



**Partner Up! Business and Provider
Participation Guide
2023-2024**

Funding for the Partner Up! grant program is provided by the Department of Children and Families (DCF). The Partner Up! grant program is administered by Supporting Families Together Association (SFTA).



Wisconsin Department of
Children and Families



<https://dcf.wisconsin.gov/childcare/projectgrowth>

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Partner Up! Definitions

Business Child Care Advocate (BCCA) conducts outreach for Partner Up! to businesses, connects businesses and regulated child care providers, and provides technical assistance to businesses and providers participating in Partner Up!

Business Intake Form (BIF) is an online intake form for awarded businesses to fill out listing the employees receiving the Partner Up! grant.

Child Care Finder is a system used to find information about regulated child care in Wisconsin including DCF provider/location numbers, compliance history and YoungStar rating (Wisconsin's Quality Rating and Improvement System).

Child Care Resource & Referral Agencies (CCR&Rs) are agencies that offer child care data, referrals for local child care vacancies, and other community support around early childhood topics and needs. Find your local CCR&R at <https://supportingfamiliesogether.org/find-my-local-ccrr-and-frc/>.

Corporate Spending Innovations (CSI) is the third party payment company SFTA has engaged to manage the payments for Partner Up!

DCF refers to the Wisconsin Department of Children and Families. DCF is the state agency implementing Project Growth.

Dream Up! Child Care Supply-Building Grant is another Project Growth grant program focused on sustaining existing child care and expanding it in areas where there is need through a community approach. It is administered by First Children's Finance.

ECE refers to Early Care and Education.

Federal Employer Identification Number (FEIN) is also known as a Federal Tax Identification Number and is used to identify a business entity. Learn more information at irs.gov.

Family Intake Form (FIF) is an online intake form that employees need to fill out identifying their children, birth dates, Social Security Numbers (SSN), and child care provider, if known.

Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service (IRS). The IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain, a Social Security number (SSN) from the Social Security Administration (SSA). Learn more information at irs.gov.

Project Growth is the Department of Children and Families' program which includes the Partner Up! and Dream Up! Child Care Supply-Building grant programs. The grants support workforce stabilization by enhancing access to early childcare and education by helping Wisconsin businesses, communities, and child care partners add services and find solutions. Learn more at projectgrowth.wi.gov.

Provider refers to regulated (licensed or certified) child care programs.

Provider number and location number are the 10-digit and 3-digit numbers assigned to regulated providers by DCF. They appear in this example format: 9000567841-001.

Regulated Child Care providers include Wisconsin's certified and licensed child care programs.

Supporting Families Together Association (SFTA) is the administrator of Partner Up!, which includes contract management, performance monitoring, payments, and invoicing.

True Cost of Care rates were determined by DCF based on research on what it costs to run high-quality child care Wisconsin. These rates can differ from the current market rates found from community to community and will likely differ from rates charged by individual child care programs. This is the payment amount sent to providers for each contracted child care slot under Partner Up!

Partner Up! Overview

This section is provided as a brief overview to Partner Up! More detailed information is available throughout the remainder of this handbook. Please refer to the table of contents to locate a specific topic.

DCF launched Project Growth in 2022, a large-scale program designed to help Wisconsin businesses, communities, and ECE partners add services, find solutions, and innovate to ensure a stable, high-quality workforce in Wisconsin. Funding for this project is from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), American Rescue Plan Act (ARPA), and Preschool Development Grant (PDG). Project Growth encompasses two grant initiatives: Partner Up! and Dream Up! DCF provides funding and oversight of Project Growth, but other partners implement and administer Partner Up! and Dream Up! Partner Up! is administered by staff at the Supporting Families Together Association (SFTA) office in Madison in partnership with Child Care Resource & Referral Agencies (CCR&Rs) across the state. DCF is using remaining funds from ARPA and new funding from the Department of Workforce Development (DWD) Quality Jobs, Equity, Strategy, and Training (QUEST) grant to implement Cohort 3 of the Partner Up! grant program.

Partner Up! has provided \$26 million in funding to support businesses in purchasing slots at existing regulated child care programs. It is designed to encourage businesses to secure child care slots for their employees at local high-quality child care programs.

Under Partner Up!, the true cost of care is covered by a combination of business contribution, DCF contribution, and in some cases, parent contribution. Contracted providers receive the full monthly true cost of care amount for contracted slots.

Eligibility

Partner Up! does not discriminate based on sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, sexual orientation, or disability.

Businesses

All businesses with two or more employees, except government entities, are eligible to apply. Funding is targeted to businesses and families that would not normally be eligible for child care subsidy. Parents/caregivers who currently receive Wisconsin Shares child care subsidy or are participants in the Inclusive Birth to 3 Child Care Pilot are not eligible to receive sponsorship from Partner Up! at the same time.

If a business is applying for multiple locations, businesses must list all locations in the application.

For child care providers applying as a business, priority will be given to:

- Providers who are regulated and in good standing with DCF
- Providers located in child care deserts
- **Note:** We are not prioritizing entities that received DWD Workforce Innovation Grant funds

For all businesses, priority will be given to:

- Small businesses with 50 or fewer employees
- Employers applying for low to middle income employees
 - Low to middle income is not defined by DCF; for guidance, consider the following:
 - Federal poverty level (FPL) for a family of 4 is \$30,000
 - 200% of the FPL for a family of 4 is \$60,000.
 - The Wisconsin median household income is \$67,080, with the average of 2.4 people per household.
- Businesses willing to contribute:
 - 30% or more of the true cost of care (new contracting businesses)
 - 40% or more of the true cost of care (renewing businesses)

Families

Eligible families must:

- Have at least one parent/guardian employed by a participating business
- Not receive certain other financial assistance offered through DCF, such as the Wisconsin Shares child care subsidy program or the Inclusive Birth to 3 Child Care Pilot. However, application to and denial for Wisconsin Shares eligibility is not a prerequisite for Partner Up! eligibility. If an individual currently receives Wisconsin Shares child care subsidy or is participating in the Inclusive Birth to 3 Child Care Pilot, that employee would be required to unenroll in those programs to receive Partner Up! funds. **Note:** Partner Up! funds are limited and could impact employee total income; we recommend you evaluate whether the Partner Up! grant program is right for your family

Whether or not a family has existing regulated child care does not affect eligibility. In many cases, families will be able to keep their existing care providers, if those providers are regulated and willing to contract with SFTA and the business(es). However, if the family currently receives care from an unregulated provider, the family will need to switch care to a regulated provider to participate.

Regulated Child Care Providers

Eligible child care providers must:

- Be existing licensed or certified child care providers

- Be in good standing with the Wisconsin Department of Children and Families as defined in Program Terms and Conditions
- Sign a contract to participate in and accept children and payments through the Partner Up! grant program
- Child care programs can also apply as businesses to reserve subsidized slots for staff. No more than 50% of awarded businesses statewide may be child care programs

SFTA and the Business Child Care Advocates, in partnership with other CCR&R programming, will provide information around high-quality care to employers and families so that families can make informed choices about their needs for care. Providers will be connected to information and other supports around high-quality practices through CCR&R and other partner supports.

