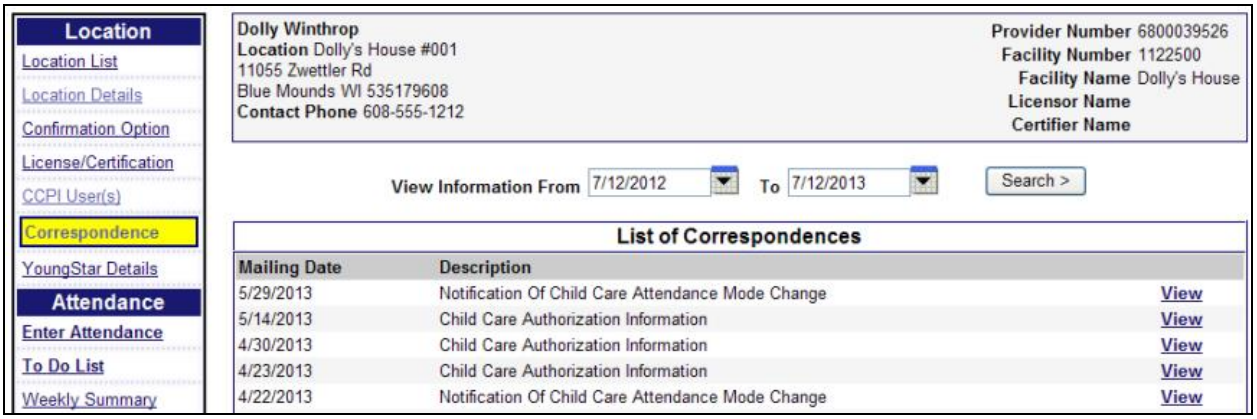
This link will display the CCPI Users at the child care provider location with CCPI access.



Notice that all the staff at this location have both Update and View Attendance access.

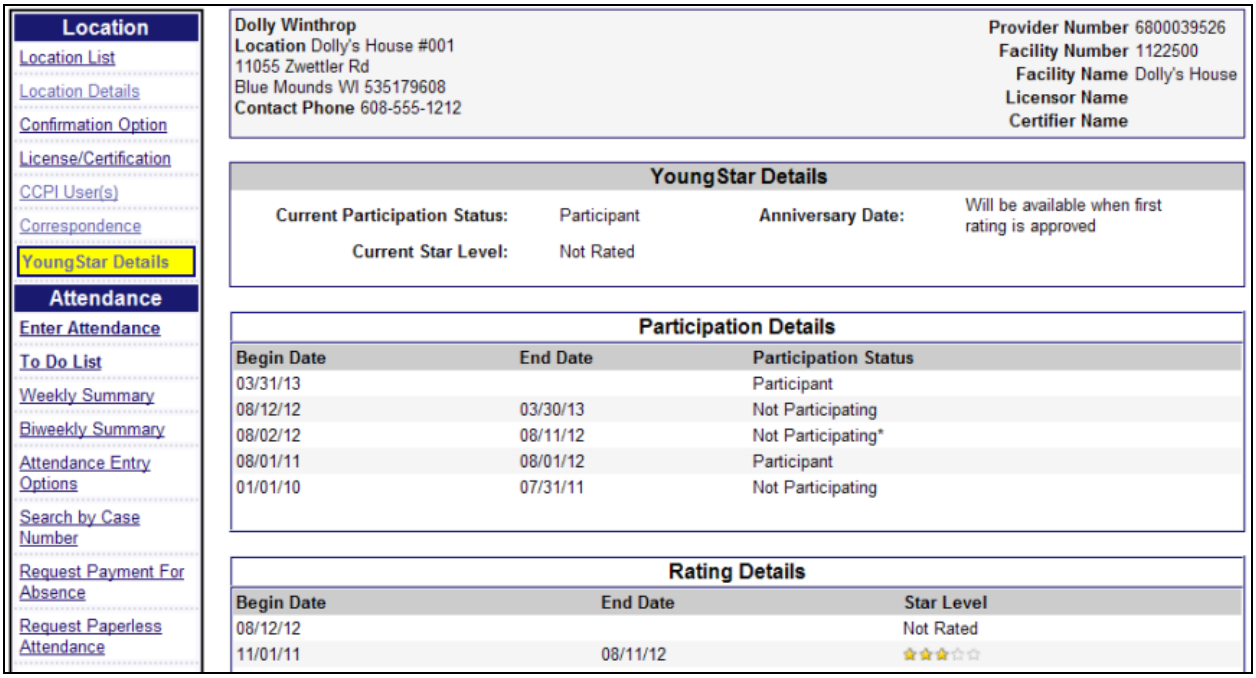
Correspondence

From the Correspondence link in the Navigation menu at the left of the page, you can view all correspondence from DCF to a location. Select the View link to see the correspondence.



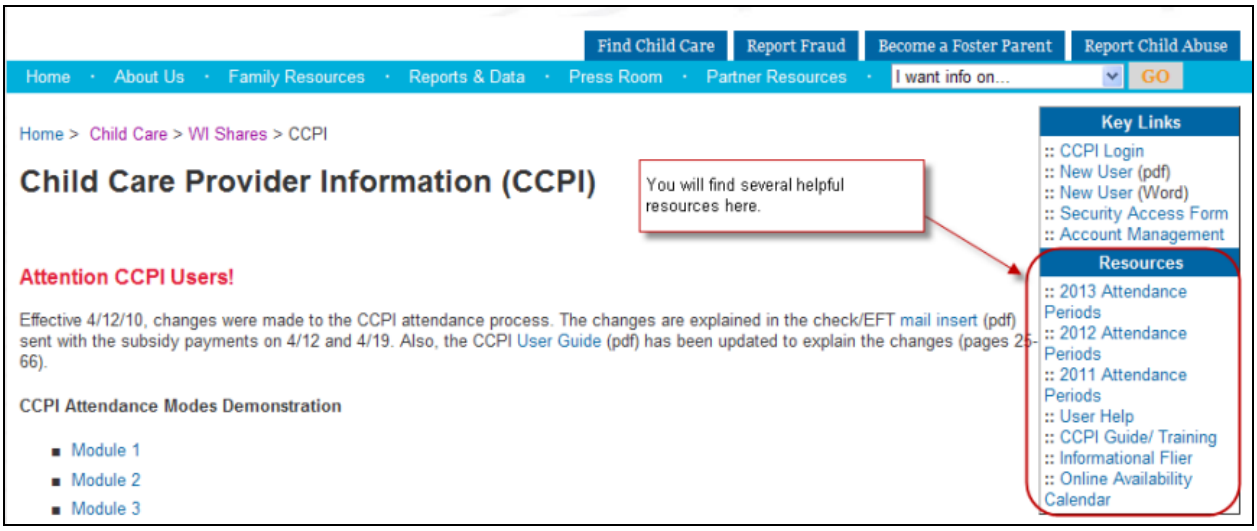
YoungStar Details

From the YoungStar link in the Navigation menu you can find the provider's YoungStar information.



Reporting Attendance for Reimbursement

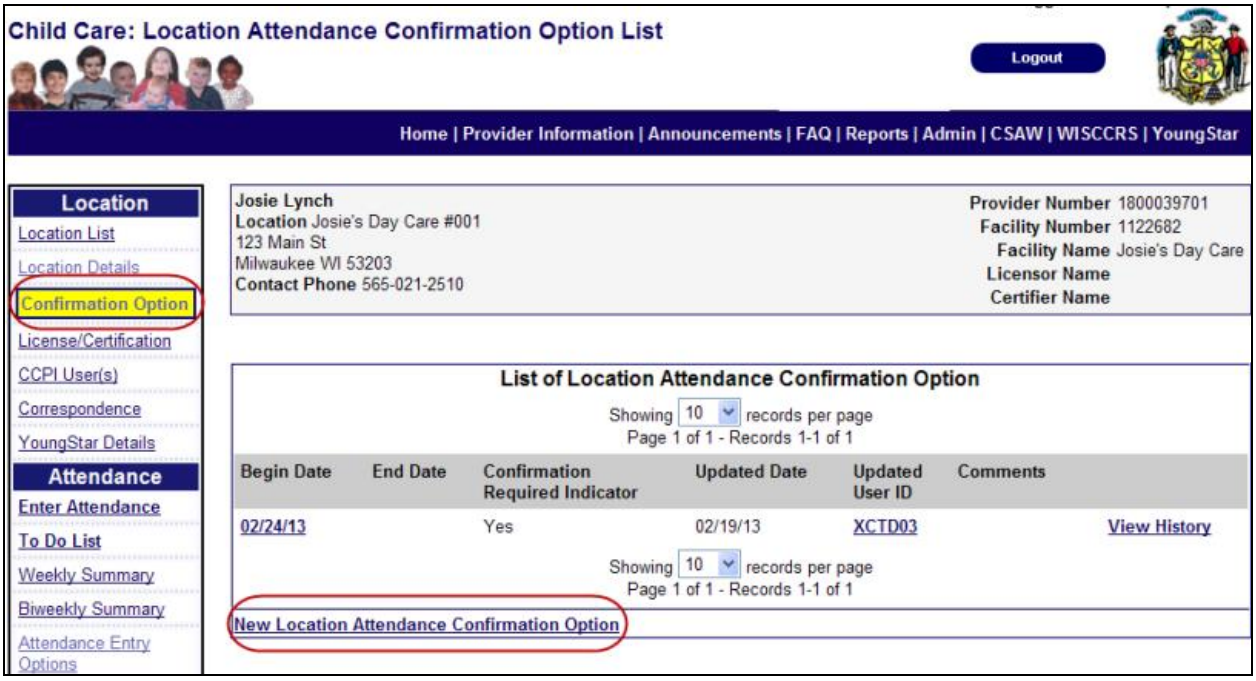
Wisconsin Shares attendance reporting periods are two weeks in length. You can find the attendance periods on the Wisconsin Shares Webpage on the CCPI page: http://dcf.wisconsin.gov/childcare/ccpi/default.htm



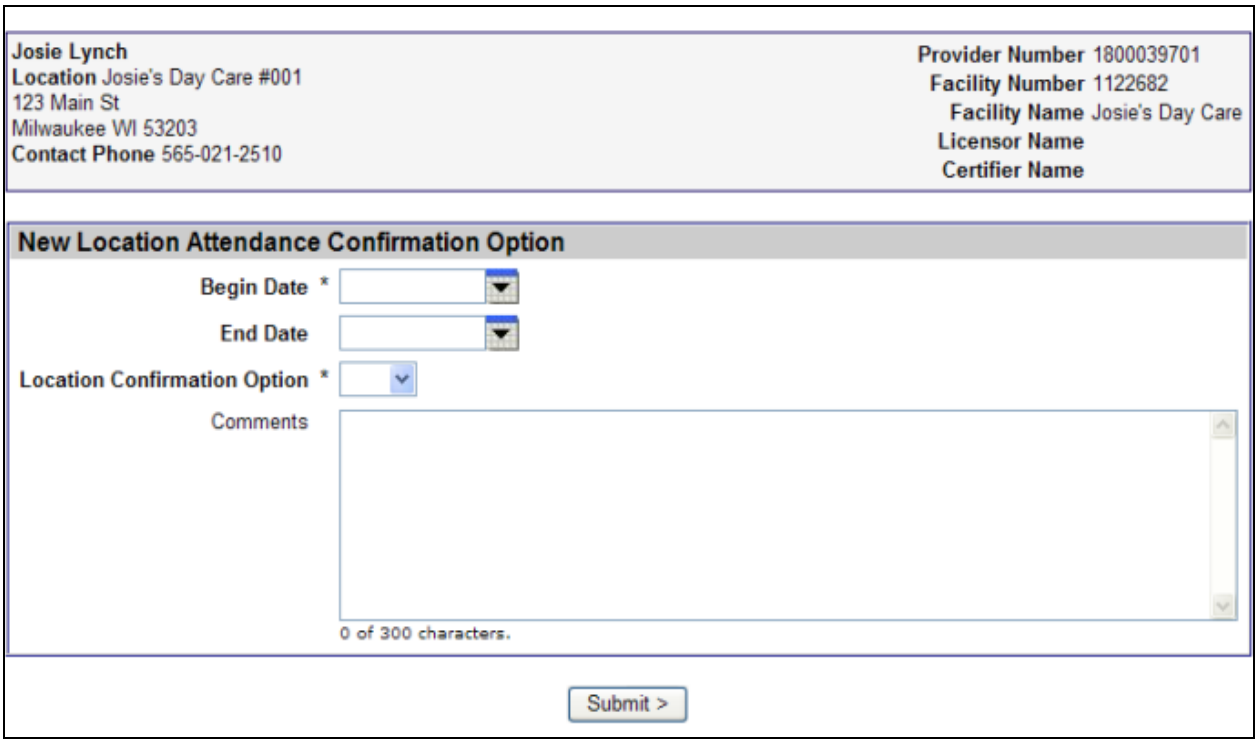
And also on the Wisconsin Shares Main page: http://dcf.wisconsin.gov/childcare/wishares/default.htm

Attendance Confirmation

Specific Provider- Location Confirmation



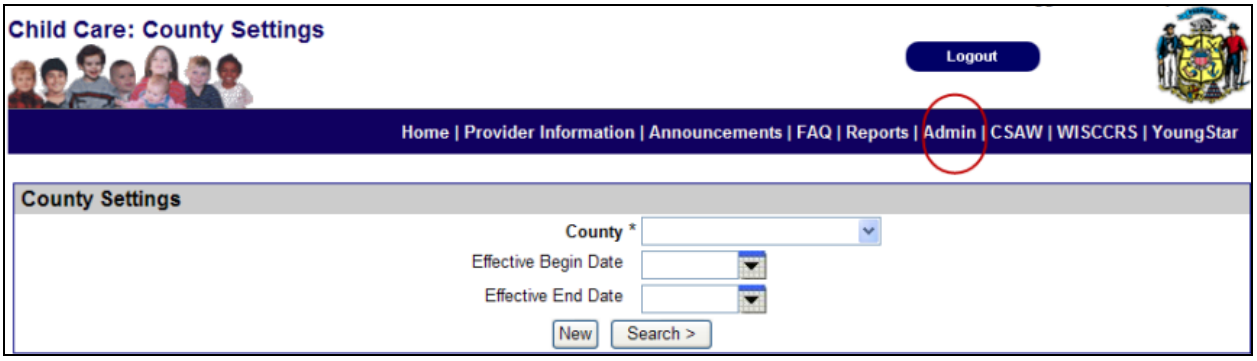
In this example the child care provider was switched to location confirmation on 2/24/13. Select the link for *New Location Attendance Confirmation Option* to change this provider's confirmation option.



Enter a Begin Date and an End Date, select Yes or No from the Location Confirmation Option drop down box. Enter comments to explain the decision.

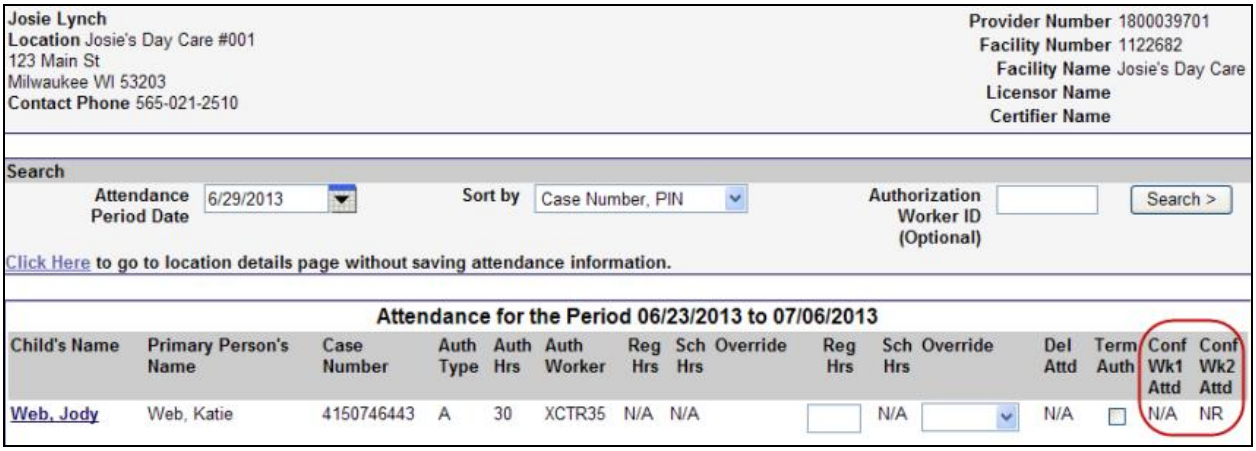
County-Wide Provider Confirmation

When a county has selected to confirm all attendance reported in CCPI by child care providers in their county, they are known as a Confirmation Agency. This information is located in the Admin tab of the blue navigation bar. By selecting the Admin tab, a County Settings page is displayed.



This page is used by Bureau of Child Care Administration staff to change the agency confirmation settings. The decision to be a confirmation agency or not is made at the local level. When the decision to be a non-confirmation agency is made, all attendance entry

recorded by child care providers in CCPI may be reimbursed without a review of accuracy by local agency staff.

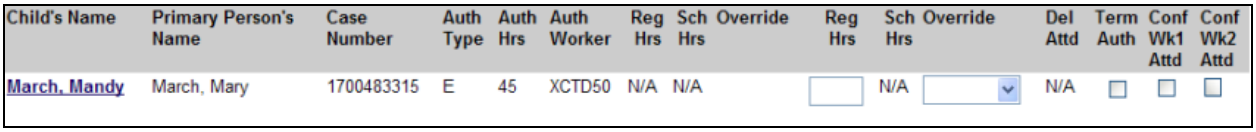


In this example, confirmation is not required. Week 1 indicates N/A, meaning *Not Available* and week 2 indicates NR, meaning *Not Required*. The reason week 1 is N/A is because in this case the authorization did not start until week 2.

Attendance Confirmation

Attendance is confirmed by agency staff on the attendance reporting screen in CCPI. Attendance is confirmed child-by-child, for each week of the two-week attendance period.

