

Child Care Provider Portal Fact Sheet for Out-of-State Child Care Programs

The **Child Care Provider Portal (CCPP)** allows you to view Wisconsin Shares information 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 the Wisconsin Shares subsidy program to attend your center.
- View Wisconsin Shares payments made by families using the MyWICChildCare EBT card.
- View and update your child care prices (licensed centers and programs operated by public schools).
- Send a request to end a Wisconsin Shares authorization for a child who is no longer attending or has never attended.
- Receive Wisconsin Shares notices and other communications from the Wisconsin Department of Children and Families (DCF).
- Send messages to and receive messages from your Wisconsin local child care worker.

Where do I find more information on the Provider Portal?

An informational page is available 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

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 Provider Portal

<https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>

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

https://dcf.wisconsin.gov/elearning/ccpptraining/story_html5.html

Child Care Provider Portal User Guide

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

Note: Sections regarding background checks and regulatory information pertain to Wisconsin regulated child care programs only.

CCPP Security Module User Guide

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

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>

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