Grant Funding

Participating businesses will secure child care slots defined as one child per slot either at a full-time (21+ hours/week) or part-time (20 hours/week or less) capacity at the true cost of care rate (full or part-time) for 9- or 12-month contracts from regulated child care providers.

Newly contracting businesses will contribute a minimum of 25% of the true cost of care, in increments of 25%, 30%, 35%, 40%, 45%, 50%, or more. Families will contribute a 10% parent pay portion, paid directly to the child care provider. A business may choose to cover the parent pay cost for their employees, in which case the minimum a business must contribute is 35% of the true cost of care.

Businesses renewing their current contract will contribute a minimum of 35% of the true cost of care but may not decrease their contribution from their contract in Cohorts 1 or 2; there will be no parent pay for contract renewals. DCF and the Partner Up! grant program will cover the remainder of the true cost of care amount for all contracted slots, up to 65%.

Providers will receive monthly payments for 100% of the true cost of care, determined by age of child and enrollment status as shown in the table below. The cost of the child care slots is set by DCF and reflective of the true cost of providing high-quality care in Wisconsin.

Each contract will provide detail on monthly amounts and who is responsible for each portion.

Monthly True Cost of Care amounts may be found in Appendix B – True Cost of Care

Application Process

Applications for Cohort 3 were open April 12 – May 12, 2023 at 5 pm CST. Business applications were submitted through DCF's Project Growth website: <https://dcf.wisconsin.gov/childcare/projectgrowth>.

Applications were scored by SFTA using DCF-established criteria, and top scores were awarded grants, up to the funding amounts allocated to each DCF region. DCF notified all businesses that are awarded a grant via email.

Intake and Contract Process

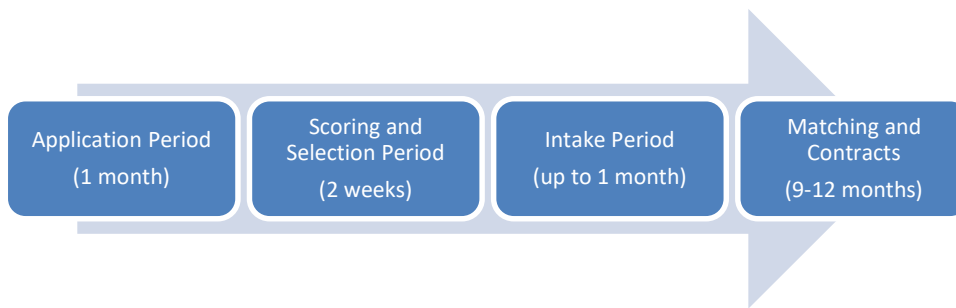
SFTA will collect additional information from all businesses awarded a grant via an online Business Intake Form (BIF) sent by email from Salesforce. Businesses must complete the BIF within 14 days after DCF sent the award notification. Businesses will be responsible for identifying eligible families among their employees and assisting in providing the information required by the program. Business Child Care Advocates (BCCAs) can assist businesses in accessing and completing the required forms as needed.

Once the BIF is completed, SFTA will create Family Intake Forms (FIF) for each of the participating employees. SFTA will send this form as an emailed link to employee emails provided on the BIF. BCCAs will then work with employees and employers to ensure completion of the FIFs, including detailed information on the child care provider they are enrolled with. After required information is submitted, SFTA will provide a written contract to be reviewed and signed by the business. This information will be kept confidential and will only be used by SFTA and DCF for verification of eligibility and data collection.

Participating providers will also be contacted by SFTA to notify them of the child requesting their care under Partner Up! Providers will receive an email with information about the program and a W-9 form. When the contract is ready, providers will receive a copy to sign. Providers will have the option to select their payment preference during the vendor setup process described below under payment information.

Contracts for Cohort 3 will be completed May through August 2023 and will be effective for 9- or 12-month periods, as determined by participants. A sample contract may be found in Appendix C – Sample Contract.

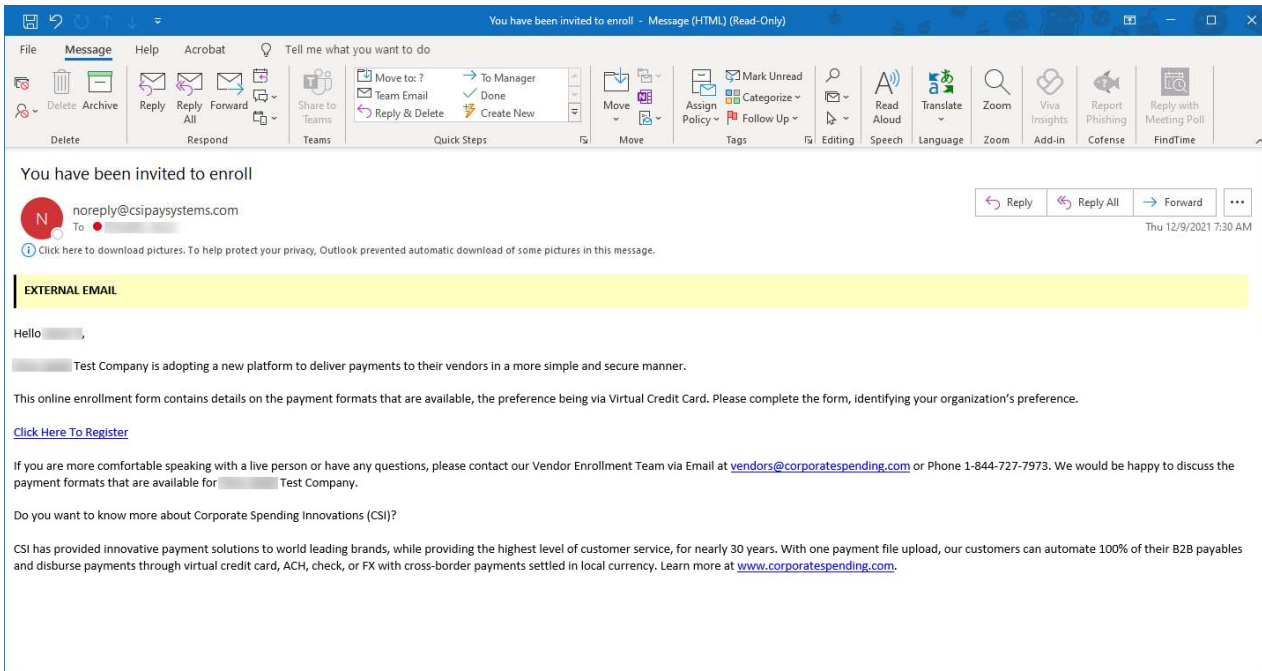
Process Overview and Timeline



Payment Information

SFTA will send monthly payments to providers **at the end of each month of the contract**. Payment may be made via virtual card, ACH, or check, depending on provider preference. During the provider intake, they will have the option to select their preference and sign up for ACH if choosing that option.

Once a provider's contract is signed, their information will be entered into the payment system. Once enrolled, each provider will receive an email from noreply@csipaymentsystems.com to set up the preferred payment method. Corporate Spending Innovations (CSI) is the third party payment company SFTA has engaged to manage the payments for Partner Up! This is not spam or phishing and providers may feel secure in working with them. If providers do not receive the CSI email, providers should check their junk or spam folders. Here is a sample of the email:



The vendor default is virtual card payments. This option carries card processing fees and is not recommended. If providers do not want this option, they must choose no for the first question. If they prefer ACH, they should answer no for the next question as well.