When the provider has entered attendance the confirmation field becomes updateable and will display a “N” to indicate that attendance has not yet been confirmed. The confirmation worker enters a “Y” in the confirmation field for each child for each week of attendance.



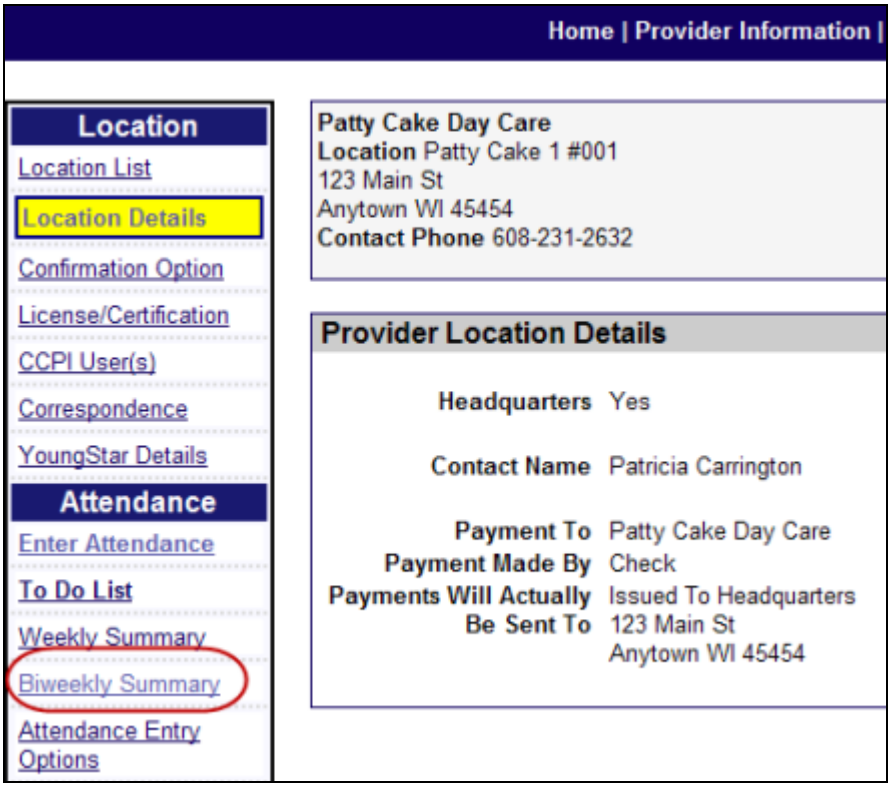
After the attendance has been confirmed, the child care provider can no longer update the attendance; however, the confirmation worker can modify or delete attendance up until the issuance cycle has run.

The confirmation field will be blank if the provider has not entered attendance for that period.

After the provider has completed attendance for an attendance period, the provider will appear on the “Attendance to be Confirmed” report in CCPI.

Attendance Confirmation in the Daily and In/out Modes

To confirm the attendance, click the “Biweekly Summary” link in the left-side navigation menu. Then click on the *Confirm Attendance* check boxes on the right side of the screen.

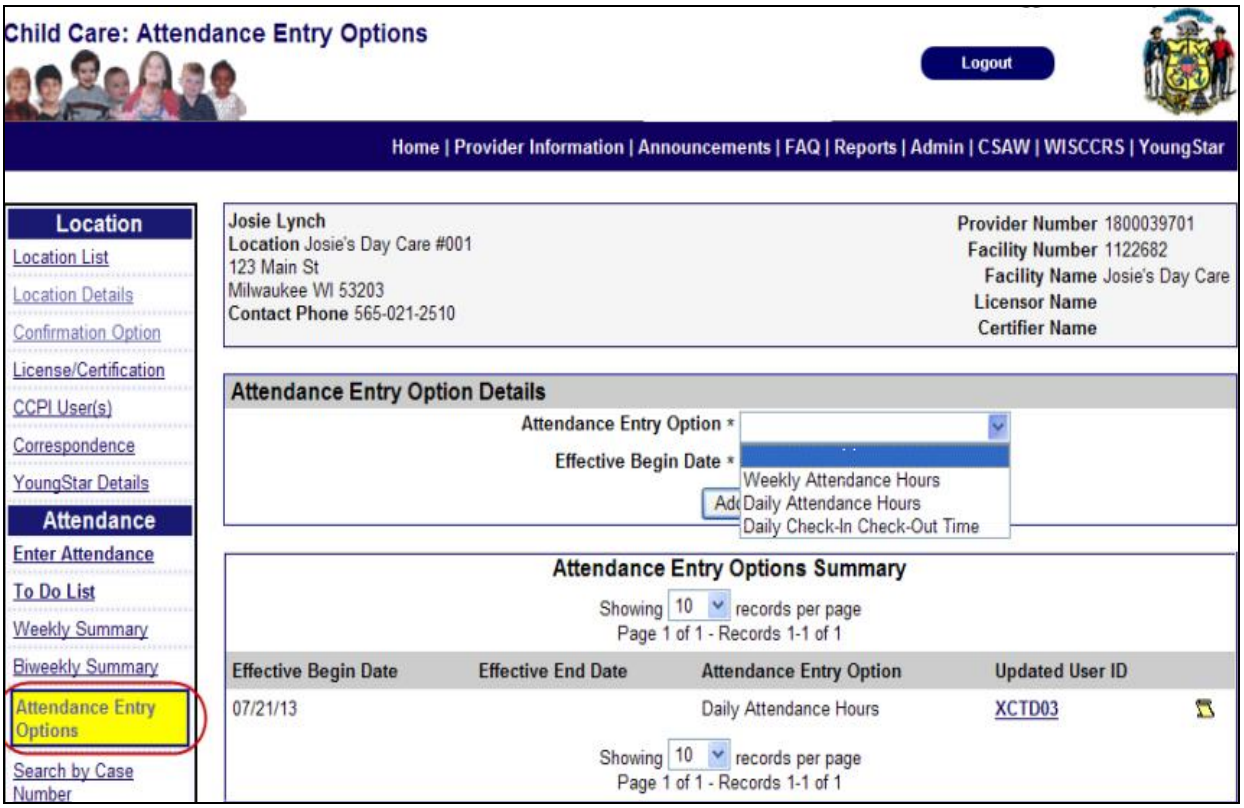


The “Biweekly Summary” page displays the same way as shown in the Weekly Attendance reporting mode shown previously.

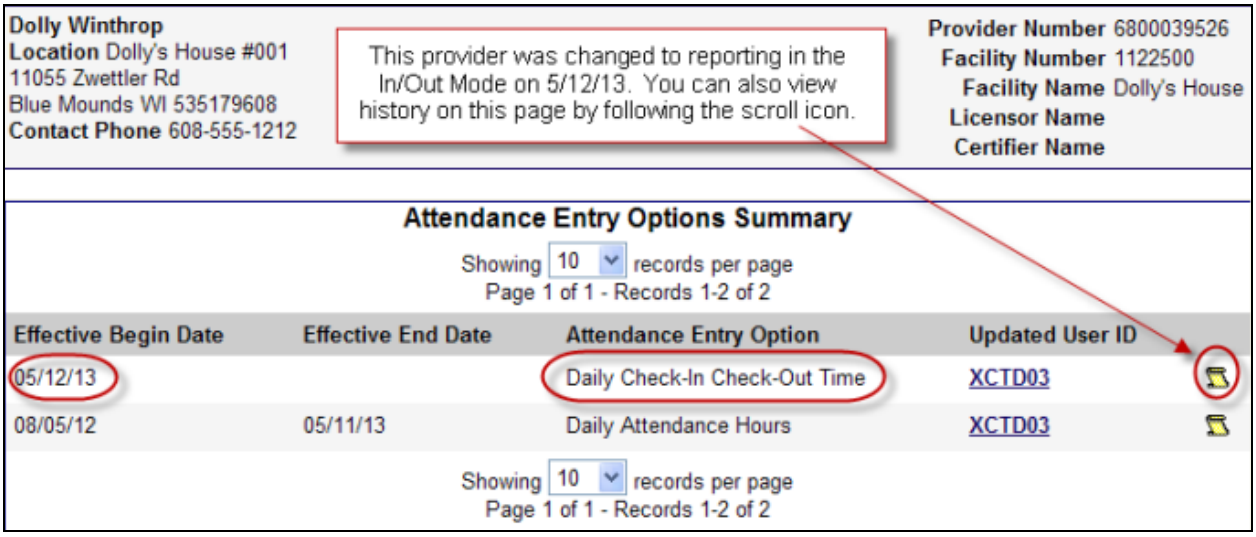
Changing Attendance Entry Modes

The default for all attendance reporting it the Weekly Mode; however County and tribal Child Care Coordinators may change the provider’s attendance reporting mode. The change is made in CCPI on the Attendance Entry Options page.

From the Attendance Entry Options page you may select, Weekly, Daily, or, Check-In Check-out (often referred to as the “in and out” mode). Please see Chapter 3 of the Wisconsin Shares Policy Manual for guidelines for changing the attendance reporting mode. A written notice is generated in CCPI and is mailed to the child care provider at least one week in advance of the new reporting mode. It is important for the local agency to ensure that the child care provider has been given the CCPI User Guide for Child Care Providers if they will be entering attendance in CCPI.



The effective begin date must be in the future, to allow the provider a two week notice that the attendance reporting mode has been changed.



Three Attendance Reporting Modes

Local agency staff must enter attendance into CCPI for child care providers that report attendance using paper attendance report forms (ARFs).

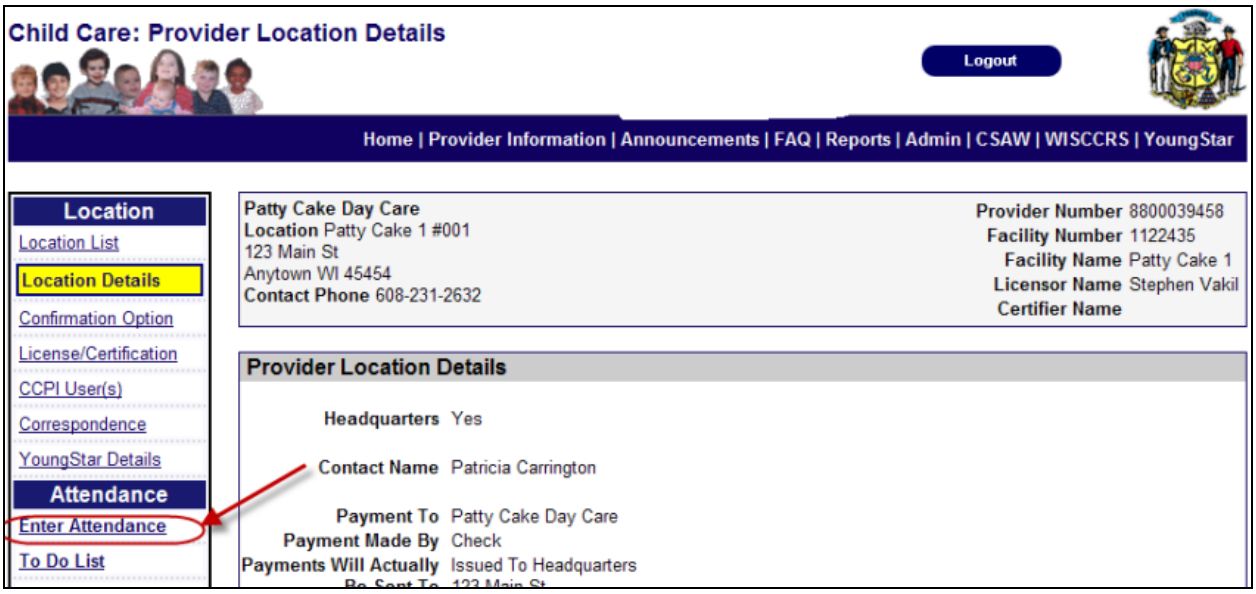
1. **Weekly Mode**: Enter the total number of hours the child attended for the week. Entry is done after the attendance period has passed.

2. **Daily Mode**: Enter the exact daily hours and minutes and the system adds the daily hours and minutes for a weekly total. Entry can be done for the current date and for past dates.

3. **In/Out Mode**: Enter the actual arrival and departure times for each child and the system calculates the weekly total. Entry can be done for the current date and for past periods.

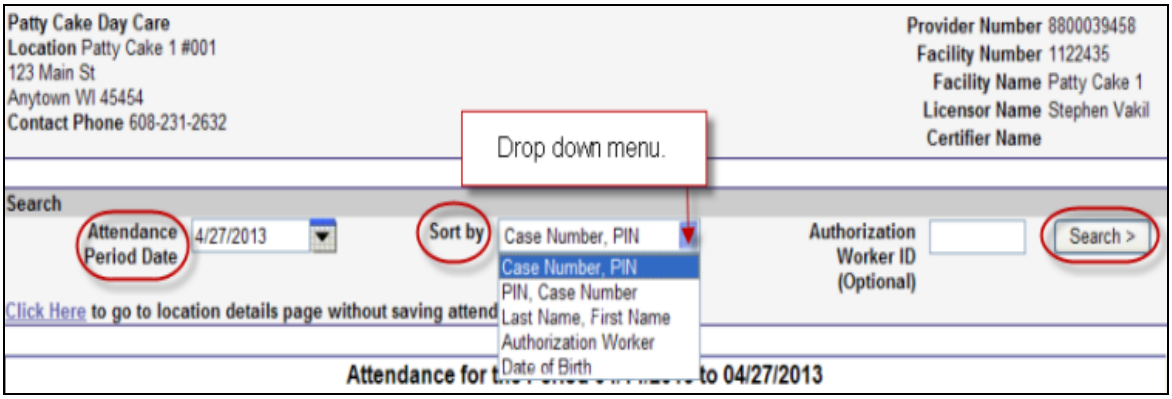
Attendance Entry

From any page in CCPI, see the Navigation Menu at the left side of the screen and find the Blue Attendance Banner, find *Enter Attendance*. Select the *Enter Attendance* link on the left side of the screen.



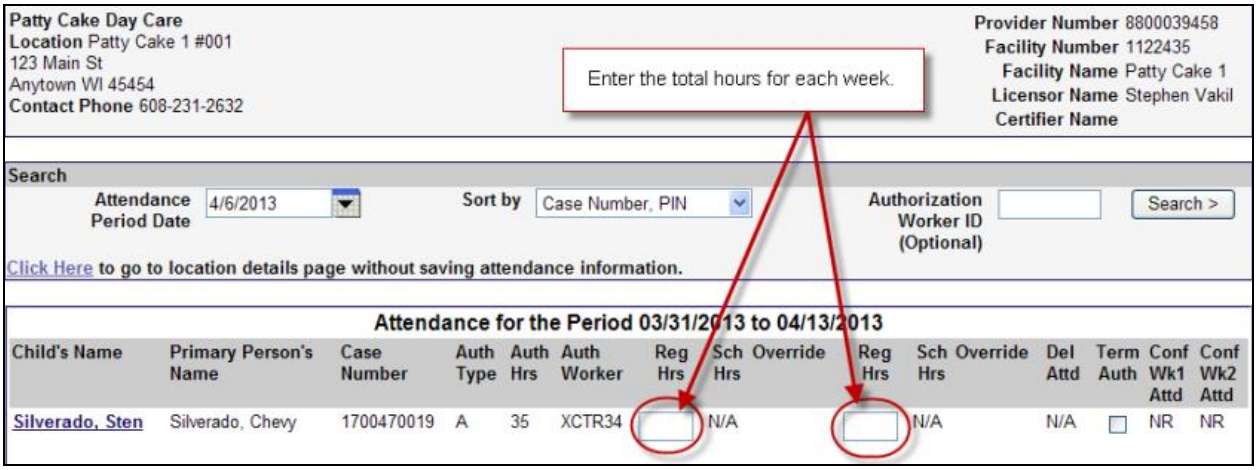
Sort Records for Attendance Reporting

Select the *Enter Attendance* link to go directly to attendance entry page. The default is to display the records by case number, but you can sort the children by name, or age and by Attendance Period/Week. When you've made the sort selections, hit the Search button.



The Weekly Mode

Attendance Entry



Week 1 *Week 2*

To enter attendance details for a specific child, enter the weekly total in the *Reg Hrs* box for each week of the attendance period. Enter the School Closing hours in the *Sch Hrs* field (if applicable).

All of the regularly authorized hours must be used before you enter *Sch Hrs*.

Attendance periods always begin on Sunday and end on Saturday.

Rounding in the Weekly Mode

Licensing and certification rules require the provider to record actual arrival and departure times. It is recommended that the parent signs the in and out time in hours and minutes. Wisconsin Shares child care assistance attendance reporting requires child care providers to add up the total hours for each day and round each day to the nearest full or half hour and enter the total for the week into the weekly total field.

Example:
Child attends 8 hours and 10 minutes: Round down to 8 hours.
Child attends 8 hours and 15 minutes: Round up to 8.5 hours.
Child attends 8 hours and 45 minutes: Round up to 9 hours.
Weekly = 25.5

In this example, 26 will be the amount entered into CCPI; round up to the nearest full hour.

