Child Care Provider Portal Fact Sheet

The **Child Care Provider Portal (CCPP)** allows you to manage your child care business online. The Provider Portal is available 24/7, and you can access it from any computer, tablet, or smartphone with an Internet connection. You will be able to do the following:

- View the list of children authorized by Wisconsin Shares subsidy program to attend your program.

- View Wisconsin Shares payments made by families using the MyWIChildCare EBT card.

- View and update your child care prices.

- Request to end an authorization for a child who is no longer attending or has never attended your program.

- Report temporary closures so a parent can request an authorization to an alternate provider.

- View certain Licensing/Certification, YoungStar documents and details.

- Submit background checks for your program and view their statuses.

- Receive Wisconsin Shares notices and other communication.

- Send messages to and receive messages from your local agency worker.

Where do I find more information on the Provider Portal?

A new informational page has been created for the Provider Portal where all portal-related information can be easily accessed. On this page, you can explore:

- How to gain access to the portal

- Online training resources explaining how to use the portal

- **User Guide:** This guide is updated every time changes are made in the portal. The updated sections are highlighted yellow.

The **CCPP Informational webpage** is found at
https://dcf.wisconsin.gov/childcare/provider-portal/info

Direct Links to CCPP Topics

How to request access to the portal
https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access

Understanding Child Care Background Checks computer-based training
https://dcf.wisconsin.gov/elearning/ccbackgroundchecks/story_html5.html

Child Care Background Checks: Using the Provider Portal (Individual Module) computer-based training
https://dcf.wisconsin.gov/elearning/cbcindividualmodule/story_html5.html

Child Care Provider Portal User Guide
https://dcf.wisconsin.gov/files/publications/pdf/5221.pdf

CCPP Security Module User Guide
https://dcf.wisconsin.gov/files/publications/pdf/5400.pdf

Wisconsin iChildCare Portal Information
https://dcf.wisconsin.gov/childcare/ichildcare/portalinfo

Note: *The information in the Child Care Provider Portal is confidential, and everyone using this system must follow confidentiality guidelines. Please read the Wisconsin Statutes regarding disclosing information about child care subsidy recipients.*
http://docs.legis.wisconsin.gov/statutes/statutes/49

Wisconsin Department of Children and Families