Does your company accept card payments for invoices?

Yes No

Are you interested in getting set up to accept card payments?

Yes No

If you're unable to accept card payments, you might consider ACH payments instead.
Are you interested in getting set up to accept ACH payments?

Yes No

TELL US ABOUT YOUR BANK

* Required

Bank Name *

Bank Routing Number *

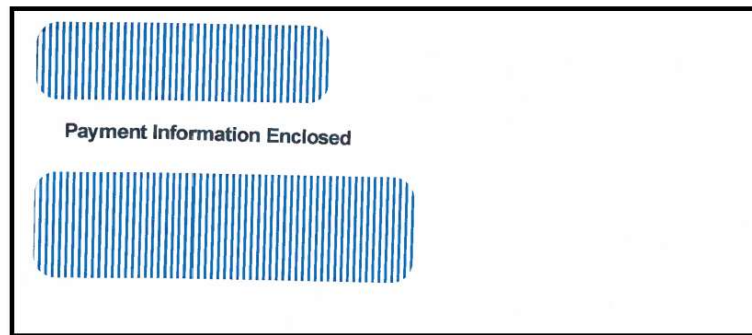
Account Type *

Bank Account Number *

Bank Indicator *

Confirm Bank Account Number *

If providers opt to receive a payment by check, the envelope in which the check arrives will look like this:



This is not junk mail; please do not discard without opening! Providers should [contact SFTA](#) at partnerup@supportingfamiliesaltogether.org immediately if there are any issues with payment. If at any time a provider wishes to change their payment method, SFTA staff can resend the CSI email; any new information entered will overwrite the previously entered options. Providers should not attempt to contact CSI customer service without first contacting SFTA. SFTA and your [Business Child Care Advocate](#) are here to support all participants in Partner Up! Don't hesitate to reach out at any time for assistance.

Providers who are contracting as businesses to cover the cost of child care for their employees will receive a payment reduced by the amount of their monthly contribution.

Monthly Provider Statements

On or around the 30th of each month, providers will receive statements that provide detail on their slot payments. These will arrive by email, separately from the payment itself. To apply the payment to the correct slot, providers will need to use these statements to help determine what each payment was for. **Note:** there may be several statements per month arriving in separate emails. This is dependent upon how the transaction had to be created in the payment system, often determined by such factors as contract start and end months. Providers should keep all these statements for their records in case of audit.

Here is an example statement:



Provider Statement

Supporting Families Together Association Partner Up! Grant Program

DATE: 08/01/2022

700 Rayovac Drive, Suite 6
Madison, WI 53711
Phone: 608-443-4310
partnerup@supportingfamilies.together.org

TO: ABC Child Care-Provider
Address

SHIP TO: ABC Child Care-Provider
Address

DESCRIPTION	CHILD	PROJECT	UNIT PRICE	AMOUNT
Full-Time Care 3-year old - DCF	Child 1 Name	Partner Up-DCF	\$825.00	\$825.00
Full-Time Care 3-year old - ER	Child 1 Name	PU - ABC CC	\$275.00	\$275.00
Provider Business Contribution	Child 1 Name	PU - ABC CC	\$-275.00	\$-275.00
Full-Time Care 4 & 5-year old - DCF	Child 2 Name	Partner Up-DCF	\$750.00	\$750.00
Full-Time Care 4 & 5-year old - ER	Child 2 Name	PU - ABC CC	\$250.00	\$250.00
Provider Business Contribution	Child 2 Name	PU - ABC CC	\$-250.00	\$-250.00
Full-Time Care 2-year old - DCF	Child 3 Name	Partner Up-DCF	\$1,050.00	\$1,050.00
Full-Time Care 2-year old - ER	Child 3 Name	PU - ABC CC	\$350.00	\$350.00
Provider Business Contribution	Child 3 Name	PU - ABC CC	\$-350.00	\$-350.00
			TOTAL DUE TO PROVIDER	\$2,625.00

If a statement reprint or a consolidated summary report of payments across months or showing all children is needed, this will be made available upon request to partnerup@supportingfamilies.together.org. Please provide provider name and DCF provider number, along with a detailed description of your request.

Tax Information for Providers

Providers receiving payments from Partner Up! will receive a Form 1099 in January for the previous year's payment total. SFTA and DCF are unable to provide any tax advice; providers should consult with a tax professional about claiming Partner Up! payments as income for tax purposes.

Funding Guidance for Providers

Partner Up! provides funds to businesses to support the child care needs of employees. Participating child care providers must use these funds to cover reasonable costs associated with the provision of high-quality child care services, and to comply with all child care regulations. Providers shall report all costs by category as outlined in the program materials.

Restrictions on the use of funds. Funds cannot be used in the following ways:

- Purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building of facility, except for minor remodeling
- Child care costs of school-age children during normal school hours

- Services for which students receive academic credit toward graduation
- Any instructional services that replace or duplicate the academic program of any public or private school
- Legal services, bad debts, penalties/fines, capital assets, personal or business loans, or any other purpose unrelated to providing quality, professional child care services

Billing Information

Participating businesses will begin receiving invoices at the beginning of the first contract month. Invoices will be emailed directly from SFTA’s financial system, so businesses needed to ensure they provide the correct billing email address during the intake process. If a business does not receive an invoice, businesses should first check their spam or junk email folder. **Note:** Contract changes and errors may delay invoicing. Contact SFTA (partnerup@supportingfamilies.together.org) as soon as possible for missing or incorrect invoices. Here is an example invoice:



INVOICE

Supporting Families Together Association
Partner Up! Grant Program

INVOICE #: INV0712
 DATE: 01/31/2023

700 Rayovac Drive, Suite 6
 Madison, WI 53711
 Phone: 608-443-4310
partnerup@supportingfamilies.together.org

BILL TO: XYZ Business Street Address City, WI 11111	SHIP TO: XYZ Business Street Address City, WI 11111
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DESCRIPTION	CHILD	PROJECT	UNIT PRICE	AMOUNT
Full-Time Care 4 & 5-year old - ER	Child Name	PU - XYZ Business	\$250.00	\$250.00
Full-Time Care 0-1 year, 11 mos. - ER	Child Name	PU - XYZ Business	\$450.00	\$450.00
Full-Time Care 2-year old - ER	Child Name	PU - XYZ Business	\$350.00	\$350.00
Full-Time Care 0-1 year, 11 mos. - ER	Child Name	PU - XYZ Business	\$450.00	\$450.00
Full-Time Care 2-year old - ER	Child Name	PU - XYZ Business	\$350.00	\$350.00
Full-Time Care 2-year old - ER	Child Name	PU - XYZ Business	\$350.00	\$350.00
Full-Time Care 0-1 year, 11 mos. - ER	Child Name	PU - XYZ Business	\$450.00	\$450.00
Full-Time Care 0-1 year, 11 mos. - ER	Child Name	PU - XYZ Business	\$450.00	\$450.00
Part-Time Care 6+ year old - ER	Child Name	PU - XYZ Business	\$150.00	\$150.00
Part-Time Care 4 & 5-year old - ER	Child Name	PU - XYZ Business	\$168.75	\$168.75
			TOTAL	3,418.75
			TOTAL PAID	(0.00)
			TOTAL DUE	3,418.75

Providers who are participating as businesses to support the cost of tuition for their own employees will not receive a monthly invoice. Instead, their monthly payment will be reduced by the contribution amount outlined in the contract.