Key fields on the Weekly Attendance Reporting page:

Search	
Attendance Period Date	The most current 2 week attendance period is displayed. To view/enter attendance details for a past date, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, click "Search" to continue.
Sort by	This drop-down field allows you to sort the children by Case and PIN number, Last Name/First Name, Authorization Worker, or Date of Birth.
Authorization Worker ID (Optional)	The 4th option is to sort the records by Authorization Worker. If you choose to see only the authorizations that are associated with a specific Authorization Worker ID, you can enter the Authorization Worker ID into the "Authorization Worker ID" field and click on Search.
Lower section of the page	
Attendance Period	This shows a date within the attendance period that you are viewing. The default date is the first Sunday of the prior attendance period. The default is to display the most current attendance period. The attendance period is not available until Monday after the attendance period has ended.
Child's Name	Names of children who have authorizations for the specified attendance period are listed under this heading. By selecting the child's name link you can view the history of attendance entry for a specific child.
Primary Person's Name	The name of parent or guardian is displayed.
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
Auth Worker	The user ID of the authorizing worker is displayed here.
Reg Hrs	Regular hours: Enter the actual number of hours that the child was in care for the first and/or second week of the attendance period. If N/A is displayed, the child does not have a regular authorization (usually school age children who have a 0-hour authorization to cover school closed hours). If the field is not updatable, the payment has already been issued so the hours can no longer be modified.
Sch Hrs (School Closed Hours)	Children over 5 years of age are automatically marked as 'school age'. The system automatically banks about 110 hours for every trimester to be used for days when the school is closed due to snow days, teacher conferences, etc. Enter the number of hours that the child attended because of school closings. Regular Hours must be exhausted before entering School Hours. If you have a full time weekly rate in the system, that rate + school bank hours are capped at the full time rate. If the program has a part time weekly rate in the system, the regular attendance, + school bank attendance hours will be capped at the county/tribal maximum weekly rate. If N/A is displayed in this column, the child is not a school age child.
Override	This field is used to request an adjustment to a payment (i.e., paying more hours than authorized for an attendance-based authorization, or paying more or less than the weekly authorized amount for an enrollment-based authorizations) This field can only be updated by county agency workers; however, providers can

	view details on an override entered by a subsidy worker. If Override is displayed in this column, the can click on the field and choose 'View' to see details on the override. Click 'submit' to access the override page. If 'no' is displayed, there is no override.
Del Attd	Delete Attendance: This field is used to delete incorrect attendance entries for the row before the attendance period has been paid. To delete a row of attendance, click inside the *Del Attd* box. This will delete the entered attendance for the specific child, if the attendance has not yet been paid. This box is only available for rows that have attendance entered but reimbursement has not been processed.
Term Auth	Terminate Authorization: Check the box to terminate an authorization. Do this when a child is no longer attending the child care center but the authorization has not ended. The auth will end the following Saturday.
Conf Attd	Confirmation of Attendance: If the county/tribe is a 'confirmation county/tribe', the subsidy worker at the county must confirm the attendance entry before payment can be issued. If 'no' is displayed, the attendance has not been confirmed. The payment will not be issued until the county staff have confirmed it and a 'yes' is displayed. If the county worker will not review and verify the attendance entries, 'N/R' is displayed.
Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 20 attendance records. By clicking 'next', you will continue to the next page.
Attendance Verification	Before hitting 'submit', you must read the text in the scroll box and confirm that the hours submitted are accurate.

Terminating Authorizations

If the child no longer attends the child care program, child care providers can terminate the authorization in CCPI. Those who use the Weekly attendance mode, terminate the authorization on the Attendance Entry page by checking the *Term Auth* box and hitting the *Submit* button. The authorization will end the upcoming Saturday.

Providers reporting in the Daily and In/Out mode can terminate the authorization on the Biweekly Summary page. The authorization will end the upcoming Saturday.

Modify/Delete Attendance

The attendance cannot be modified if the payment already been issued. If the payment cycle has not run yet, you can modify or delete attendance. Below are instructions on attendance modification/deletion:

Providers who report on the Weekly mode can modify the attendance on the Attendance Entry page, up until the local agency has confirmed the attendance (if required).

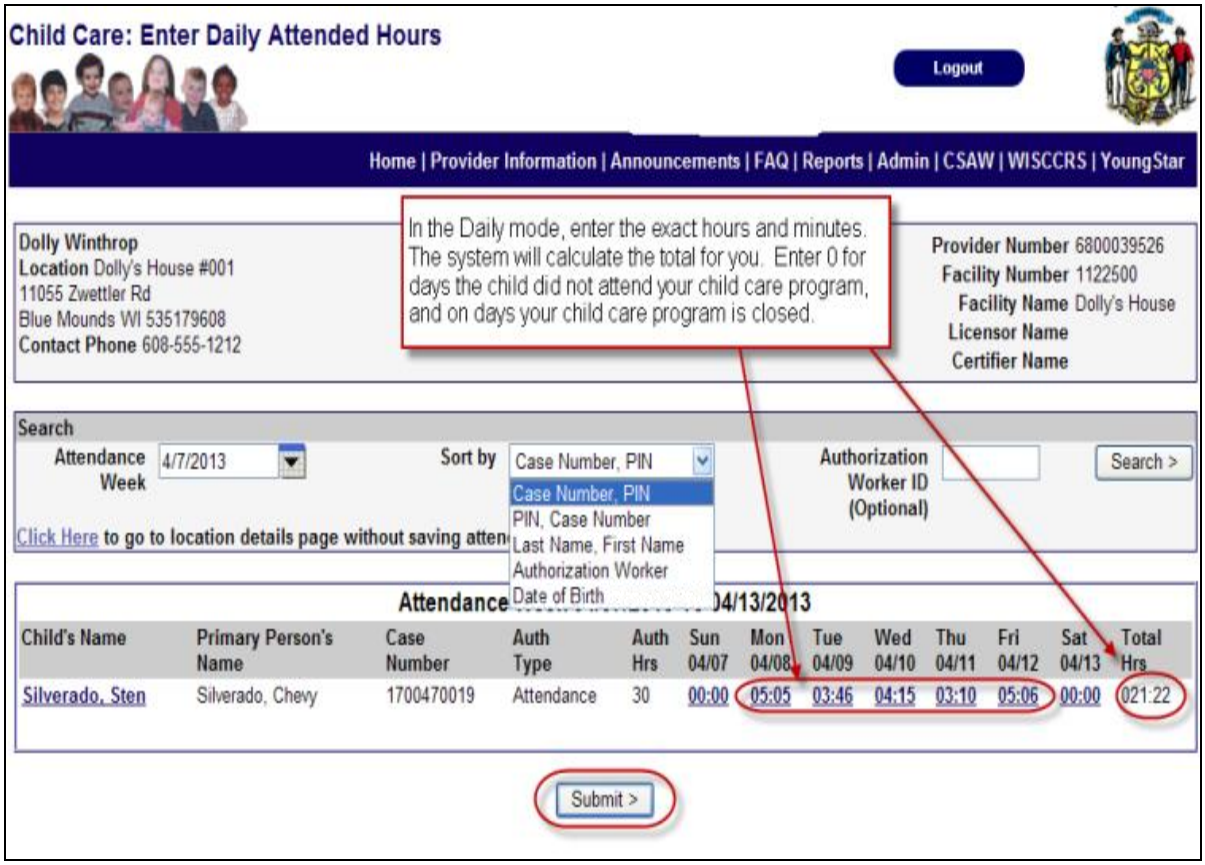
The Daily Mode

Attendance Entry

The Daily Mode requires some extra steps. The process is explained below:

Enter attendance

Access the attendance screen by clicking the *Enter Attendance* link in the left-side navigation menu. The current week will display. Below is a screen print of the **Daily** Mode.



When the *To Do* page is completed, the entries will update to the rounded amount, in this case 22 hours.

No Rounding Hours of Attendance in the Daily Mode

In the Daily mode, enter actual hours and minutes for each day. There is no need to round the entries; the system will round to the weekly total to nearest half hour

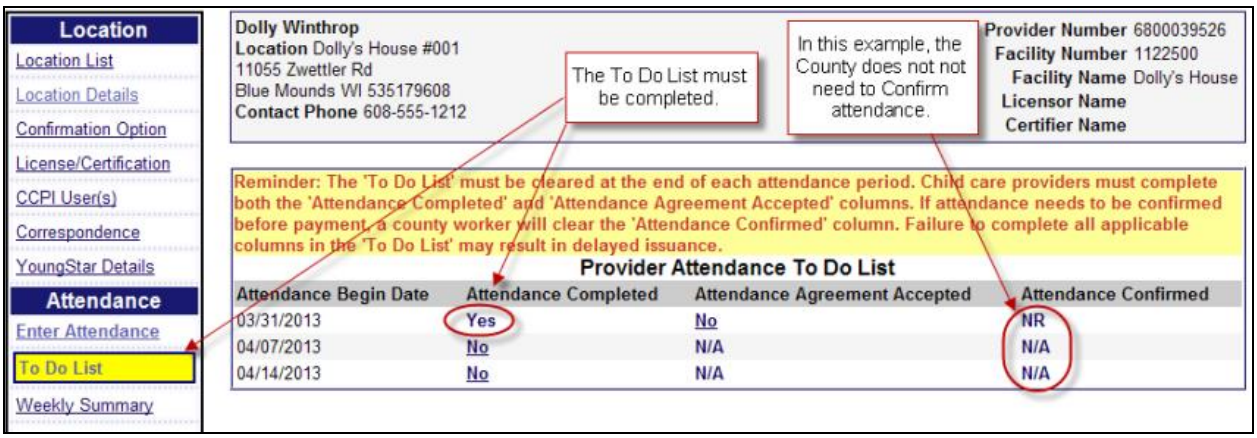
Key fields on the Daily Attendance page:

Search section	
Attendance Week	The most current week is displayed. To view/enter attendance details for a past week, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, click *Search* to continue.
Sort by	You may choose to display the authorizations in a different way on the screen. They display, by default, by the case number then by the PIN. You can also choose to sort by the PIN and then by the case number. You can also sort by age, or by the Children's last names then the Children's first names. To create a sort, click on the arrow next to the *Sort By* box, select the sort type, and click on Search. The 4th option is to sort the records by Authorization Worker. If you choose to see only the authorizations that are associated with a specific Authorization Worker ID, you can enter the Authorization Worker ID into the "Authorization Worker ID" field and click on Search. You can use all three sort codes at the same time. Select the *Attendance Period Date*, the *Sort By* type, enter the *Authorization Worker ID*, and hit the *Search* button. This will display the attendance details for authorizations created by a specific worker, which exist during a specific attendance period in the sort order. If you want the Provider Attendance screen sort to match to Attendance Report Form sort, select the following sorts: **Outside of Milwaukee County:** Case Number/PIN and enter the worker ID in Authorization Worker ID field for each worker listed on the Attendance Report Form. **Milwaukee County:** Choose PIN/Case Number
Lower section of the page	
Attendance Week	This shows dates of the attendance week that you are viewing. The system defaults the view to the current week. If you wish to enter attendance for a past week, please change the date.
Child's Name	Names of children who have authorizations for the specified week are listed under this heading. These will appear underlined and blue. By clicking the name, you can view the history of attendance entry for a specific child.
Primary Person's Name	The name of parent or guardian is displayed
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed group providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
Week Days and Date (Sun-Sat)	Enter the actual number of hours and minutes that the child was in care each day. When entering daily hours and minutes, **do not use periods**. If the child attends 8 hours and 15 minutes, just type "815" and then tab to the next field. The system will automatically format the hours and minutes. Also, to separate hours and minutes you may use the colon. After entering the attendance, you must hit the Submit button.

Total Hrs	After you enter daily hours and hits Submit, the system automatically calculates the *Total Hours*.
Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 20 attendance records. By clicking *Next*, you will continue to the next page. The system saves the entered data when you click *Next*.

The To Do Page

After entering attendance for the **entire** attendance period has been entered, the *To Do* page must be completed; find the link on the left-side navigation menu. The system needs to know when a week's attendance is complete so payment can be processed or so that local agency staff can confirm attendance (if required). The *To Do* page displays Attendance Completed and Attendance Agreement Accepted links for each week of attendance that has been entered. If *No* is displayed in the Attendance Completed column, it means that there is uncompleted attendance for the attendance weeks. **No payments will be issued until the attendance has been marked complete**. The child care provider must click on the *No* to access the Complete Attendance page.

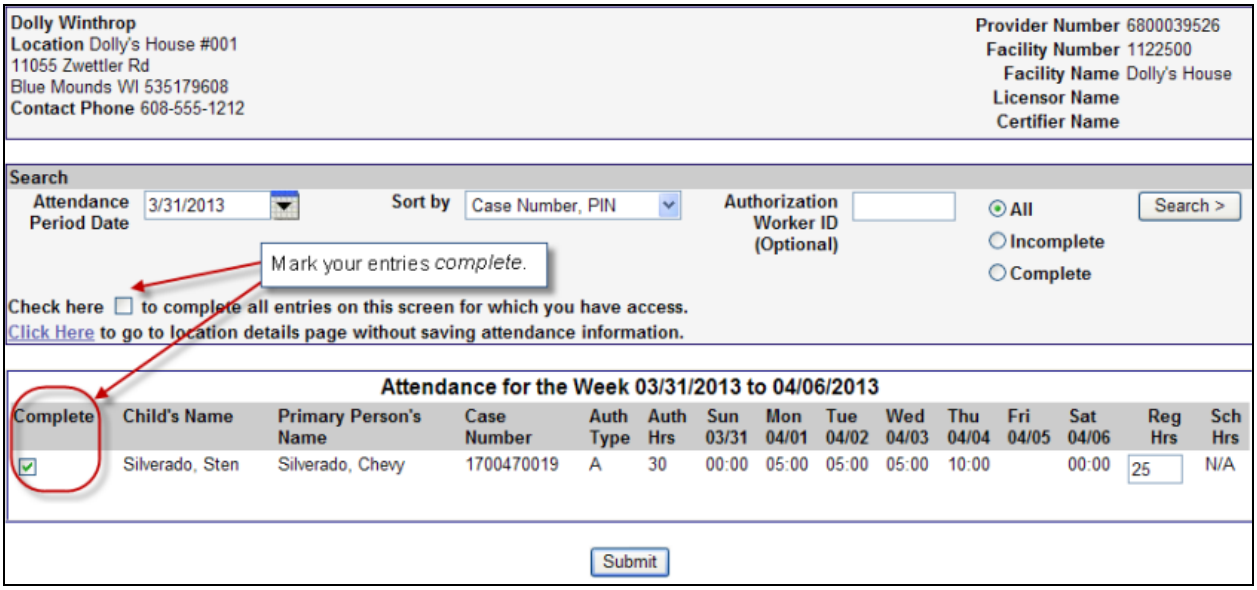


Key fields on To Do List:

Provider Attendance To Do List	
If all attendance has been completed and the provider has verified the attendance, the page will display *No data was found for the provider location*. Providers who are reporting in the Weekly mode do not use this page. If this page has not been completed, the local agency staff cannot confirm attendance (if required).	
Attendance Begin Date	This column shows the weeks of attendance that must be completed before a payment can be issued.
Attendance Completed	If "No" displays, you must access the Complete Attendance page by clicking on the *No* link. If *Yes* is displayed, all attendance is complete.
Attendance Agreement Accepted	The column will display the following options: • N/A: No Agreement is needed • NO: Provider must access the *Attendance Agreement* acceptance page where the provider will attest that the attendance report is accurate.

Complete Attendance

On this page, the child care provider is informing the system that attendance is complete and ready for processing. Click on the *No* link from the *To Do* page to access the Complete Attendance page. The following page will display:



If the child has attended all of the normally authorized hours plus additional hours due to school having been closed during the week, record the additional hours in the *Sch Hrs* field. The system automatically totals the daily hours for a weekly sum. When the child care provider is sure the hours are correct she must check the *Complete* box and hit the *Submit* button.

If the child care provider makes changes to attendance already marked *complete*, she must return to the *To Do* page, complete it, and accept agreement again for the weeks where attendance was modified. If the local agency staff make changes to attendance after the provider has marked it complete, the child care provider must again return to the *To Do* page, complete it and accept the agreement again, and the local agency staff will then be able to mark the attendance *confirmed*, if required. If local agency staff enter attendance on behalf of child care providers who are reporting attendance in the In/Out mode or the Daily mode must also complete the *To Do* page.

Key fields on the Complete Attendance page:

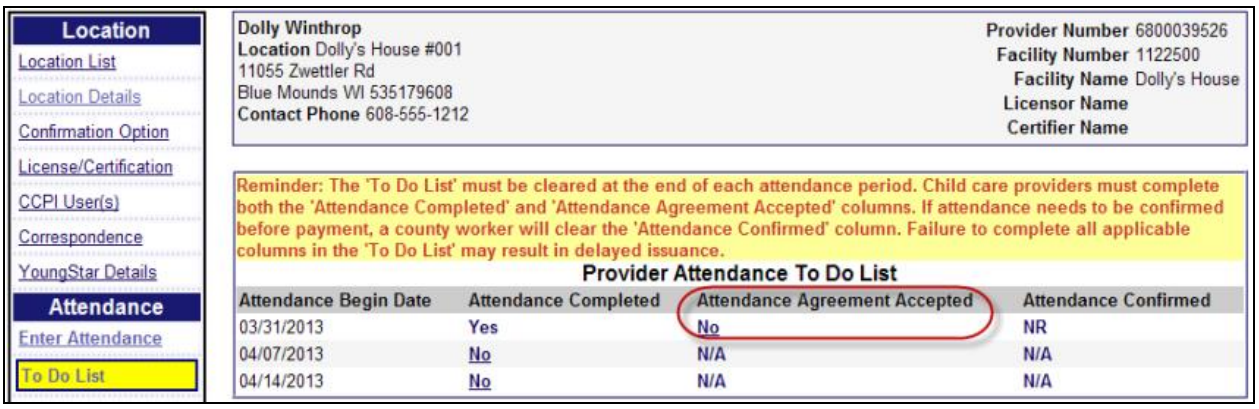
Search section	
Attendance Period Date	The most current week is displayed. To view/enter attendance details for a past week, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, click *Search* to continue.
Sort by	You may choose to display the authorizations in a different way on the screen. They display, by default, by the case number then by the PIN. You can also choose to sort by the PIN and then by the case number, or by age, or the Children's last names then the Children's first names. To create a sort, click on the arrow next to the "Sort By" box, select the sort type, and click on Search.