Reporting Requirements for Partner Up! Participants

SFTA will collect information for data purposes, verification of eligibility, and monitoring and tracking adherence to contract and program terms and conditions from businesses, families, and child care providers participating in Partner Up! This section provides a summary of the information SFTA will require from each party.

Families will only be required to submit information at the start of program participation, for verification purposes. This will include contact information, date of birth, social security numbers, and current child care provider details. A pre- and post-participation survey will also be released at the beginning and end of the contract period to assess program impact for families.

Businesses and child care providers will be required to submit quarterly program reviews to SFTA to describe what is going well, challenges, impact, and how funds are being used. This quarterly review will consist of submitting a web form ([Partner Up! Quarterly Report](#)). This information will assist with ongoing program assessment and efforts toward continuous improvement.

Making Changes to Contracts

Program participants must report any changes that would impact their contract within two business days after the change via the online change form ([Partner Up! Change Request](#)). Failure to do so could result in delayed or incorrect payments and invoices and may lead to forfeiture of slots or termination from the program. Participants may reach out to their BCCA at any time for support in completing this form.

Based on the information participants provide, SFTA will determine whether the contract can be amended, or whether it will need to be terminated, and, if applicable, a new contract issued. Participants will be guided through any next steps needed to complete this process, including any new information needed via Family Intake Forms. Contract changes will be received through DocuSign via the same process as the original contract. Monthly invoices and statements will reflect any changes made on future payment and billing cycles. Note that invoices and statements arrive via email to the address on file at SFTA.

Terms and Conditions

Businesses and providers will be required to adhere to program terms and conditions as part of their contract. The program Terms & Conditions can be found in Appendix A on pages 11-23. Questions about program terms and conditions may be directed to your [BCCA](#) or SFTA at partnerup@supportingfamielstogether.org or 608-443-4310.

Appendix A: Terms and Conditions



Partner Up! Terms & Conditions for Participation New Businesses and Providers

Definition of Terms

Business: The Business that is contracting for slots with the Provider and contributing a minimum of 25% to the true cost of care for slots reserved. This includes a child care Provider that is contracting for slots as a Business.

Business Child Care Advocate (BCCA): Staff at Child Care Resource and Referral Agencies statewide who conduct outreach to businesses for Project Growth, connect Businesses and regulated child care providers, and provide technical assistance to businesses and providers participating in Partner Up!

Parent contribution: Parents or guardians are required to pay 10% of the monthly true cost of care directly to the child care Provider by the end of each month.

Provider or child care provider: The regulated child care program providing care and supervision to the child(ren) identified in this Contract.

Supporting Families Together Association (SFTA): The administrator of the Partner Up! grant program.

True cost of care: The amount of the cost of care per child, based on full-time or part-time, determined by the Department of Children and Families (DCF) after a statewide analysis.

By accepting Partner Up! funds, Businesses and Providers agree to all requirements, understandings, and conditions included in these Terms and Conditions.

Eligibility

For Businesses:

All businesses except government entities are eligible for Partner Up! provided they have at least two (2) employees.

Businesses must be a qualified Wisconsin employer and meet the following requirements:

- The employer must have a Worker's Compensation insurance policy for its employees unless legally exempt.
- The employer must comply with Wisconsin minimum wage law for all employees.
- The employer must file a Wisconsin New Hire report on the employee within 30 days of the hiring date.
- The employer must report employee wages to Unemployment Insurance unless exempt.

For Providers:

Child care providers must be regulated and in good standing as defined by DCF:

- In compliance with child care background check requirements.

- In compliance with administrative rules for child care providers as outlined by the DCF Bureau of Early Care Regulation (BECR) and are not currently subject to a revocation, suspension, or denial of a license or certification.
- Currently repaying any overpayment and/or in compliance with any Repayment Agreement, if any Wisconsin Shares or Child Care Counts overpayments are owed.
- Not have been terminated from Wisconsin Shares.

For Employees/Families:

Businesses will identify their employees eligible to participate in the program based on low to middle income levels and need for child care. Families may not also receive funding from Wisconsin Shares child care subsidy or the Inclusive Birth to 3 Pilot while contracted under Partner Up! Businesses will work with their Business Child Care Advocate (BCCA) to access the appropriate intake forms for eligible families to complete to enter the program.

Partner Up! is only able to provide contracts for Providers with confirmed or guaranteed enrollment for a slot. For families seeking referral support from Partner Up!, no contract will be completed for that slot until a provider with vacancy is found. For families with a child not yet born, the parents will need to have guaranteed enrollment with a provider for a contract to be completed. The latest start date for any Partner Up! Cohort 3 contract will be September 1, 2023.

In determining employee eligibility or agreeing to provide care, businesses and providers must not discriminate based on sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, sexual orientation, or disability. Businesses and Providers must take steps to avoid any conflicts of interest in selecting eligible employees and/or agreeing to contract. Providers may not unenroll children at their facility to fill slots using Partner Up! funding.

Contracts

Businesses and Providers are required to sign a contract reserving their requested number of child care slots and committing to their contribution amount for the contract term. Contracts may be for 9- or 12-month periods with existing regulated child care providers. The child care slots under this program belong to the Business until the contract is terminated.

Families may elect to remain with their current Provider, if that Provider is regulated and in good standing as identified above, or may choose to move to another regulated Provider. If a family does not currently receive care from a regulated Provider, Businesses will work with BCCAs to make informed decisions around high-quality care.

Businesses and Providers may only vacate a contract for the reasons outlined in these Terms and Conditions under “Termination or Cancellation.”

Businesses and Providers are required to notify SFTA in writing within two (2) business days after slots are vacated for any reason. Notification must be made via the [Partner Up! Change Request](#) web form. Failure to notify SFTA of any changes is a violation of these Terms and Conditions and may result in contract termination.

Business Contribution and Match Amounts

Businesses are required to contribute a minimum of 25% of the true cost of care per slot and parents are required to contribute 10% of the true cost of care, as determined by DCF and identified in Appendix A. Businesses may elect to cover the entire parent pay portion on behalf of their employees; in those situations, the minimum Business contribution would be 35% of the true cost of care. As a match, DCF will contribute up to 65% of the true cost of care per slot. Providers will receive 100% of the true cost of care amount per slot.

If a Business elects not to cover the parent pay portion on behalf of their employees, the parent will be responsible for paying that amount directly to the Provider.

SFTA will invoice Businesses on or around the 1st of each contracted month for their total contribution amount and Businesses are responsible for paying the full contracted amount within 30 days after the invoice date, unless written exceptions are granted for other payment terms as permitted by SFTA. Businesses with unpaid invoices aging 60 days or more may be subject to contract termination.

Parent Contribution

Parents are responsible for 10% of the true cost of care that will be paid directly to the child care provider by the end of each month. In some situations, the Business may elect to cover the parent pay contribution, in which case parents will not need to pay the Provider the 10% contribution amount.

Whether the Business elects to cover the 10% parent contribution, parents are still responsible for paying the cost of any cost of regular tuition above the true cost of care, and any additional costs of care not included in the regular tuition, such as field trips, special projects, etc. Parents will pay these costs directly to the Provider.

Provider Payments

SFTA is responsible for making monthly payments for the child care slots to the Provider, which may be disbursed by ACH payment or check, as requested by the Provider. This monthly payment will include both the DCF and Business portions of the monthly true cost of care for the child care slots, contingent upon available funds. Payments will be processed at the end of the contract month for which care occurred.

Providers will be responsible for collecting parent contributions unless the Business has agreed to cover this cost on behalf of the parent. Providers will be responsible for collecting from parents any cost of regular tuition above the true cost of care, and any additional costs of care not included in the regular tuition, such as field trips, special projects, etc. DCF and SFTA are not responsible for any Parent contribution amounts in the Partner Up! program.

Change in Child Age

If the age of a child in care under a Partner Up! contract changes during the contract term, and that change results in a change to the monthly true cost of care amount, invoice and payment amounts will be adjusted accordingly and automatically for the month following the change in age.

SFTA will notify Businesses, Providers, and parents when the contribution amount will change and the new required payments. SFTA will provide Businesses and Providers with a detailed statement and invoice reflecting the change in the true cost of care contributions.

Vacated Slots

Business or Employment Change

When a child care slot purchased by a Business is vacated by an employee before the contract term ends, each Business receives a two-week period during which they may fill a vacated slot with another employee's child. The two-week period begins the day after the child's last date of attendance.

The child care slot under this contract belongs to the Business. The Business may use the slot for the newly selected employee at the current Provider if the Provider has availability or if the new family already attends that Provider. Or the Business may select an employee who does not use that current Provider and the slot will follow the family to the new child care Provider.

If the new family selected receives care from a different child care Provider, their contract term will begin at the end of the two-week period. If the family selected receives care from the same child care Provider, their contract term may begin immediately after the first child vacates the slot.

If the Business is unable to fill the slot, SFTA will invoice the Business for two weeks of their contribution of the slot. Partner Up! will pay the DCF match amount for that same two-week period. At the end of the two-week period, the Business relinquishes the slot, and the contract will be terminated. No further invoices or payments will be issued for that slot.

Businesses and Providers will record the last day of attendance on the [Partner Up! Change Request](#). If, upon mutual agreement based on need and situation, both Business and Provider agree to terminate the contract immediately, SFTA will terminate the contract.

SFTA staff and the BCCA will assist the Business and Provider as needed to make any changes to the contract. SFTA will report all vacated slots to DCF.

As detailed in the Termination and Cancellation section below, Businesses must notify SFTA of a change in the contract within two (2) days after the change. If a business fails to notify SFTA of the change, it is a violation of the contract Terms and Conditions; Businesses may be responsible for paying the DCF contribution amount and the contract may be terminated.

Change In Providers

If a family needs to change providers during the contract, this may be allowable. SFTA will negotiate contract termination with the former Provider and initiate an amendment and new agreement for the Business and new Provider. The month will be prorated for each Provider depending on length of time the child was in care. For example, if a change occurs on the 15th of the month, the former Provider will be paid for the first 15 days of the month, and the new Provider would be paid for the remainder of the month.

The former Provider would immediately be free to fill the slot from their waitlist.

Provider Terminates Care

If a family contracted under Partner Up! is asked to leave care by the Provider, that Provider's contract will be terminated as of the date the child left care. The Provider's pay will be prorated for the portion of the month the child was in care. SFTA will work with the family and Business to locate another Provider for the remainder of the contract term. The new Provider's contract will begin as of the date of beginning of care, and payment will be made on a prorated basis if it is a partial month.

Termination or Cancellation

The Business and Provider must notify SFTA whenever they are unable to meet the agreements outlined in their contract, within two (2) days business days after any change. Upon such notification, SFTA will determine whether such inability will require the Contract to be revised or terminated.

If SFTA finds it necessary to terminate the Contract due to non-compliance, SFTA will communicate that decision in writing to the Business, Provider, Parent, and to DCF.

SFTA may cancel the Contract after providing the Business and Provider with thirty (30) calendar days' written notice of either the Business or the Provider's failure to perform under the terms of the Contract, unless there are grounds for immediate termination, as noted elsewhere in these Terms and Conditions.

The Business and Provider may terminate the Contract after providing written notice within two (2) business days after the change, due to one or more of the following reasons:

- Business or child care program closure
- Provider needs to terminate care based on their program policies, including a Parent's failure to pay the required Parent contribution or other expenses
- Business is unable to fill a vacated slot within two weeks after a slot has been vacated
- Other extenuating services, as reviewed and determined on a case-by-case basis, by SFTA

If a Provider's license or certification is revoked, suspended, or denied by DCF, the contract will be terminated immediately upon notice of the above-mentioned enforcement action, and the Provider will receive no additional payments.

Recordkeeping and Reporting Requirements

Note: Personal information you provide may be used for secondary purposes [Privacy Law, §.15.04(1)(m), Wisconsin Statutes].

Businesses and child care providers contracting as Businesses will be required to complete an intake form upon selection for Partner Up! While participating in the program, Businesses and Providers will be required to complete quarterly Program Reviews, and a final Program Review upon completion of the grant program. All information provided must be true and accurate.

The Provider must maintain records (physical or electronic) as required by applicable Wisconsin and federal laws for regulated child care providers, and as required by the Partner Up! program Terms and Conditions.

Businesses must maintain any records (physical or electronic) as required by applicable Wisconsin and federal laws.

The Business and Provider must maintain all records in a secure environment for no less than the retention period required by applicable law. Records for periods that are under audit or subject to an anticipated dispute or litigation shall be retained until the audit/dispute/litigation have ended (including any associated appeal periods).

The Business and Provider must comply with any additional SFTA or DCF requests for records for the purposes of a program audit.

Repayment

The Provider understands that DCF may require repayment of funds disbursed to the Provider if these Terms and Conditions are not met, and the Provider agrees to repay the funds as required.

Special Requirements for Child Care Providers Contracting as Businesses

Regulated providers may apply for funds to support their employees' tuition expenses at their program. However, the owner/licensee cannot purchase a slot in Partner Up! for their own child(ren) at their child care program.

The Provider cannot unenroll children at their facility to fill slots using Partner Up! funding. Additionally, the Provider must adhere to the following reporting requirements above and beyond the standard reporting for businesses:

- Maintain attendance records in compliance with child care regulation requirements
- Provide detailed payroll/accounting records showing that as a Business, the Provider paid a minimum of 25% for each slot it secures on whatever the normal billing cycle is, to ensure the Provider is complying with the contract
- Comply with DCF monitoring
- Comply with DCF auditing requirements and submit the required attendance records

The number of DCF-funded children enrolled at a program must adhere to state statute ([Wisconsin State Statutes, Public Assistance and Children and Family Services, 49.155\(3m\)\(e\)](#)). A child care Business may contract for slots for its employees' children. Slots reserved for the child care Business's employees cannot exceed 40% of the slots being used at the child care business. A ratio higher than 40% of slots being used by employees would indicate that the number of employees being supported is beyond the number needed to operate the Business.