	The 4th option is to sort the records by Authorization Worker. If you choose to see only the authorizations that are associated with a specific Authorization Worker ID, you can enter the Authorization Worker ID into the *Authorization Worker ID* field and click on *Search*. You can use all three sort codes at the same time. Select the *Attendance Period Date*, the *Sort By* type, enter the *Authorization Worker ID,* and click on *Search*. This will display the attendance details for authorizations created by a specific worker, which exist during a specific attendance period in the sort order. If you want the *Provider Attendance* screen sort to match to Attendance Report Form sort, select the following sorts: **Outside of Milwaukee County:** Case Number/PIN and enter the worker ID in Authorization Worker ID field for each worker listed on the Attendance Report Form. **Milwaukee County:** Choose PIN/Case Number
All/Incomplete/ Complete	The page is defaulted to display all attendance for the entire week. If you want to sort them to only include incomplete or complete attendance, click on the radio button of the choice.
Complete All entries	If you want to complete **all** attendance at once for the entire week, click on the check box below the Attendance Period Date.
Attendance for the Week of…	
Complete	If the check box is not clicked, the attendance has not been completed. To complete it, click on the check box.
Child's Name	Names of children who have authorizations for the specified week are listed under this heading.
Primary Person's Name	The name of parent or guardian is displayed
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed group providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
Week Days and Date (Sun-Sat)	The daily hours entered on the Attendance Entry page are displayed here. You cannot modify the attendance on this page. Modifications must be completed on the Attendance Entry page.
Reg Hrs	The system automatically totals the daily hours into this field. You cannot reduce/increase the amount. If changes are needed, they must be completed on the Attendance Entry page.
Sch Hrs (School Closed Hours)	Children over 5 years of age are automatically marked as 'school age'. The system automatically banks about 110 hours for every trimester to be used for days when the school is closed due to snow days, teacher conferences, etc. Enter the number of hours that the child attended because of school closings. Regular Hours must be exhausted before entering School Hours. If you have a full time weekly rate in the system, that rate + school bank hours are capped at the full time rate. If the program has a part time weekly rate in the system, the regular attendance, + school bank attendance hours will be capped at the county/tribal maximum weekly rate.

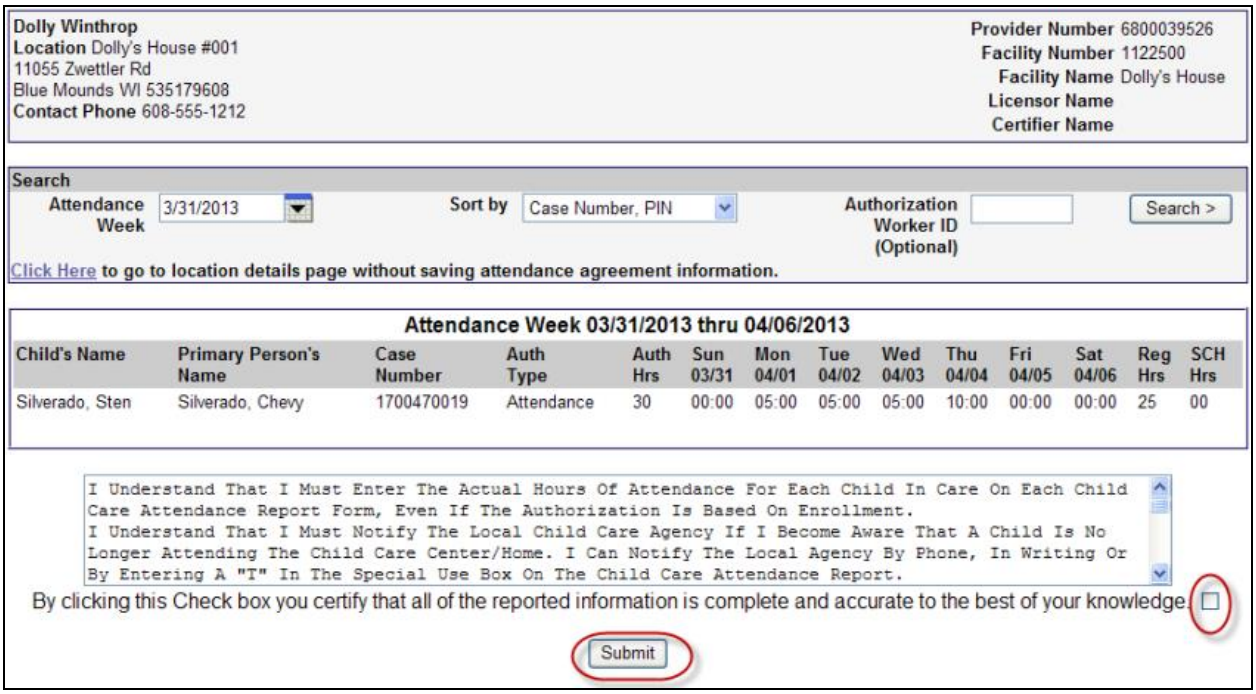
	If N/A is displayed in this column, the child is not a school age child.
Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 20 attendance records. By clicking *Next*, you can continue to the next page. The system saves the entered data when you click *Next*.

The Attendance Agreement

After the child care provider has marked the attendance complete she must click the *Attendance Agreement Accepted* link from the To Do page. On the Attendance Agreement page click on the check box below the text in the scroll field to certify that the entered attendance is accurate. This step is not required for local agency staff that enter attendance on behalf of child care providers.



The Agreement:



The provider must scroll through the information in the text box and agree to these statements before checking the box.

Terminating Authorizations

If a child no longer attends the center, the child care provider may terminate the authorization. If the provider is reporting attendance in the Daily and In/Out mode they will use the Biweekly Summary page. The authorization will end the following Saturday.

Modifying Attendance in the Daily Mode

To modify attendance, the child care provider may go to the *Attendance Entry* page and update the hours that need to be changed. This can be done until the payment issuance has run the following Saturday or until the local agency staff has confirmed the attendance, if required.

If local agency staff make changes to attendance after the provider has marked it complete, the child care provider must again return to the To Do page, complete it and accept the agreement again, and the local agency staff will then be able to mark the attendance *confirmed*, if required.

The In/Out Mode

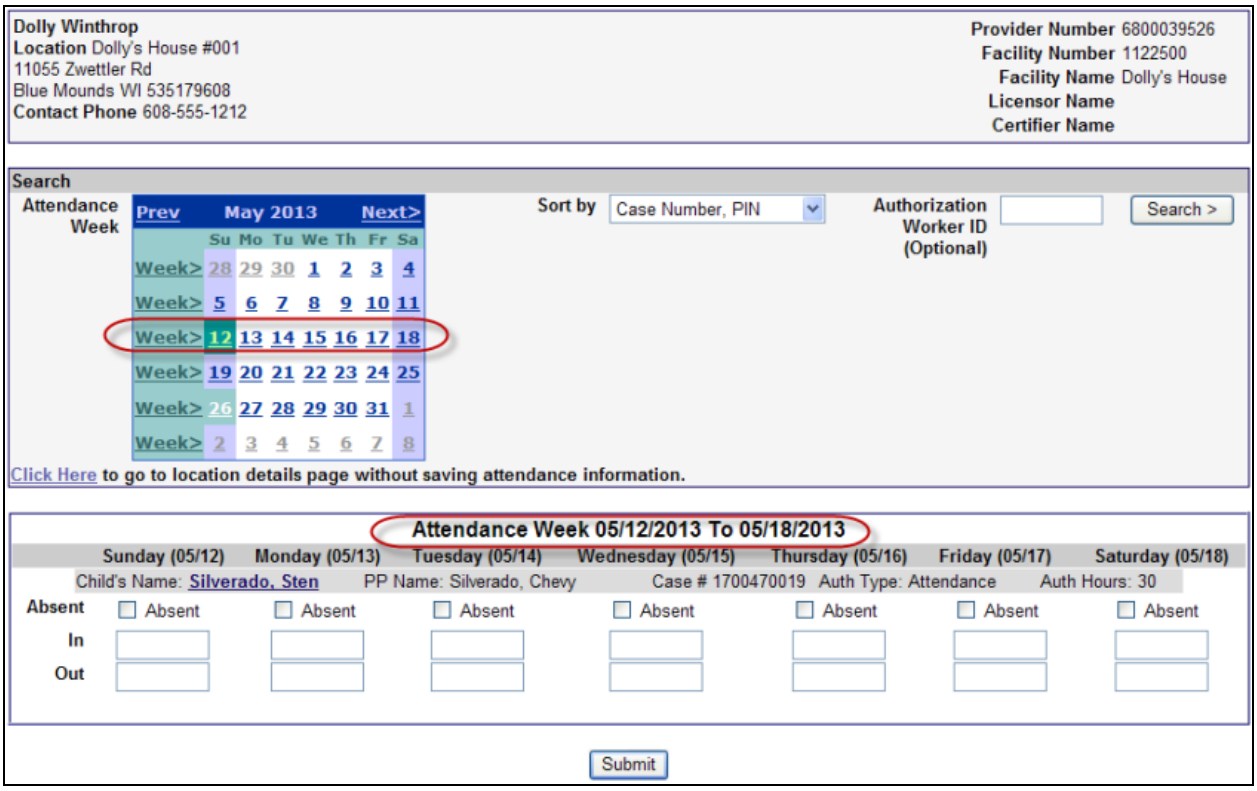
Enter Attendance

Access the attendance screen from the *Enter Attendance* link in the left-side navigation menu. The current week will display, but you may select previous weeks if needed.

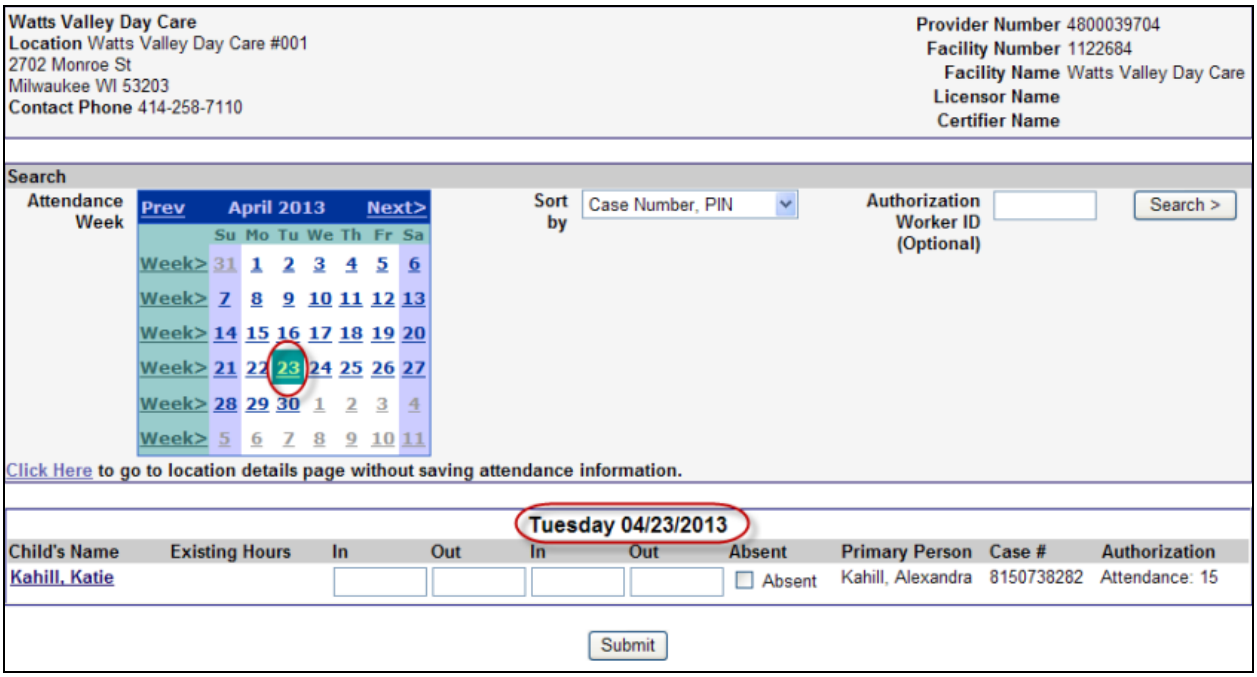
The In/Out mode you or the child care provider may enter attendance for the current date by clicking on the specific date you want to work with or you may click on the week to enter attendance for a specific child for the week.

The *Absent* box must be checked the child was absent or the child care center was closed on that day. In the In/Out fields enter the exact time in hours and minutes that the child arrived and left the care on that day. Hit the *Submit* button when your entries for the week are complete.

Below is a snap shot of the attendance screen using the In/Out mode.



You may also enter attendance every day by selecting a specific day on the calendar to work with.



Do Not Round in the In/Out Mode

When exact arrival and departure times are entered, the system will calculate the daily total with minute's accuracy. This eliminates the need for rounding. When summarizing the daily hours into a weekly total, the system rounds up any minutes above 15 into the next full hour.

Key fields on the In/Out Attendance Reporting page:

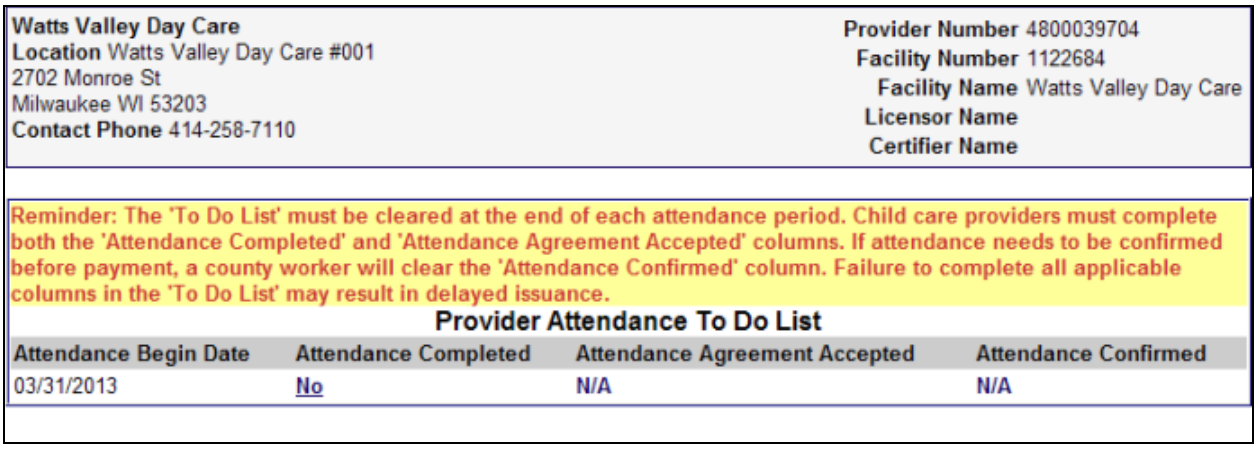
Search section	
Attendance Week	The most current week is displayed. To view/enter attendance details for a past week, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, hit the *Search* button to continue.
Sort by	You may choose to display the authorizations in a different way on the screen. They display, by default, by the case number then by the PIN. You can also choose to sort by the PIN and then by the case number. You can also sort by age or by the Children's last names then the Children's first names. To create a sort, click on the arrow next to the *Sort By* box, select the sort type and hit the *Search* button. The 4th option is to sort the records by *Authorization Worker*. If you choose to see only the authorizations that are associated with a specific *Authorization Worker ID*, you can enter the Authorization Worker ID into the *Authorization Worker ID* field and click on Search. You can use all three sort codes at the same time. Select the *Attendance Period Date*, the *Sort By* type, enter the *Authorization Worker ID*, and hit the *Search* button. This will display the attendance details for authorizations created by a specific worker, which exist during a specific attendance period in the sort order. If you want the Provider Attendance screen sort to match to Attendance Report Form sort, select the following sorts: **Outside of-Milwaukee County:**

	Case Number/PIN and enter the worker ID in Authorization Worker ID field for each worker listed on the Attendance Report Form. **Milwaukee County:** Choose PIN/Case Number
Attendance Week Section	
Attendance week	The most current week is displayed. Providers in In/Out mode can enter child's arrival and departure times daily if they wish, however, the payment will not be processed until the attendance period has ended.
Sunday-Saturday	The page has columns for each week day for the attendance week.
Child's name	Child's name is displayed. The name also works as a link to the Attendance History page.
PP Name	Primary Person's Name: The name of parent or guardian is displayed
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
In	Enter the time of the day the child arrived at the center. Use actual hours and minutes. Example: 06:06AM enter "0606" and the system formats it to display as 6:06 AM. If the time is in the afternoon, either use 24-hour clock or enter a "p" after the time. Example: 04:11PM. Enter "0411p" and the system will automatically format it as 4:11 PM. If the child is a school age child, there are two rows of In/Out times because it is common that these children attend both before and after school care. If a child a non-school age child needs to be check in and out more than once, enter the first time period as usual, hit Submit and then log back onto the Attendance Entry page, and enter the 2nd period.
Out	Enter the time of the day the child left the center. Use actual hours and minutes. Example: 06:06AM enter "0606" and the system formats it to display as 6:06 AM. If the time is in the afternoon, either use 24-hour clock or enter a "p" after the time. Example: 04:11PM. Enter "0411p" and the system will format it as 4:11 PM. If the child stays in the center **overnight**, the times must be entered for each week day. Example: A child is in care from 10pm on Monday until 6am on Tuesday morning. Enter the attendance as follows: Monday – Enter 6pm in the *In* field then enter 11:59 p.m. in the *Out* field. Then for Tuesday, enter 12:01am in the *In* field and 6 a.m. in the *Out* field.
Absent	If a child is absent during a regularly scheduled day, please click the *Absent* check box.
Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 10 attendance records. By clicking *Next*, you can continue to the next page. The system saves the entered data when you click *Next*.

The To Do page

After entering attendance for the **entire** week, child care providers must click on the *To Do* link in the left-side navigation menu. The system needs to know when a week's attendance is complete so payment can be processed, or attendance can be confirmed by the local agency. The *To Do* page displays Attendance Completed and Attendance Agreement Accepted links for each week of attendance that has been entered. If *No* is displayed in the Attendance Completed column, it means that there is uncompleted attendance for the attendance week. **No payments will be issued until the attendance has been marked complete**.

Child Care providers must click on the *No* to access the Complete Attendance page. This step is not required for local agency staff who enter attendance on behalf of child care providers.