Understandings for Acceptance of Partner Up! Funds

- The Provider understands that DCF may monitor and review attendance records of children included in the Contract and use of program funds at any time.
- The Provider understands that DCF or the Wisconsin Legislative Audit Bureau (LAB) may conduct audits to ensure accuracy of the Contract.
- The Provider understands that DCF may require repayment of funds disbursed to the Provider if the Terms and Conditions are not met, and the Provider agrees to repay the funds as required.

Use of Funds for Providers

Partner Up! provides funds to Businesses to support the child care needs of employees. Participating child care providers must use these funds to cover reasonable costs associated with the provision of high-quality child care services, and to comply with all child care regulations. Providers shall report all costs by category as outlined in the program materials.

Restrictions on the use of funds. Funds cannot be used in the following ways:

- Purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building of facility, except for minor remodeling
- Child care costs of school-age children during normal school hours

- Services for which students receive academic credit toward graduation
- Any instructional services that replace or duplicate the academic program of any public or private school
- Legal services, bad debts, penalties/fines, capital assets, personal or business loans, or any other purpose unrelated to providing quality, professional child care services



Partner Up!
Terms & Conditions for Participation
Renewed Businesses and Providers

Definition of Terms

Business: The Business that is contracting for slots with the Provider and contributing a minimum of 35% to the true cost of care for slots reserved.

Business Child Care Advocate (BCCA): Staff at Child Care Resource and Referral Agencies statewide who conduct outreach to Businesses for Project Growth, connect Businesses and regulated child care providers, and provide technical assistance to Businesses and Providers participating in Partner Up!

Provider or child care provider: The regulated child care program providing care and supervision to the children identified in this Contract.

Supporting Families Together Association (SFTA): The administrator of the Partner Up! grant program.

True cost of care: The amount of the cost of care per child, based on full-time or part-time, determined by DCF after a statewide analysis.

By accepting Partner Up! funds, Businesses and Providers agree to all requirements, understandings, and conditions included in these Terms and Conditions.

Eligibility

For Businesses:

All Businesses except government entities are eligible for Partner Up! provided they have at least two (2) employees.

Businesses must be qualified employer and meet the following requirements:

- The employer must have a Worker's Compensation insurance policy for its employees unless legally exempt.
- The employer must comply with Wisconsin minimum wage law for all employees.
- The employer must file a Wisconsin New Hire report on the employee within 30 days of the hiring date.
- The employer must report employee wages to Unemployment Insurance unless exempt.

For Providers:

Child care providers must be regulated and in good standing as defined by DCF:

- In compliance with child care background check requirements.
- In compliance with administrative rules for child care providers as outlined by the DCF Bureau of Early Care Regulation (BECR) and are not currently subject to a revocation, suspension, or denial of a license or certification.
- Currently repaying any overpayment and/or in compliance with any Repayment Agreement, if any Wisconsin Shares or Child Care Counts overpayments are owed.
- Not have been terminated from Wisconsin Shares.

For Employees/Families:

Businesses will identify their employees eligible to participate in the program based on low to middle income levels and need for child care. Families may not also receive funding from Wisconsin Shares child care subsidy or the Inclusive Birth to 3 Pilot while contracted under Partner Up! Businesses will work with their Business Child Care Advocate (BCCA) to access the appropriate intake forms for eligible families to complete to enter the program.

Partner Up! is only able to provide contracts for Providers with confirmed or guaranteed enrollment for a slot. For families seeking referral support from Partner Up!, no contract will be completed for that slot until a Provider with vacancy is found. For families with a child not yet born, the parents will need to have guaranteed enrollment with a Provider for a contract to be completed. The latest start date for any Partner Up! Cohort 3 contract will be September 1, 2023.

In determining employee eligibility or agreeing to provide care, Businesses and Providers must not discriminate based on sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, sexual orientation, or disability. Businesses and Providers must take steps to avoid any conflicts of interest in selecting eligible employees and/or agreeing to contract. Providers may not unenroll children at their facility to fill slots using Partner Up! funding.

Contracts

Businesses and Providers are required to sign a contract reserving their requested number of child care slots and committing to their contribution amount for the contract term. Contracts may be for 12-month periods with existing regulated child care providers. The child care slots under this program belong to the Business until the contract is terminated.

Businesses will work with BCCAs to make informed decisions around high-quality care. Families may elect to remain with their current Provider, if that Provider is regulated and in good standing as identified above, or may choose to move to another regulated Provider.

Businesses and Providers may only vacate a contract for the reasons outlined in these terms and conditions under "Termination or Cancellation."

Businesses and Providers are required to notify SFTA in writing within two (2) business days after slots are vacated for any reason. Notification must be made via the [Partner Up! Change Request](#) web form. Failure to notify SFTA of any changes is a violation of these Terms and Conditions and may result in contract termination.

Business Contribution and Match Amounts

Businesses are required to contribute a minimum of 35% of the true cost of care per slot as determined by DCF and identified in Appendix A. As a match, DCF will contribute up to 65% of the true cost of care per slot. Providers will receive 100% of the true cost of care amount per slot.

SFTA will invoice Businesses on or around the 1st of each contracted month for their total contribution amount and Businesses are responsible for paying the full contracted amount within 30 days after the invoice date, unless written exceptions are granted for other payment terms as permitted by SFTA. Businesses with unpaid invoices aging 60 days or more may be subject to contract termination.

Parent Contribution

Parents are responsible for paying the cost of any cost of regular tuition above the true cost of care, and any additional costs of care not included in the regular tuition, such as field trips, special projects, etc. Parents will pay these costs directly to the Provider.

Provider Payments

SFTA is responsible for making monthly payments for the child care slots to the Provider, which may be disbursed by ACH payment or check, as requested by the Provider. This monthly payment will include both the DCF and Business portions of the monthly true cost of care for the child care slots, contingent upon available funds. Payments will be processed at the end of the contract month for which care occurred.

Providers will be responsible for collecting from parents any cost of regular tuition above the true cost of care, and any additional costs of care not included in the regular tuition, such as field trips, special projects, etc. DCF and SFTA are not responsible for any Parent contribution amounts in the Partner Up! program.

Change in Child Age

If the age of a child in care under a Partner Up! contract changes during the contract term, and that change results in a change to the monthly true cost of care amount, invoice and payment amounts will be adjusted accordingly and automatically for the month following the change in age.

SFTA will notify Businesses and Providers when the contribution amount will change and the new required payments. SFTA will provide Businesses and Providers with a detailed statement and invoice reflecting the change in the true cost of care contributions.

Vacated Slots

Business or Employment Change

When a child care slot contract for by a Business is vacated by an employee before the contract term ends, each Business receives a two-week period during which they may fill a vacated slot with another employee's child. The two-week period begins the day after the child's last date of attendance.

The child care slot under this contract belongs to the Business. The Business may use the slot for the newly selected employee at the current Provider if the Provider has availability or if the new family already attends that Provider. Or the Business may select an employee who does not use that current Provider and the slot will follow the family to the new child care Provider.

If the new family selected receives care from a different child care Provider, their contract term will begin at the end of the two-week period. If the family selected receives care from the same child care Provider, their contract term may begin immediately after the first child vacates the slot.

If the Business is unable to fill the slot, SFTA will invoice the Business for two weeks of their contribution of the slot. Partner Up! will pay the DCF match amount for that same two-week period. At the end of the two-week period, the Business relinquishes the slot, and the contract will be terminated. No further invoices or payments will be issued for that slot.

Businesses and Providers will record the last day of attendance on the [Partner Up! Change Request](#). If, upon mutual agreement based on need and situation, both Business and Provider agree to terminate the contract immediately, SFTA will terminate the contract.

SFTA staff and the BCCA will assist the Business and Provider as needed to make any changes to the contract. SFTA will report all vacated slots to DCF.

As detailed in the Termination and Cancellation section below, Businesses must notify SFTA of a change in the contract within two (2) days after the change. If a Business fails to notify SFTA of the change, it is a violation of the contract terms and conditions, and the contract may be terminated.

Change In Providers

If a family needs to change Providers during the contract, this may be allowable. SFTA will negotiate contract termination with the former Provider and initiate an amendment and new agreement for the Business and new Provider. The month will be prorated for each Provider depending on length of time the child was in care. For example, if a change occurs on the 15th of the month, the former Provider will be paid for the first 15 days of the month, and the new Provider would be paid for the remainder of the month.

The former Provider would immediately be free to fill the slot from their waitlist.

Provider Terminates Care

If a family contracted under Partner Up! is asked to leave care by the Provider, that Provider's contract will be terminated as of the date the child left care. The Provider's pay will be prorated for the portion of the month the child was in care. SFTA will work with the family and Business to locate another Provider for the remainder of the contract term. The new Provider's contract will begin as of the date of beginning of care, and payment will be made on a prorated basis if it is a partial month.

Termination or Cancellation

The Business and Provider must notify SFTA whenever they are unable to meet the agreements outlined in their contract, within two (2) days business days after any change. Upon such notification, SFTA will determine whether such inability will require the Contract to be revised or terminated.

If SFTA finds it necessary to terminate the Contract due to non-compliance, SFTA will communicate that decision in writing to the Business, Provider, and to DCF.

SFTA may cancel the Contract after providing the Business and Provider with thirty (30) calendar days' written notice of either the Business or the Provider's failure to perform under the terms of the Contract, unless there are grounds for immediate termination, as noted elsewhere in these terms and conditions.

The Business and Provider may terminate the Contract after providing written notice within two business days after the change, due to one or more of the following reasons:

- Business or child care program closure
- Provider needs to terminate care based on their program policies, including a Parent's failure to pay any expenses not covered by the Partner Up! grant
- Business is unable to fill a vacated slot within two weeks after a slot has been vacated
- Other extenuating services, as reviewed and determined on a case-by-case basis, by SFTA

If a Provider's license or certification is revoked, suspended, or denied by DCF, the contract will be terminated immediately upon notice of the above-mentioned enforcement action, and the Provider will receive no additional payments.

Recordkeeping and Reporting Requirements

Note: Personal information you provide may be used for secondary purposes [Privacy Law, §.15.04(1)(m), Wisconsin Statutes].

Businesses and child care providers contracting as Businesses will be required to complete an intake form upon selection for Partner Up! While participating in the program, all parties will be required to complete quarterly program reviews, and a final program review upon completion of the grant program. All information provided must be true and accurate.

The Business and Provider must maintain such records (in either written or electronic form) as required by Wisconsin and federal laws for regulated child care providers, and as required by the Partner Up! program Terms and Conditions. The Business and Provider must maintain those records in a secure environment for no less than the retention period required by applicable law. Records for periods that are under audit or subject to an anticipated dispute or litigation shall be retained until the audit/dispute/litigation have ended (including any associated appeal periods).

The Business and Provider must comply with any additional SFTA or DCF requests for records for the purposes of a program audit.

Repayment

The Provider understands that DCF may require repayment of funds disbursed to the Provider if the terms and conditions are not met, and the Provider agrees to repay the funds as required.

Special Requirements for Child Care Providers Contracting as Businesses

Regulated Providers may apply for funds to support their employees' tuition expenses at their program. However, the owner/licensee cannot contract for a slot in Partner Up! for their own child(ren) at their child care program.

The Provider cannot unenroll children at their facility to fill slots using Partner Up! funding. Additionally, the Provider must adhere to the following reporting requirements above and beyond the standard reporting for businesses:

- Maintain attendance records in compliance with child care regulation requirements
- Provide detailed payroll/accounting records showing that as a Business, the Provider paid a minimum of 25% for each slot it secures on whatever the normal billing cycle is, to ensure the Provider is complying with the contract
- Comply with DCF monitoring and review of application and use of program funds
- Comply with DCF auditing requirements and submit the required attendance records

The number of DCF-funded children enrolled at a program must adhere to state statute ([Wisconsin State Statutes, Public Assistance and Children and Family Services, 49.155\(3m\)\(e\)](#)). A child care Business may

contract for slots for its employees' children. Slots reserved for the child care Business's employees cannot exceed 40% of the slots being used at the child care business. A ratio higher than 40% of slots being used by employees would indicate that the number of employees being supported is beyond the number needed to operate the Business.

Understandings for Acceptance of Partner Up! Funds

- The Provider understands that DCF may monitor and review attendance records of children included in the Contract and use of program funds at any time.
- The Provider understands that DCF or the Wisconsin Legislative Audit Bureau (LAB) may conduct audits to ensure accuracy of the Contract.
- The Provider understands that DCF may require repayment of funds disbursed to the Provider if the terms and conditions are not met, and the Provider agrees to repay the funds as required.

Use of Funds for Providers

Partner Up! provides funds to Businesses to support the child care needs of employees. Participating child care providers must use these funds to cover reasonable costs associated with the provision of high-quality child care services, and to comply with all child care regulations. Providers shall report all costs by category as outlined in the program materials.

Restrictions on the use of funds. Funds cannot be used in the following ways:

- Purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building of facility, except for minor remodeling
- Child care costs of school-age children during normal school hours
- Services for which students receive academic credit toward graduation
- Any instructional services that replace or duplicate the academic program of any public or private school
- Legal services, bad debts, penalties/fines, capital assets, personal or business loans, or any other purpose unrelated to providing quality, professional child care services

PARTNER UP!



THE TRUE COST OF CARE

The true cost of care is the cost to provide high-quality, developmentally appropriate, safe, and reliable child care staffed by a professionally compensated workforce. This amount is typically higher than going market rates, and much higher than most families can afford.

Newly participating businesses in the Partner Up! grant program are required to pay a minimum 25% of the true cost of care. Employees of newly participating businesses will contribute a 10% parent pay portion directly to their provider. A business may choose to cover this cost for their employees.

Businesses who are renewing a previous contract are required to contribute a minimum of 35% of the true cost of care. Businesses may not contribute less for Cohort 3 than on their previous contract.

Providers contracted under Partner Up! receive the full true cost of care monthly for contracted slots.