Watts Valley Day Care
Location Watts Valley Day Care #001
2702 Monroe St
Milwaukee WI 53203
Contact Phone 414-258-7110

Provider Number 4800039704
Facility Number 1122684
Facility Name Watts Valley Day Care
Licensor Name
Certifier Name

Reminder: The 'To Do List' must be cleared at the end of each attendance period. Child care providers must complete both the 'Attendance Completed' and 'Attendance Agreement Accepted' columns. If attendance needs to be confirmed before payment, a county worker will clear the 'Attendance Confirmed' column. Failure to complete all applicable columns in the 'To Do List' may result in delayed issuance.

Provider Attendance To Do List

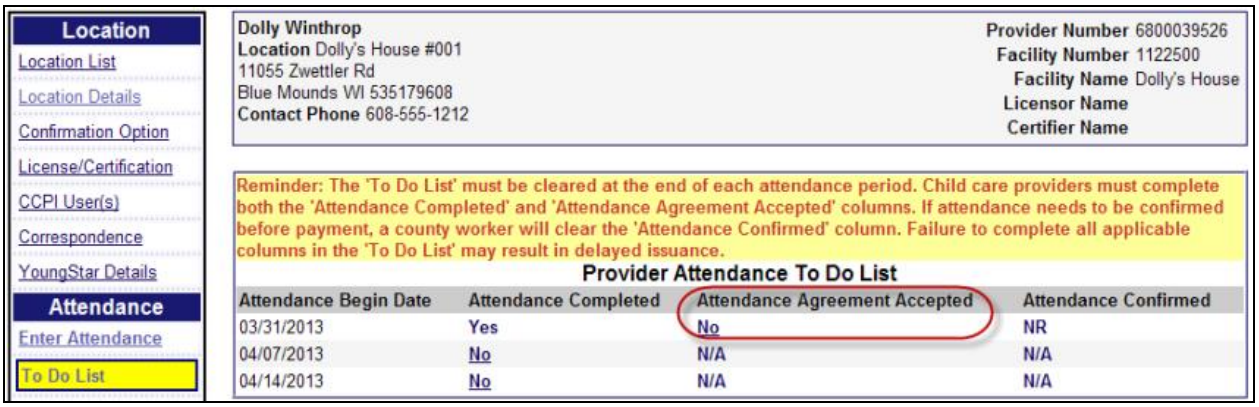
Attendance Begin Date	Attendance Completed	Attendance Agreement Accepted	Attendance Confirmed
03/31/2013	No	N/A	N/A

Key fields on the Attendance To Do page:

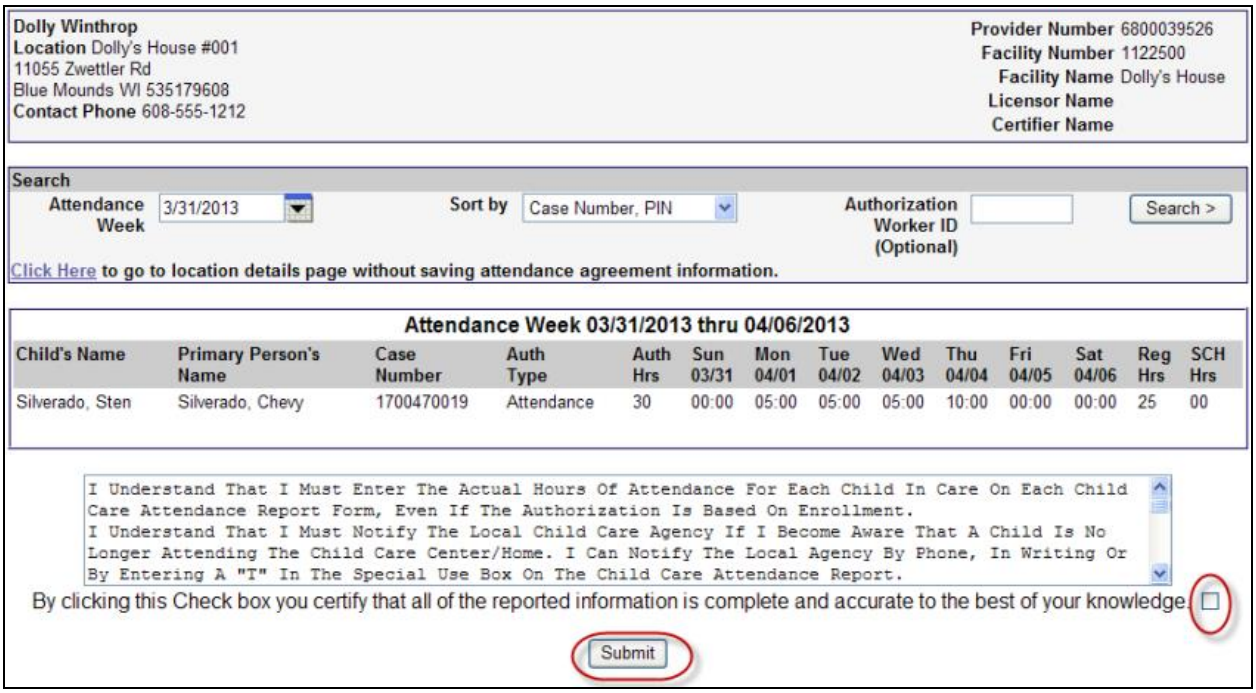
Attendance To Do List	
If all attendance has been completed and the provider has verified the attendance, the page will display *No data was found for the provider location*. Providers who are reporting in the Weekly attendance reporting mode do not use this page.	
Attendance Begin Date	This column shows the weeks of attendance that must be completed before a payment can be issued.
Attendance Completed	If "No" displays, you must go to the Complete Attendance page by clicking on the "No" link. If "Yes" is displayed, all attendance is complete.
Attendance Agreement Accepted	The column will display the following options: • N/A: No Agreement is needed • No: Provider must access the Attendance Agreement Accepted page to verify that the attendance is accurate

The Attendance Agreement

After the child care provider has marked the attendance complete click the *Attendance Agreement Accepted* link from the *To Do* page. On the *Attendance Agreement* page the child care provider will certify that the entered attendance is accurate.



The Agreement:



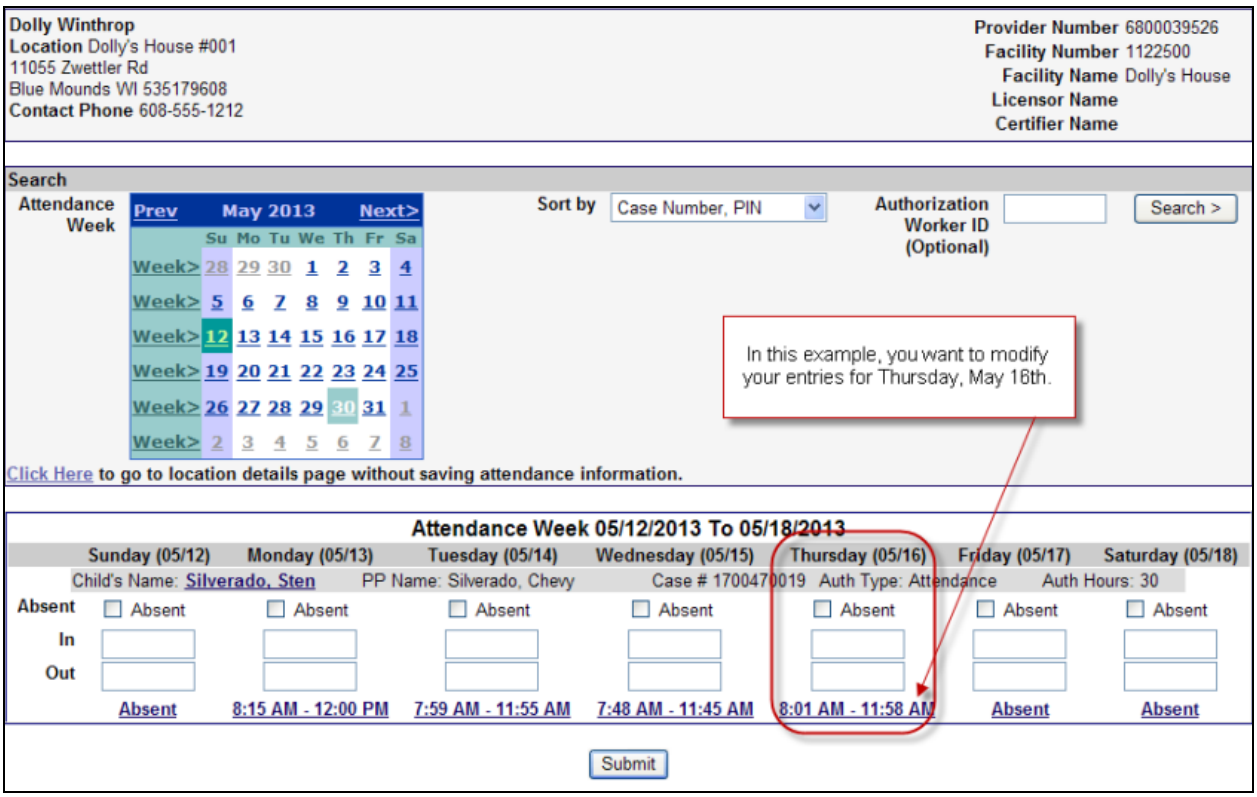
The child care provider must scroll through the information in the text box and agree to these statements before checking the box.

Terminating Authorizations

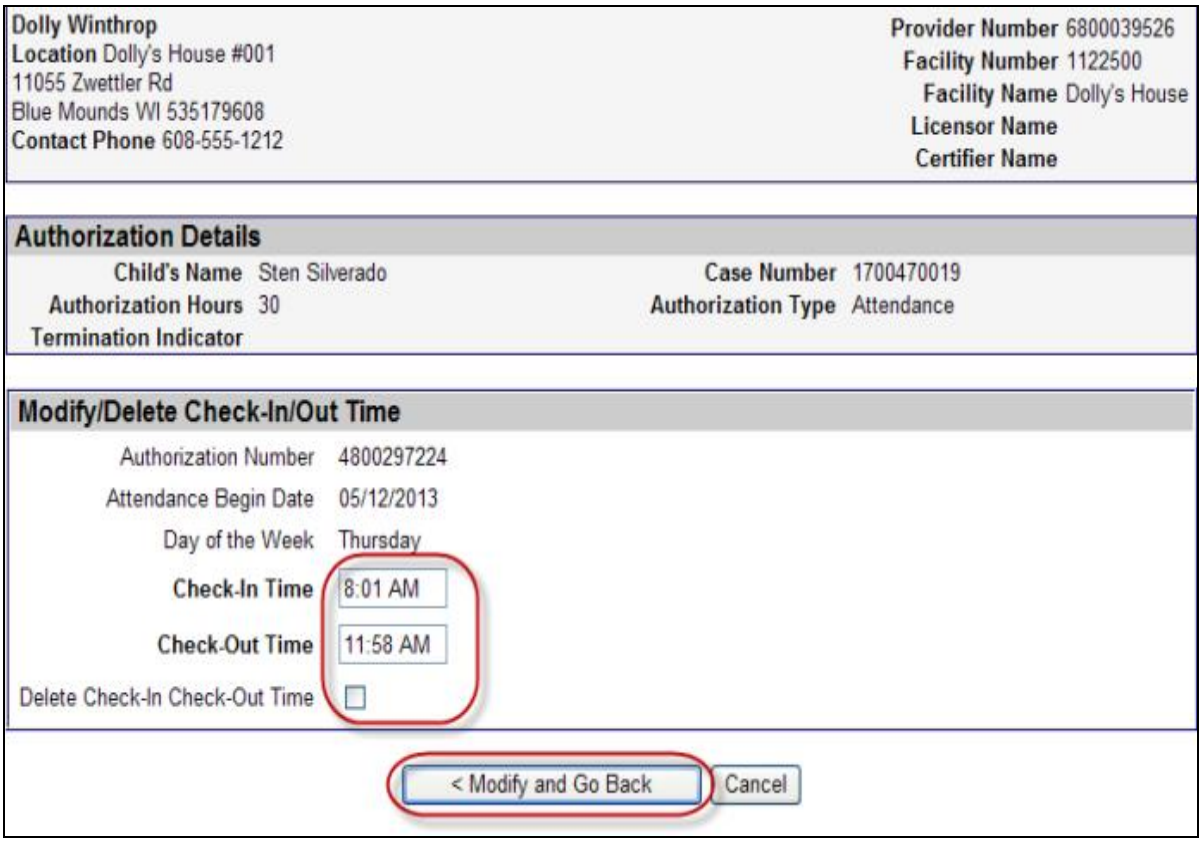
If the child no longer attends the center, child care providers can terminate the authorization in CCPI. Using the In/Out mode the authorization can be terminated from the Biweekly Summary page. The authorization will end the following Saturday.

Modifying Attendance Entry in the In/Out Mode

When modifying/deleting attendance, you must first access the *Attendance Entry* page and from that page select the date that you wish to modify.



Clicking on the date you wish to modify will bring you to the page where you actually make the changes.



If you make modifications to the already completed attendance, the child care provider must again access the *To Do* page and complete it again for the modified attendance, and the local agency staff may then confirm the attendance, if required.

School Closed Hours

Children over 5 years of age are automatically marked as 'school age' in the CSAW and CCPI. The system automatically banks about 110 hours for every trimester to be used for days when the school is closed due to snow days, teacher conferences, etc. Child care providers that report attendance in the Weekly mode, enter the *School Closed* hours on the *Attendance Entry* page. Those reporting in Daily and In/Out modes, enter the *School Closed* hours on the *Complete Attendance* page.

If the local agency is entering attendance on behalf of the child care provider, the local agency staff will complete these steps.

Regular attendance hours must be completely used before entering School Hours. Providers with a full time weekly rate in the system, that rate + school bank hours are capped at the provider's full time rate. If the program has only a part time weekly rate in the system, the regular attendance, + school bank attendance hours will be capped at the county/tribal maximum weekly rate. Children using school bank hours will most likely have a part time authorization.

Example of usage of *School Closed* hours:

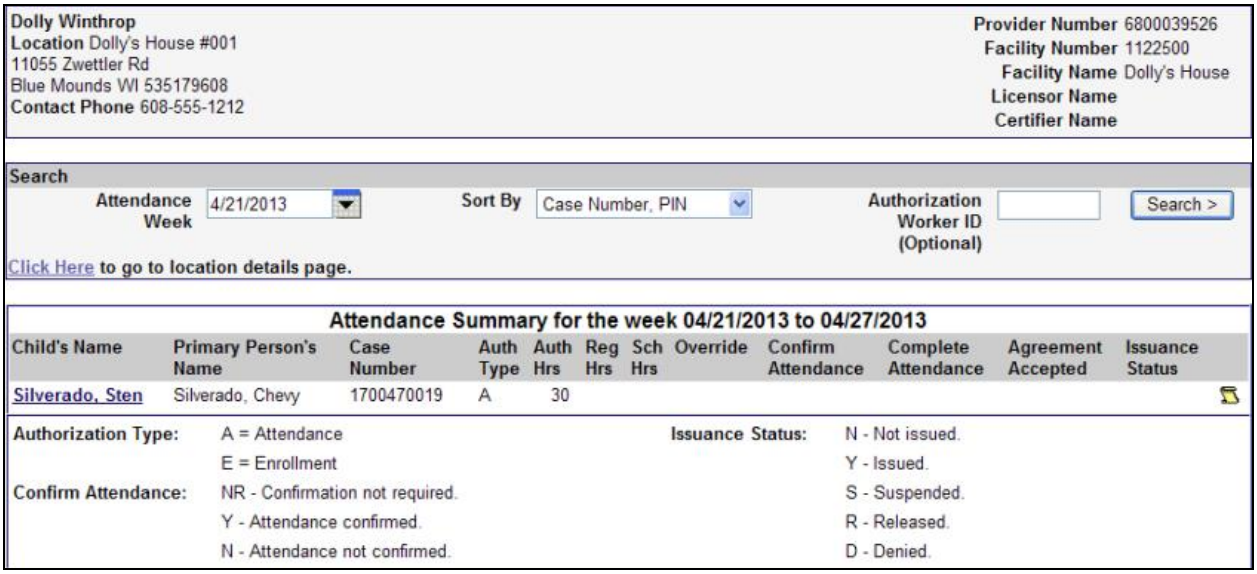
John attends Mary's Day Care regularly from 3 to 6 pm (3 hours/day=15 hours/week authorization), Monday – Friday. The school is closed for teacher conference on Thursday and Friday. John attends Mary's care from 8am to 6pm these 2 days (total number of hours attended this week is 29). The provider will report 15 hours in the Reg Hrs field and 14 hours in the Sch Hrs field (8-3pm both days = 7 hours/day).

School bank hours must not used when a child out of school due to illness. If the child care center is approved to care for sick children, the parent may contact the local agency worker to request an override, an increase in the authorization hours for that week, or a second authorization.

When School Closed hours are used correctly it is not likely for them to be all used before the end of the trimester; however if it does occur the provider must contact the local child care agency and the local agency must contact the Child Care Help Desk for a modification to the school bank hours.

Weekly Summary page

The Weekly Summary page is the same for all three attendance reporting modes. This page shows attendance information for **one** week at a time. It also shows if the provider-entered attendance has been confirmed by the county worker (if applicable), if the attendance is complete, and if the payment has been issued. Below is a screen print of this page.



Key fields on the Weekly Summary page: (none of these fields are updatable):

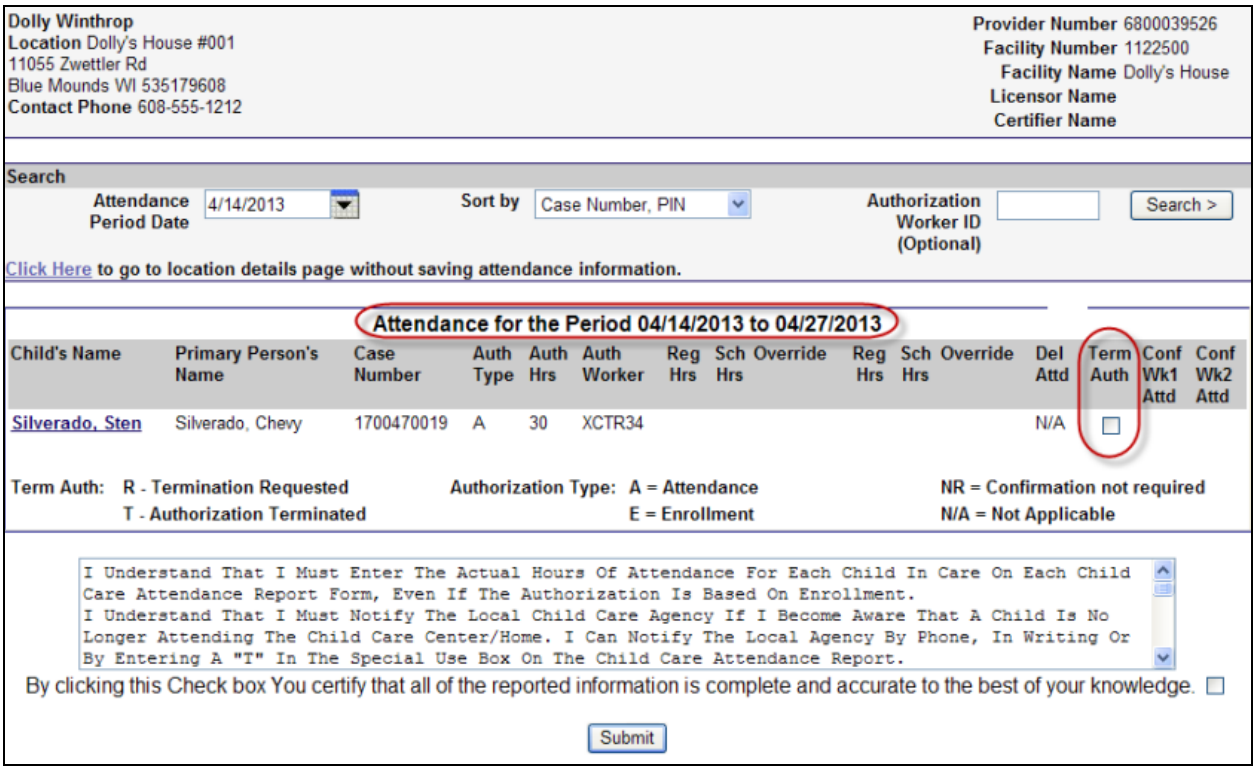
Search section	
Attendance Week	The most current week is displayed. To view/enter attendance details for a past week, change the date to desired date, or click on the arrow and select the date from the calendar that appears. When the date is filled in, click *Search* to continue.
Sort by	You may choose to display the authorizations in a different way on the screen. They display, by default, by the case number then by the PIN. You can also choose to sort by the child's age, PIN and then by the case number or by the Children's last names then the Children's first names. To create a sort, click on the arrow next to the "Sort By" box, select the sort type, and click on Search. The 4th option is to sort the records by Authorization Worker. If you choose to see only the authorizations that are associated with a specific *Authorization Worker ID*, you can enter the Authorization Worker ID into the *Authorization Worker ID* field and click on Search. You can use all three sort codes at the same time. Select the *Attendance Period Date*, the *Sort By* type, enter the *Authorization Worker ID*, and click on *Search*. This will display the attendance details for authorizations created by a specific worker, which exist during a specific attendance period in the sort order. If you want the Provider Attendance screen sort to match to Attendance Report Form sort, select the following sorts: **Outside of Milwaukee County:** Case Number/PIN and enter the worker ID in Authorization Worker ID field for

	each worker listed on the Attendance Report Form. **Milwaukee County:** Choose PIN/Case Number
Attendance Summary for the week	
Attendance Summary for the week	This shows the dates for the week that you are viewing. The default week is the current week.
Child's Name	Names of children who have authorizations for the week are listed under this heading.
Primary Person's Name	The name of parent or guardian is displayed.
Case Number	The CARES case number for the child/family is displayed here.
Auth Type (Authorization Type)	E is displayed if the authorization is on enrollment basis (licensed providers only). A is displayed if the authorization is on attendance basis.
Auth Hrs (Authorized hours)	The number of authorized weekly hours.
Reg Hrs	Regular hours: Displays the hours entered for the child on the Attendance page.
Sch Hrs (School Closed Hours)	Displays number of School Closed hours entered on the Attendance page.
Overrid'n	Values are: No: No override has been entered by the county/tribal worker Yes: Override has been entered by the worker. To view details, access the Biweekly Summary page for the attendance period for further details.
Confirm Attd	Confirmation of Attendance: If the county/tribe is a 'confirmation county/tribe', the subsidy worker must confirm the attendance entry before payment can be issued. If *No* is displayed, the attendance has not been confirmed. The payment will not be issued until the worker has confirmed it and a *Yes* is displayed. If you modify the confirmed attendance, then you must re-confirm the attendance otherwise the system will not pay for the un-confirmed attendance. (This is applicable only for confirmation required counties/tribes) For non-confirmation counties, *N/R* is displayed.
Complete Attendance	No: the attendance for the week has not been completed. No payment will be issued until the attendance has been completed on the *Complete Attendance* page.
Agreement Accepted	This field displays if the provider has clicked on the check box in the *Agreement Accepted* page. If *No* is displayed, the payment will not go out until the provider has clicked on the verification check box. If *Yes* is displayed, the agreement has been completed.
Issuance Status	This column has the following options: N: No payment has been issued Y: Payment has been made for the week for the child S: Payment has been calculated but check/EFT not issued due to suspension

	R: Previously suspended payment was released D: Previously suspended payment denied.
	History Icon: If you click on the icon, you will continue to the Attendance History page where you can see who has updated the attendance for the specific child of the week displayed.
Record Counter	Page 1 of 2 (or more) is displayed if the site has more than 20 attendance records. By clicking 'next', you will continue to the next page.

Biweekly Summary

The Biweekly Summary page displays the whole two week attendance period. Providers that report attendance in the In/Out Mode, will use this page to end authorizations, by checking the *Term Auth* box. Checking this box will result in the authorization ending the following Saturday.



This is also the page that local agency staff will mark attendance confirmation. The Bi-Weekly Summary page is the same for all attendance reporting modes.

Override Attendance

When a parent must use more subsidized child care than their authorization allows, the parent must contact the county/tribal child care authorization worker to request extra hours to be paid. The county/tribal child care authorization worker can adjust the payment amount to be more than the regular authorization by completing an *Override*.

Viewing overrides:

Weekly Mode:

If attendance has been approved for an override the Weekly Summary page will indicate this in the Override column. Notice in this example Baby Jones has a 22 hour authorization but attended 50 hours this week and the Override to allow the extra hours to be paid is marked, *Yes*.

Local agency authorization workers should approve overrides only if there is adequate documentation to support the decision.

Patty Cake Day Care
Location Patty Cake 1 #001
123 Main St
Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

Search

Attendance Week 1/6/2013 **Sort By** Case Number, PIN **Authorization Worker ID (Optional)** Search >

Click Here **to go to location details page.**

Attendance Summary for the week 01/06/2013 to 01/12/2013

Child's Name	Primary Person's Name	Case Number	Auth Type	Auth Hrs	Reg Hrs	Sch Hrs	Override	Confirm Attendance	Complete Attendance	Agreement Accepted	Issuance Status
Silverado, Sten	Silverado, Chevy	1700470019	A	20	20	0	No	NR	Yes	Yes	N
Silverado, Sten	Silverado, Chevy	1700470019	A	20	20	0	No	NR	Yes	Yes	N
Assistance, Kid	Assistance, Public	2700545923	A	18	18	0	No	NR	Yes	Yes	N
Companion, Baby	Companion, Childcare	2700547926	E	40	40	0	No	NR	Yes	Yes	N
Jones, Baby	Jones, Judy	5700547350	A	22	50	0	Yes	NR	Yes	Yes	N
Test, Kid	Test, Mom	5700547856	E	40	40	0	No	NR	Yes	Yes	N
Test, Freddy	Test, Mom	5700547856	E	21	20	0	No	NR	Yes	Yes	N

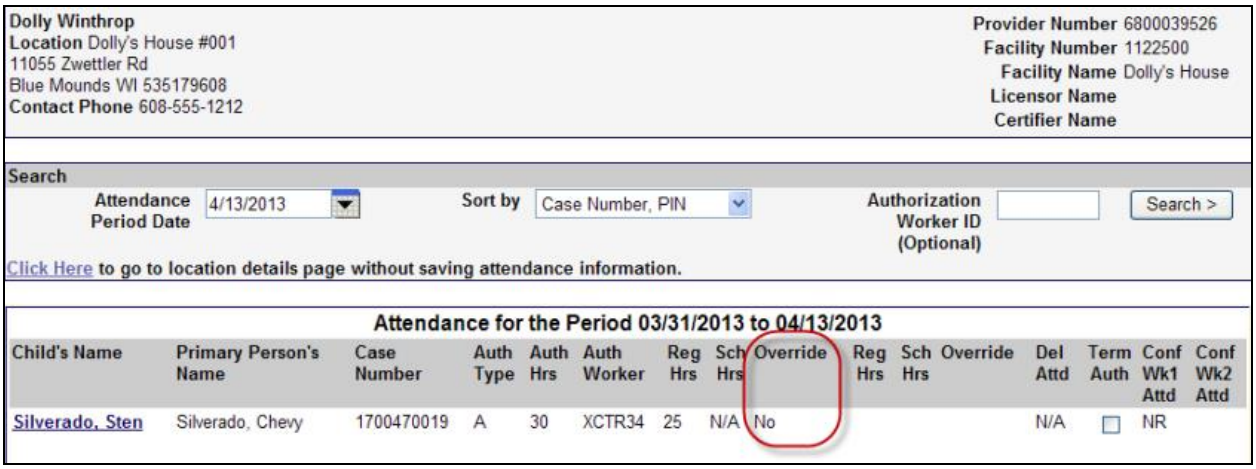
Authorization Type: A = Attendance
E = Enrollment

Confirm Attendance: NR - Confirmation not required.
Y - Attendance confirmed.
N - Attendance not confirmed.

Issuance Status: N - Not issued.
Y - Issued.
S - Suspended.
R - Released.
D - Denied.

Daily and In/Out Mode:

The override information is updated in the Bi-weekly Summary page for child care providers reporting attendance in the Daily and In/Out modes. In this example there is no override, the *Override* column indicates, *No*.



Part-Time Authorizations:

Part-time authorizations are from 1 to 34 hours per week. The system allows overrides for the weekly authorized amount up to the weekly ceiling of 35 and then again, any hours over 50.

Example – override on part time attendance based authorization

Baby has a 22 hour attendance based authorization to attend Patty Cake Day Care. During this week, Baby's mother worked additional hours. The parent has contacted her worker to request extra hours of child care. Since Baby has a part-time authorization in place the system will pay up to 35 hours for the week; in this case up to an additional 13 hours.

Full Time Authorizations

Authorizations for 35 to 50 hours of care are full time. The county/tribal maximum weekly ceiling is met at 35 hours per week. If more than 50 hours of child care is needed on a regular basis, the county agency may enter a 2nd authorization for the hours over 50 (see the CSAW Authorization Management Module). If the need is sporadic, the county agency worker may enter an override into CCPI, however, only hours above 50 will be paid.

Attendance Entry History

To access information on attendance entry, click on the child's name on the *Attendance Entry* screen (all modes). The history page will show who entered attendance and when the changes were made. The most recent entry is recorded on top. If you wish to view a previous date, select the week from the *Attendance Entry* page.

This example shows an *Attendance* based authorization for 35 hours and that 35 hours have been entered for each week under *Regular Hours*, no *School Hours* have been reported. After the payment for the week has been issued, the attendance can no longer be updated. Notice in the example below that the Issuance Status is *N*, not issued.

Patty Cake Day Care
Location Patty Cake 1 #001
123 Main St
Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

Authorization Details

Child's Name Sten Silverado
Authorization Hours 35
Termination Indicator

Case Number 1700470019
Authorization Type Attendance

Attendance History for the Week of 03/03/2013

Regular Hours	School Hours	Override Hours	Confirm Attendance	Complete Attendance	Delete Attendance	Agreement Accepted	Issuance Status	Updated Date	Updated User ID
35	0	0	NR	Yes		Yes	N	04/24/13	W01251

Attendance History for the Week of 03/10/2013

Regular Hours	School Hours	Override Hours	Confirm Attendance	Complete Attendance	Delete Attendance	Agreement Accepted	Issuance Status	Updated Date	Updated User ID
35	0	0	NR	Yes		Yes	N	04/24/13	W01251

Termination Indicator: R - Requested for authorization termination.
T - Authorization ended due to termination.

Confirm Attendance: NR - Confirmation not required.
Y - Attendance confirmed.
N - Attendance not confirmed.

Issuance Status: N - Not issued.
Y - Issued.
S - Suspended.
R - Released.
D - Denied.

Please click here to close this window and return to the previous page **Close Window**

To close the Attendance History screen and return to the Provider Attendance screen, click on the Close Window button at the bottom of the page.

Find the Staff Person that Entered the Attendance

Viewing the example screen shot above, you can find the worker that entered the attendance on the right side of the page. Selecting the link will bring you to the *User ID Details* page. This page will display the User ID, the user's county, the User's Name and the User's phone number (if exists).

Child Care: User ID Details

Logout

Change SPA Settings

Home | Provider Information | Announcements | FAQ | Reports | Admin

User ID Details

User ID W01251
County Milwaukee County
CCPI User providertestid

Name Rose Prochazka
Phone Not-Found

< Back

To exit the User ID Details screen, click on the "Back" button. This will return you to the *Attendance History* screen.

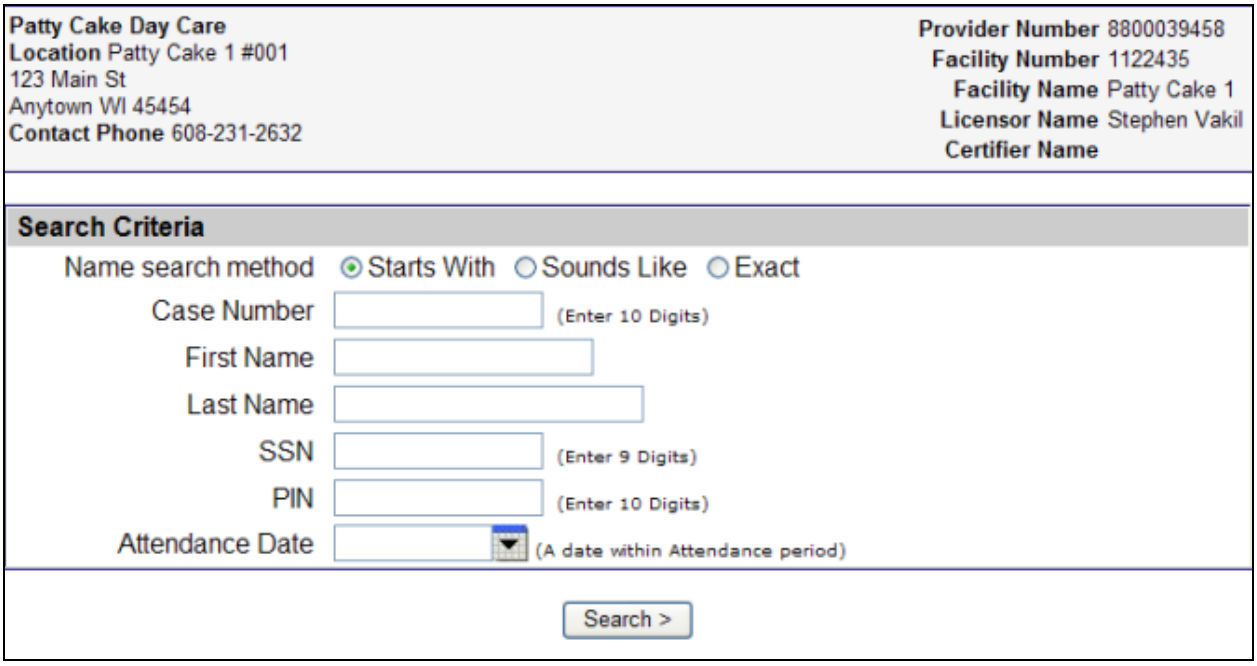
Request Payment for Extended Absence

If a child is absent for two or more weeks, Wisconsin Shares will not make payments even if the authorization is enrollment based. If there was a valid reason for the child's absence, the county/tribe may authorize payment if the authorization has been enrollment-based. If the child was absent two or more weeks and the reason for the absence is valid, the provider must put in a request to the county to have the payments issued. The requests can be made online by providers who report their attendance via CCPI. Before the county/tribe child care authorization worker approves the request, the parent must validate the request. Please refer to Wisconsin Shares Policy for more information.

This does not apply for children who are authorized on attendance basis. In those cases, the payments are issued only on the actual attendance; there is no payment for extended absence.

Child care providers may enter a request for payment for an extended absence on the *Request payment for Absence* link on the left side navigation menu.

The *New Payment Request for Approved Absence* page will display.



Patty Cake Day Care
Location Patty Cake 1 #001
123 Main St
Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

Case Number 5700547350
Primary Person's Name Judy Jones

PIN 5101318329
Child's Name Baby Jones

Existing Payment Requests for Approved Absence for the child

There are no Payment Requests for this child for this location.

New Payment Request for Approved Absence

Reason for Absence * (Select the Reason for Absence from the dropdown box.)

Begin Date * (Enter the Begin Date for which the child will be absent.)

End Date * (Enter the End Date for which the child will be absent.)

Comments

0 of 500 characters.

* The worker must approve the request for payments to be made.
** Please note that attendance must be entered for payments to be made to enrollment based authorizations.

< Submit and Go Back | Submit >

When these entries are submitted, the request is marked “pending.”

Josie Lynch
Location Josie's Day Care #001
123 Main St
Milwaukee WI 53203
Contact Phone 565-021-2510

Provider Number 1800039701
Facility Number 1122682
Facility Name Josie's Day Care
Licensor Name
Certifier Name

Case Number 0150738307 **PIN** 0584802111
Primary Person's Name Josinda Sakeer **Child's Name** Jolene Sakeer

Existing Payment Requests for Approved Absence for the child

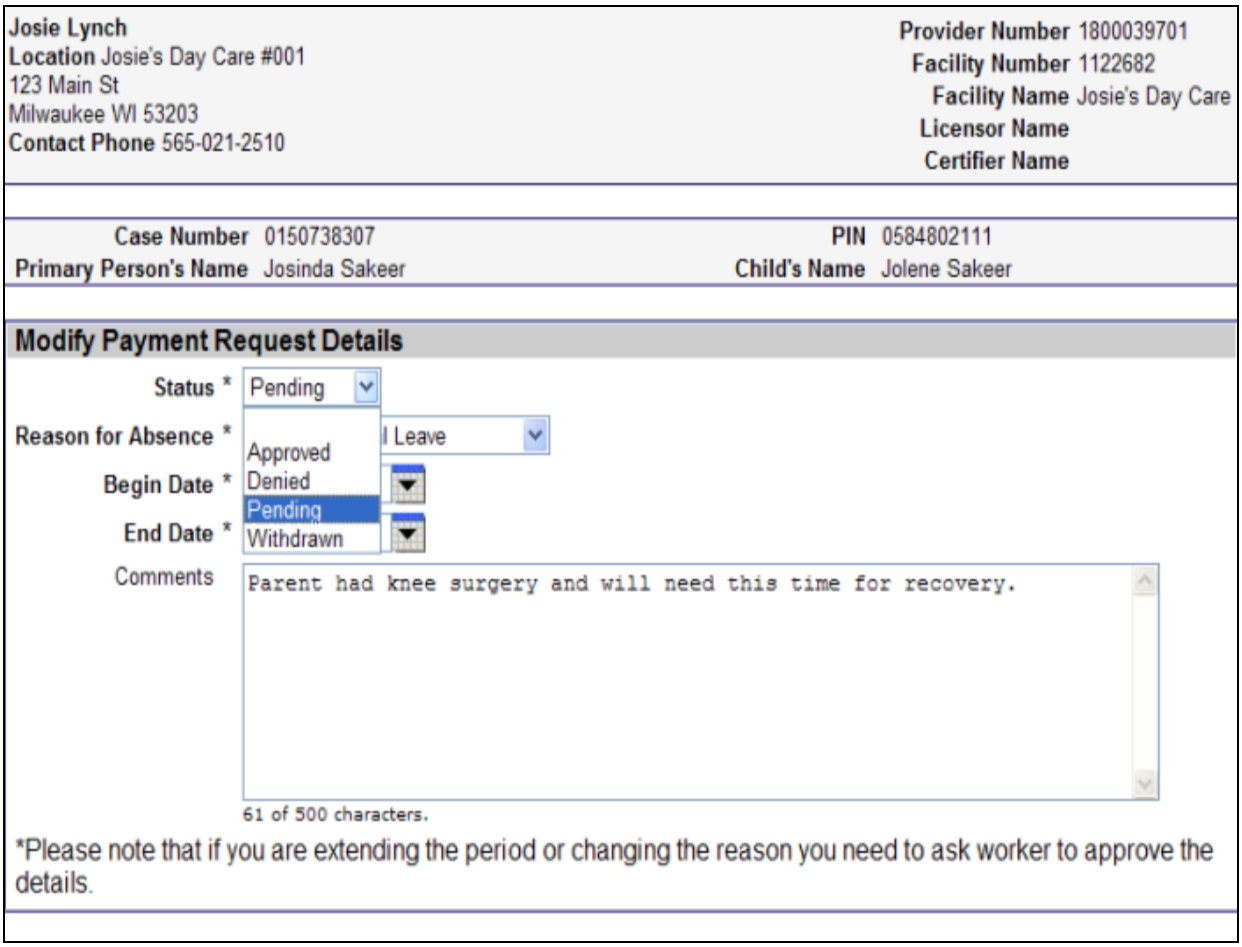
Begin Date	End Date	Reason	Status	Last Updated Date	Updated User ID	
05/19/13	06/08/13	Parent Medical Leave	Pending	07/12/13	XCTD03	View History

New Payment Request for Approved Absence

Reason for Absence * (Select the Reason for Absence from the dropdown box.)
Begin Date * (Enter the Begin Date for which the child will be absent.)
End Date * (Enter the End Date for which the child will be absent.)
Comments
0 of 500 characters.

* The worker must approve the request for payments to be made.
** Please note that attendance must be entered for payments to be made to enrollment based authorizations.

New Payment Request for Approved Absence	
Begin Date	The begin date for the absence. Must always be a Sunday. This date also works as a link to 'Modify Payment Request' page.
End Date	The end date of the absence. Must be a Saturday.
Reason for Absence	From the drop down menu: • Child Absent due to Medical • Parent Medical Leave • Temporary Break in Activity • Temporary Layoff • Vacation
Comments	Enter comments to explain the justification for this request.
Submit	Hit the Submit button when entries are complete.
Modify Payment Request	Select the Begin Date link to open the request to modify the pending request for approval.
Status	Update the Status from Pending to Approved, Denied, or Withdrawn.



To approve or deny the payment for absence, the worker must update the status on the Modify Payment Request Details page.

When the extended absence has been approved, the provider will continue to report attendance by entering 0 if no hours were attended.

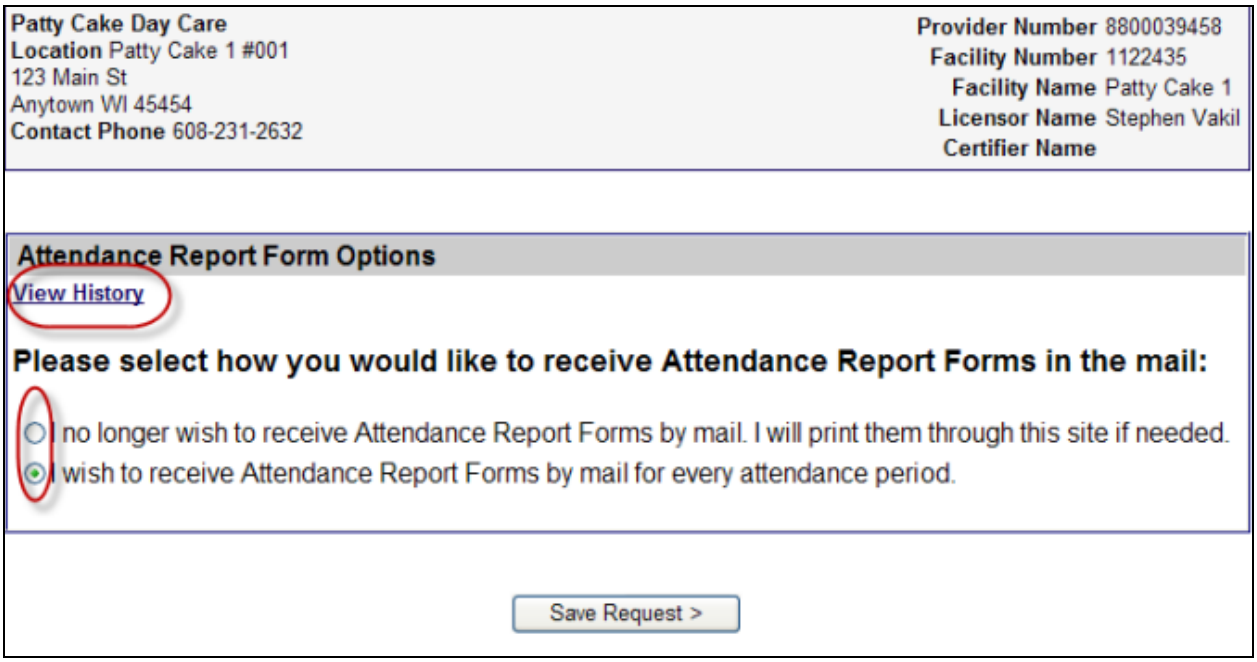
Request Paperless Attendance

Child care providers that are reporting attendance in CCPI may request that Attendance Report Forms (ARF) are no longer mailed.

To stop paper ARFs, the provider will click on the *Request Paperless Attendance* link in the left side navigation menu. The *Attendance Report Form Options* page will display.

This action can be reversed by returning to this page and changing the selection.

This page has history that displays the User ID that changed the ARF options and the date the action was taken. To view history, click on the 'View history' link above the two radio buttons.



Print Attendance Report Form

If the provider needs to print a copy of the paper ARF form, it can be done from the *Print Attendance Report Form* link in the left side navigation menu. The *Print Attendance Report Form* page automatically defaults search dates to be the last three months. The date range can be changed to narrow the search. The system will display ARFs generated during any defined search period.

Patty Cake Day Care
Location Patty Cake 1 #001
123 Main St
Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

View Information From 1/24/2013 **To** 4/24/2013 Search >

Attendance Report Forms

Showing 10 records per page
Page 1 of 3 - Records 1-10 of 22 Next > Last >|

	ARF Created	Attendance Period	Agency
View	02/14/13	02/03/13 - 02/16/13	Wssob Po Box 7850 1 W Wilson St Madison WI 53707-7850
View	02/14/13	02/03/13 - 02/16/13	Milwaukee Co Dept Of Human Services Cc Accounting Unit 1220 W. Vliet St Milwaukee, WI 53205
View	02/14/13	11/25/12 - 12/08/12	Wssob Po Box 7850 1 W Wilson St Madison WI 53707-7850
View	02/14/13	11/11/12 - 11/24/12	Wssob Po Box 7850 1 W Wilson St Madison WI 53707-7850

From the *View* link the PDF version of the ARF can be printed.

Provider Vacation Request

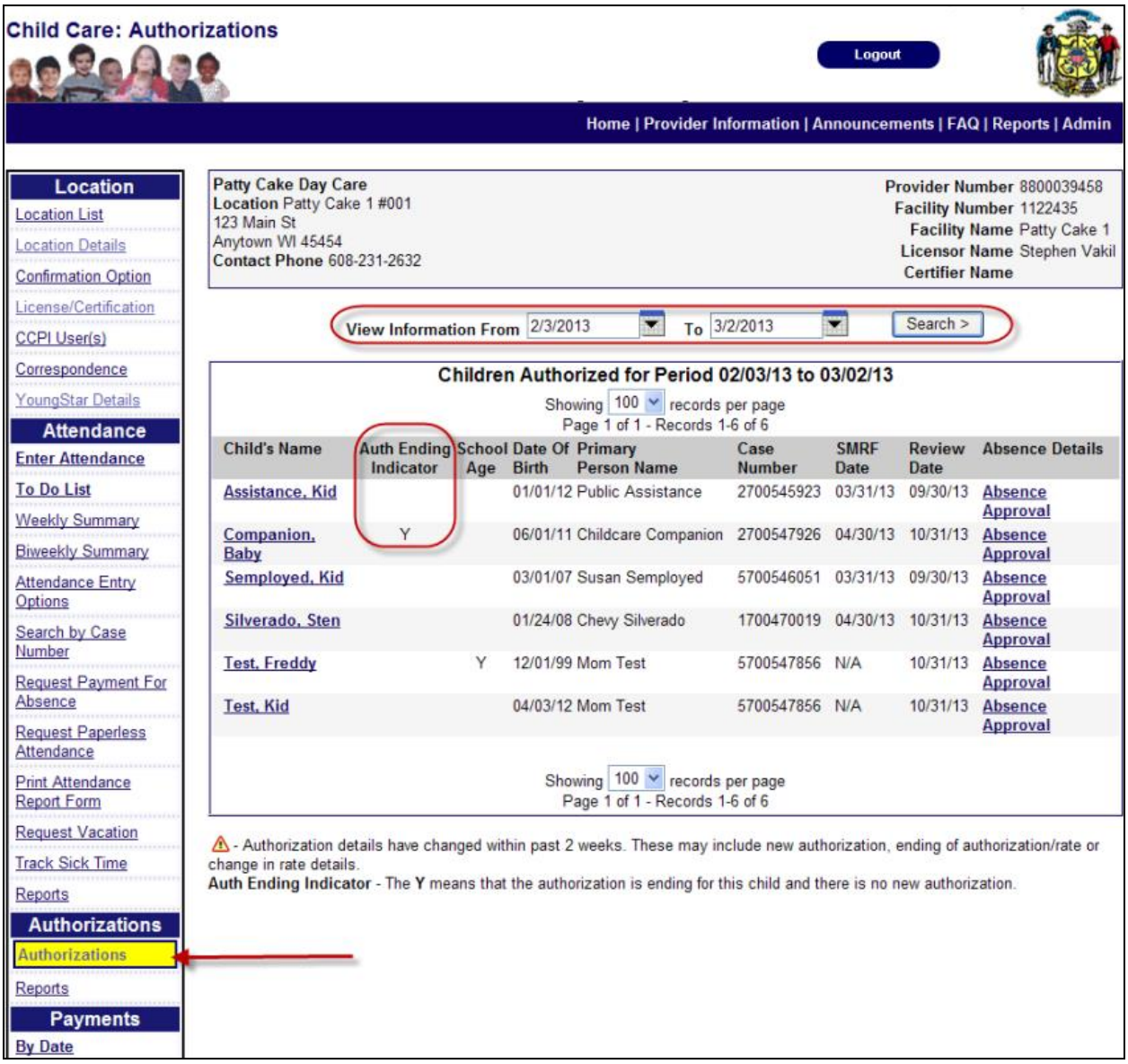
Licensed child care providers may request up to one full week of vacation per year. The payment will be issued only for children authorized on **enrollment** basis during the vacation week. The vacation request can only be entered by a worker in the county where the center/provider is located. Providers with CCPI access may view the requests, history, and the User ID that updated the request; however, the provider cannot modify the requests.

When claiming vacation days, the child care provider must report/enter zeroes on the attendance screen for the payment to be issued.

Child Care Authorizations

Authorizations

Information about authorizations can be found by clicking on the *Authorization* tab on the navigation menu. By selecting the *Authorization* link you can find an alphabetical list of children for whom there is an authorization at this provider. By default, the current 4 week period is displayed. To view a different time period, change the dates at the top of the page to view past or future four week period.



The following information is displayed for each authorization:

Children Authorized for Period ….	
Child's Name	The name of the authorized child. The name also works as a link to the Authorization Details page for the child.
⚠	If the warning icon is displayed next to a child's name, it means that the authorization has been changed within the past 2 weeks. This may include a new authorization, ending of authorization/rate or change in rate details.
Auth Ending Indicator	If a "Y" displays next to a child's name, the system is alerting you that the authorization is ending and no continuation authorization is in place for the day after the current authorization ends.
School Age	If a "Y" appears, then "school closed" hours can be paid for times the child is in the care due to temporary school closure.
Date of Birth	Child's date of birth.
Primary Person Name	Name of the person approved for assistance, usually parent, or guardian.
Case Number	CARES case number for the child's assistance group.
SMRF Date	The date the Primary Person must submit the next Six-Month-Report-Form to the county/tribe to continue receiving child care subsidy. If N/A is displayed, no SMRF is needed before the next review date.
Review Date	This is the date the Primary Person must complete an annual case review in order to continue receiving child care subsidy.
Absence Details	Link to Absence Approval. See Request Payment for Absence section for further details.

Authorization Details

To access details about a child's authorization, click on the Authorization link on the left-side menu and then, select the child's name.

Children Authorized for Period 02/03/13 to 03/02/13

Showing 100 records per page

Page 1 of 1 - Records 1-6 of 6

Child's Name	Auth Ending Indicator	School Age	Date Of Birth	Primary Person Name	Case Number	SMRF Date	Review Date	Absence Details
Assistance, Kid			01/01/12	Public Assistance	2700545923	03/31/13	09/30/13	Absence Approval
Companion, Baby	Y		06/01/11	Childcare Companion	2700547926	04/30/13	10/31/13	Absence Approval
Semployed, Kid			03/01/07	Susan Semployed	5700546051	03/31/13	09/30/13	Absence Approval
Silverado, Sten			01/24/08	Chevy Silverado	1700470019	04/30/13	10/31/13	Absence Approval

In this example we will select Sten Silverado.

Patty Cake Day Care
Location Patty Cake 1 #001
123 Main St
Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

Child's Case Details

Child's Name Sten Silverado
Child Care Agency Dane County
Case Number 1700470019
Worker Name & Phone

Authorizations for the Period 02/03/13 to 03/02/13

Showing 50 records per page
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Authorization Period	Type	Weekly Hours	Provider Regulation	Authorization Number	Special Needs	Agency Payment
01/27/13 - 04/27/13	Attendance	35	Licensed Group (LGRP)	3800297203	No	Rate
02/03/13 - 03/09/13	Enrollment	35	Licensed Group (LGRP)	5800297205	No	Rate

Sten currently has an attendance based authorization and previously had an enrollment authorization. Notice the link on the right side of the screen for the *rate*. Follow this link to see rate details about this authorization (see next screen shot).

Key fields on the Child's Case Details page:

Child's Case Details	
Child's Name	The name of the authorized child. The name also works as a link to the Authorization Details page for the child.
Child Care Agency	The county/tribe that issued the authorization.
Case Number	CARES case number for the child's assistance group.
Worker Name & Phone	The name and phone number of the authorization worker. In Milwaukee county, the name and phone number of the authorizing agency is displayed.
Authorizations for the Period	
Authorization Period	Dates you have selected to view (default is current 4 week period).
Type	Type of Authorization (Attendance or Enrollment based).
Weekly Hours	Number of weekly hours the child is authorized for subsidized care.
Provider Regulation	The type of regulation the provider to which a child has been authorized.
Authorization Number	The authorization number.
Special Needs	If "yes" is displayed, the child has been coded as special needs.
Agency Payment	"Rate" is displayed. This link takes you to a page that shows the authorized amount in more detail. NOTE: The rate for an authorization may change due to many reasons during the authorization period. Reasons can be, but are not limited, change in parent's income, child's age, provider's rates, county/tribal maximum rates, federal poverty level, a child is added/delete from the case (affects the poverty level), etc.

Authorization Rate Details

To access this page, click on the *Authorization* link in the left side navigation menu, then child on the child's name and again, click on the *Rate* on the Authorization Details page.

Patty Cake Day Care
Location Patty Cake 1 #001
123 Main St
Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

Authorization Rate Details

Child's Name Sten Silverado
Agency Dane County
Authorization Number 3800297203
Authorization Period 1/27/2013 - 4/27/2013

Case Number 1700470019
Worker Name & Phone
Authorization Type Attendance
Weekly Hours 35

Authorization Rate Details

Rate Begin Date	Rate End Date	Weekly Rate	Hourly Rate	Updated User ID	Updated Date
03/10/13	04/27/13		$5.48	XCTR34	03/01/13
02/17/13	03/09/13		$5.56	XCTR34	03/01/13
01/27/13	02/16/13		$5.48	XCTR34	02/18/13

Key fields on this page:

Authorization Rate Details	
Child's Name	The name of the authorized child.
Child Care Agency	The county/tribe that issued the authorization.
Authorization Number	The authorization number.
Authorization Period	Dates for the authorization period.
Case Number	CARES case number for the child's assistance group.
Worker Name & Phone	The name and phone number of the Primary Person's Case worker. In Milwaukee county, the name and phone number of the authorizing agency is displayed.
Authorization Type	Type of Authorization (Attendance or Enrollment based)
Weekly Hours	Number of weekly hours authorized for care.

Authorization Rate Details	
Rate Begin Date	The date the rate began.
Rate End Date	The date the rate ended. You enter an end date for expiring rates only when you are updating rates for a future period.
Weekly Rate	Weekly amount that the subsidy will pay. Weekly rate is displayed for enrollment based authorizations only. The column will be blank for attendance based authorizations.
Hourly Rate	The hourly authorized rate. If the authorization is on enrollment basis, the hourly rate is used to calculate the weekly rate. Also, this rate is used for potential overrides and school closed hours.
Updated User ID	This is the county/tribal worker's user ID who made the latest change to the authorization.
Updated Date	The date when the rate was updated.

Payments

Electronic Funds Transfer (EFT)

Child care providers are encouraged to use the EFT payment method instead of checks. The EFT payment method is the fastest and most secure way of receiving payments.

Child care providers must complete the Child Care Electronic Funds Transfer authorization form. Follow this link to a PDF version of the form: http://dcf.wisconsin.gov/forms/doc/392.doc

Child care providers must send the completed form to the child care coordinator in the county/tribe. The list of coordinators can be found at: http://dcf.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf.

Payment Issuance by Date

Payment information can be searched By Date, By Quarter, By Family/Child, Overpayments, or by 1099 Summary by using the navigation menu at the left side of the screen.

To find information regarding payments subsidy payments listed by the issuance date, click on the *By Date* link on the left-side navigation menu. The issuances are listed in chronological order with the latest issuance on to bottom of the page. This page is defaulted to show the last 6 months of issuances, however, if you want to modify the list or look at past issuances, you can change the *Begin* and *End Dates*.

Patty Cake Day Care
Location Patty Cake 1 #001
123 Main St
Anytown WI 45454
Contact Phone 608-231-2632

Notice that you can search by begin and end dates and select specific issuance dates to see details for that payment.

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

Payment by Issuance Date

Issuance Begin Date * 10/24/2012 **Issuance End Date** * 4/24/2013

Search >

Issuance Search - from 10/24/12 to 04/24/13

Dates	Gross Amount	YoungStar Amount	Net Amount*	Check/EFT Amount	Check/EFT Number	Check/EFT Date	Payment Method
12/08/12	$477.75	$133.42	$611.17	$611.17			Check
12/15/12	$1,017.71	$254.40	$1,272.11	$1,272.11			Check
12/15/12	$904.00	$226.00	$1,130.00	$1,130.00			Check
12/15/12	$194.40	$19.44	$213.84	$213.84			Check
12/22/12	$1,273.11	$183.90	$1,457.01	$1,457.01			Check
12/29/12	$716.76	$179.18	$895.94	$895.94			Check
01/12/13	$757.81	$189.43	$947.24	$947.24			Check
03/16/13	$10.00	$0.00	$10.00	$10.00			Check
Total:	**$5,351.54**	**$1,185.77**	**$6,537.31**	**$6,537.31**			

* **Note**: The above payment amounts may not include all recovered/returned payments.

Issuance Details

To find the details of any issuance select the issuance date (see previous screen shot) The *Issuance Details* page displays the reported attendance that has been included in a specific issuance.

Patty Cake Day Care
Location Patty Cake 1 #001
123 Main St
Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

Payment Information for Issuance on 12/08/12

Total Check/EFT Amount $611.17
Gross Amount $477.75
Total YoungStar Amount $133.42
Check/EFT Number
Total Net Amount $611.17

Showing 100 records per page
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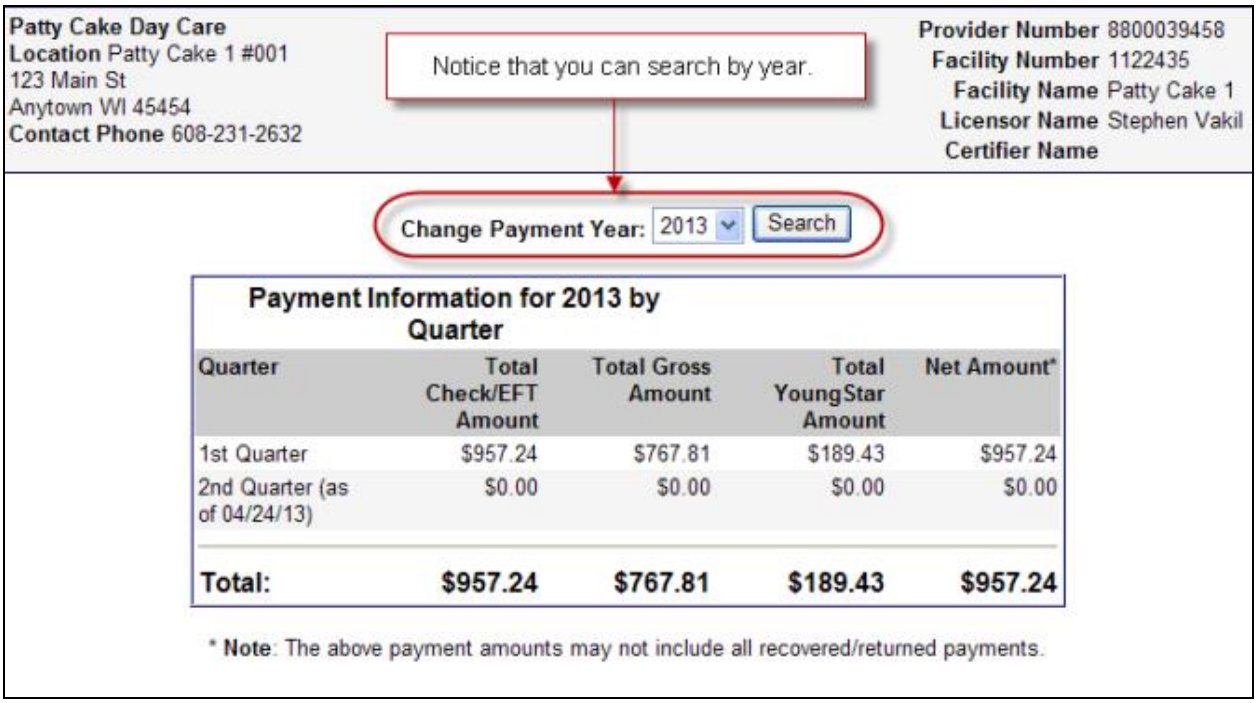
Case Number	Child's Name	Date Of Birth	Attendance Begin Date	Pay Type**	Gross Amount*	YoungStar Level	YoungStar Amount	Net Amount	Auth Hours	Auth Type	Actual Hours	Paid Hours
3700539631	August, Andy	01/01/08	09/04/11	NAJ	($56.00)			($56.00)	0	Enrollment	0	0
5700547350	Jones, Baby	01/25/12	10/28/12	ATD	$93.50	5 Stars	$23.37	$116.87	22	Attendance	22	22
5700547350	Jones, Baby	01/25/12	11/04/12	ATD	$93.50	5 Stars	$23.37	$116.87	22	Attendance	22	22
5700547350	Jones, Baby	01/25/12	11/11/12	ATD	$127.50	5 Stars	$31.87	$159.37	22	Attendance	30	30
5700547350	Jones, Baby	01/25/12	11/18/12	ATD	$106.25	5 Stars	$26.56	$132.81	22	Attendance	25	25
1700470019	Silverado, Sten	01/24/08	11/18/12	ATD	$113.00	5 Stars	$28.25	$141.25	20	Attendance	20	20

Payment Issuance by Quarter

From the navigation menu at the left side of the page, select *By Quarter*. This page displays issuances by quarter and includes the annual total amount.



Search Payment Issuance by Family/Child

This page list the payment issuance information pertaining to either a family (all children in one case) or by a particular child. To access this page, click on the “By Family/Child” link and conduct a search.

Patty Cake Day Care
Location Patty Cake 1 #001
123 Main St
Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

Case Number 1700470019
PIN 1101188910

Child Care Agency Dane County
Child's Name Silverado, Sten

Payment Information from 10/24/12

Showing 100 records per page
Page 1 of 1 - Records 1-10 of 10

Dates	Child's Name	Date Of Birth	Attendance Begin Date	Pay Type**	Gross Amount*	YoungStar Level	YoungStar Amount	Net Amount	Auth Hours	Auth Type	Actual Hours	Paid Hours
12/08/12	Silverado, Sten	01/24/08	11/18/12	ATD	$113.00	5 Stars	$28.25	$141.25	20	Attendance	20	20
03/16/13	Silverado, Sten	01/24/08	11/18/12	PAJ	$10.00			$10.00	0	Attendance	0	0
12/15/12	Silverado, Sten	01/24/08	11/25/12	ATD	$113.00	5 Stars	$28.25	$141.25	20	Attendance	20	20
12/15/12	Silverado, Sten	01/24/08	11/25/12	ATD	$141.25	5 Stars	$35.31	$176.56	20	Attendance	25	25
12/15/12	Silverado, Sten	01/24/08	12/02/12	ATD	$113.00	5 Stars	$28.25	$141.25	20	Attendance	20	20
12/15/12	Silverado, Sten	01/24/08	12/02/12	ATD	$129.95	5 Stars	$32.48	$162.43	20	Attendance	23	23
12/29/12	Silverado, Sten	01/24/08	12/09/12	ATD	$113.00	5 Stars	$28.25	$141.25	20	Attendance	20	20
12/29/12	Silverado, Sten	01/24/08	12/16/12	ATD	$113.00	5 Stars	$28.25	$141.25	20	Attendance	20	20
01/12/13	Silverado, Sten	01/24/08	12/23/12	ATD	$124.30	5 Stars	$31.07	$155.37	20	Attendance	22	22
01/12/13	Silverado, Sten	01/24/08	12/30/12	ATD	$113.00	5 Stars	$28.25	$141.25	20	Attendance	20	20

Showing 100 records per page
Page 1 of 1 - Records 1-10 of 10

***Note**: The above payment amounts may not include all recovered/returned payments.
****Pay Types:** ATD-Attendance, PAJPositive-Adjustment, NAJNegative-Adjustment, YSIYoungStar-Initial, YSRYoungStar-Retroactive, REGRegistration-Fee

The system displays the issuances for the last 6 months; however, you can adjust the time period on the search page.

Example: A book-keeper in a large group center wants to know how much the subsidy paid for a child during a specific period. To view this information, the book-keeper would enter begin and end dates and then hit the *Search* button.

Overpayments

The status of overpayments can be viewed by clicking on the *Overpayments* link on the left-side navigation menu. In this section, you will be able to view information regarding any outstanding overpayments made to the provider location/site.

Patty Cake Day Care
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123 Main St
Anytown WI 45454
Contact Phone 608-231-2632

Provider Number 8800039458
Facility Number 1122435
Facility Name Patty Cake 1
Licensor Name Stephen Vakil
Certifier Name

Overpayment Information

Showing 10 records per page
Page 1 of 1 - Records 1-6 of 6

Child's Name	Date of Birth	Attendance Begin Date	Adjustment Amount	Adjustment Reason	Adjustment Category	Balance Due	Adjustment Creation Date
Jones, Baby	01/25/12	12/09/12	$50.00	Violation Due To Overbilling Or Overcapacity	PE	$50.00	04/19/13
Jones, Baby	01/25/12	12/09/12	$50.00	Violation Due To Overbilling Or Overcapacity	PE	$50.00	04/19/13
Jones, Baby	01/25/12	12/16/12	$50.00	Violation Due To Overbilling Or Overcapacity	PE	$50.00	04/19/13
Jones, Baby	01/25/12	12/16/12	$50.00	Violation Due To Overbilling Or Overcapacity	PE	$50.00	04/19/13
Silverado, Sten	01/24/08	12/09/12	$50.00	Violation Due To Overbilling Or Overcapacity	PE	$50.00	04/19/13
Silverado, Sten	01/24/08	12/16/12	$50.00	Violation Due To Overbilling Or Overcapacity	PE	$50.00	04/19/13

Overpayment Information Section	
Child's Name	Name of child for whom the overpayment was made. The name also works as a link to the Overpayment Collection Details.
Date of Birth	The Date of birth of the child for whom the overpayment was made.
Attendance Begin Date	Week of attendance for which the overpayment was made
Adjustment Amount	Total amount being adjusted
Adjustment Reason	The reason for the adjustment
Adjustment Category	There are 3 possibilities: AE: agency error (recouped up to 10% of issuance) PE: provider error (recouped up to 25% of issuance) IPV: intentional program violation (recouped up to 50% of issuance)

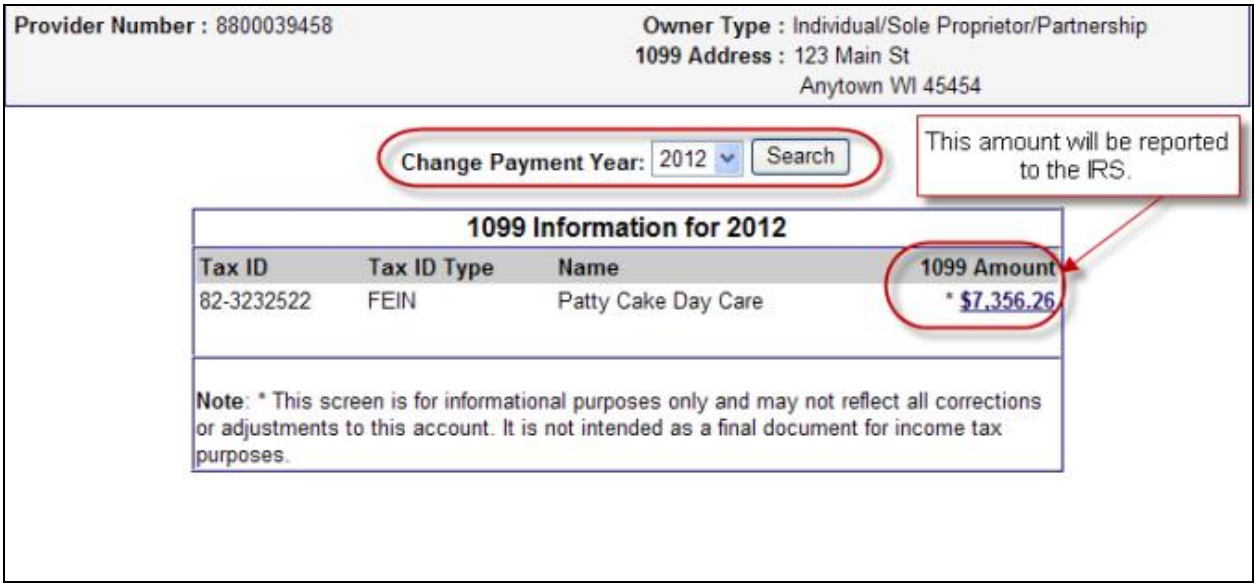
Balance Due	The total amount due
Adjustment Creation Date	The date the adjustment was made.

1099 Tax Statements

Child Care providers that are operating as any business structure other than a Corporation will receive a 1099 tax statement in the end of January. The statement includes the total amount of subsidy payments issued to the provider, if $600 or more has been paid in the calendar year.

To check the business structure is recorded in the Wisconsin Shares payment system, refer to the navigation menu at the left side of the screen and select the *Location List* link.

This amount must be reported to the IRS and must be claimed when the provider files taxes for the year.



Creating and Printing Reports

Another valuable service on the CCPI web site is the ability to create and print customized reports with specific information about authorizations and payments. Providers can choose one or all of their locations, and then create one of four reports by dates that span up to six months. To begin creating and printing reports, simply click on the “Report” tab at on the main navigation bar, or from the menu at the left or the screen. You can select:

- Attendance Reports,
- Authorization Reports, or

- Payment Reports.

Authorization Reports

Authorizations Ending as of a Selected Date
This report lists children whose authorizations for the location are ending as of a selected date. The report will display all authorizations that end as of the following Saturday of the selected date (when there is no authorization for that child beginning the next day).

This report allows providers to view children who have authorizations to the location for a specified time frame. The time frame can be in the past, current or in the future, however, the maximum time span is six (6) months.

Payments Reports

Payments for a Selected Period
This report displays the children authorized to the site for which a payment was issued. The time frame for the payment issuance must be in the past and cannot span more than 6 months.

Remittances for a Selected Date
This is the same remittance report that is mailed to the providers with checks and EFT statements. Enter a desired issuance date to see a list of children that the issuance covered.

Overpayments
This report lists current overpayments to the site. This report does not display historical information.

Where to Go for Help

If you are having trouble navigating CCPI, review the FAQ section of the CCPI web page and review this User Guide;

Contact the Child Care Help Desk for further assistance with CCPI: childcare@wisconsin.gov