Full-Time Care (21+ hours/week)								
Age Group	Monthly True Cost of Full-Time Care	Parent Pay 10%-New Contracts	Amount paid by business per slot at contribution of...					
			25%	30%	35%	40%	45%	50%
0 & 1 years	\$1,800	\$180	\$450	\$540	\$630	\$720	\$810	\$900
2 years	\$1,400	\$140	\$350	\$420	\$490	\$560	\$630	\$700
3 years	\$1,100	\$110	\$275	\$330	\$385	\$440	\$495	\$550
4 & 5 years	\$1,000	\$100	\$250	\$300	\$350	\$400	\$450	\$500
6+ years	\$900	\$90	\$225	\$270	\$315	\$360	\$405	\$450

Part-Time Care (1-20 hours/week)

Age Group	Monthly True Cost of Part-Time Care	Parent Pay 10%- New Contracts	Amount paid by business per slot at contribution of...					
			25%	30%	35%	40%	45%	50%
0 & 1 years	\$1,200	\$120	\$300	\$360	\$420	\$480	\$540	\$600
2 years	\$925	\$92.50	\$231.25	\$277.50	\$323.75	\$370	\$416.25	\$462.50
3 years	\$725	\$72.50	\$181.25	\$217.50	\$253.75	\$290	\$326.25	\$362.50
4 & 5 years	\$675	\$67.50	\$168.75	\$202.50	\$236.25	\$270	\$303.75	\$337.50
6+ years	\$600	\$60	\$150	\$180	\$210	\$240	\$270	\$300

Appendix C: Sample Contract for New Businesses Covering Employee Parent Pay

PARTNER UP! CONTRACT

[Business Record ID} + .1 [number per child, per slot]

395.1 + Child Name

I. PARTIES TO THE CONTRACT

This Partner Up! Contract, hereinafter referred to as the “Contract,” shall be between Supporting Families Together Association (“SFTA”), _____ referred to as “Business” and _____ referred to as “Provider” (DCF #) for the procurement of services listed, according to the terms set forth below.

II. TERMS OF CONTRACT

- A. Contract term is 12 months, from 1/1/23-12/31/23 [only write as numerals]
- B. Contribution amounts are as follows: Business ##%, Partner Up! ##% and (Parent ##%). Employer will cover the parent pay portion.
- C. It is understood and agreed that the entire Contract between the parties is contained within this Contract and any attachments - Attachment A (Terms and Conditions) and Attachment B (True Cost of Care Table).

III. SCOPE OF SERVICES

- A. Partner Up! enables businesses to secure child care slots for their employees at local regulated child care providers. Under Partner Up!, businesses that secure slots for their employees will have their financial contributions matched by the Wisconsin Department of Children and Families (“DCF”). As the administrator of Partner Up!, SFTA is entering into agreement with the Business and the Provider to outline this arrangement.

The business and provider agree to reserve a child care slot on behalf of this employee and child:

Child Name	Child Date of Birth	Parent/Guardian Name (Employee of Business)	FT/PT

The Business and Provider agree to the following monthly payment terms for the duration of the contract:

	(Child Name’s) Care: Age 2	(Child Name’s) Care: age 3
Number of months		
Contract term		

Business cost per month		
Partner Up! cost per month		
Parent pay (employer paid)		
Total SFTA payment to provider		
Total True Cost of Care Amount		

IV. PRIVACY AND CONFIDENTIAL INFORMATION

- A. RECORDS.** All case information, paper records, written information, and any electronic data shall remain confidential, as required by law and applicable policy, and shall be the sole property of SFTA. Business and Provider shall comply with all Wisconsin and federal confidentiality laws concerning the information in the records it maintains.
- B. CONFIDENTIALITY.** Except as otherwise provided by law, the Business or Provider may not disclose confidential information for any purpose other than the purposes associated with the delivery of services under this Contract. Confidential information includes but is not limited to any personally identifiable information of a family or child participating in Partner Up!

V. COMPLIANCE

- A. NON-DISCRIMINATION GUIDELINES.** In connection with the performance of obligations under this Contract, the Business and Provider agree not to discriminate against any employee or participating family because of age, race, religion, color, handicap (disability), sex, physical condition or developmental disability (as defined in Wis. Stat. § 51.01(5)), marital status, arrest or conviction record, sexual orientation (as defined in Wis. Stat. § 111.32(13m), national origin or ancestry.

This provision shall include but not be limited to the following: selection of employees to participate in the Partner Up! program; rates of pay or other forms of compensation; and agreement to accept families into care. The Business and Provider also agree to act in accordance with Title VII of the Civil Rights Act of 1964. SFTA will, on request, provide information on the provisions of this Act.

Section Wis. Stat. § 46.036 is incorporated by reference in this Contract and all Parties are subject to its provisions.

- B. FRAUD.** In the event the Business learns of potential fraud or violations of the Partner Up! program Terms and Conditions, the Business must disclose said fraud or violations within two (2) business days, in writing to SFTA. Failure to do so may result in an immediate termination of this Contract.
- C. FALSIFICATION.** Falsification of monthly or financial reports and/or verified discrimination against families, providers, employees, contractors or volunteers, or other illegal activity on the part of the Business is immediate grounds for termination of this Contract.

D. GRIEVANCE PROCEDURE. Any grievance related to the Partner Up! program or its execution should be addressed in writing to the SFTA Executive Director, Matricia Patterson, at matricia@supportingfamilies.together.org.

I agree to adhere to the Terms and Conditions of the Partner Up! Program as detailed in Attachment A. Any change to circumstance that would impact the terms of this agreement will be submitted to SFTA in writing within two business days of the occurrence. Any change to this contract must be agreed to by all parties. Failure to adhere to the program Terms and Conditions outlined in Attachment A may result in removal from the Partner Up! program. SFTA reserves the right to reject and/or terminate this Contract if its terms have been altered without authorization. Failure to comply with any part of this Contract can be considered cause for revision and/or termination.

SIGNATURES

Appendix C: Sample Contract for New Businesses Not Covering Employee Parent Pay

PARTNER UP! CONTRACT

[Business Record ID} + .1 [number per child, per slot]

395.1 + Child Name

I. PARTIES TO THE CONTRACT

This Partner Up! Contract, hereinafter referred to as the “Contract,” shall be between Supporting Families Together Association (“SFTA”), _____referred to as “Business” and _____ referred to as “Provider” (DCF #) for the procurement of services listed, according to the terms set forth below.

II. TERMS OF CONTRACT

- A. Contract term is 12 months, from 1/1/23-12/31/23 [only write as numerals]
- B. Contribution amounts are as follows: Business ##%, Partner Up! ##% and (Parent ##%). Employer will not cover the parent pay portion.
- C. It is understood and agreed that the entire Contract between the parties is contained within this Contract and any attachments - Attachment A (Terms and Conditions) and Attachment B (True Cost of Care Table).

III. SCOPE OF SERVICES

- A. Partner Up! enables businesses to secure child care slots for their employees at local regulated child care providers. Under Partner Up!, businesses that secure slots for their employees will have their financial contributions matched by the Wisconsin Department of Children and Families (“DCF”). As the administrator of Partner Up!, SFTA is entering into agreement with the Business and the Provider to outline this arrangement.

The business and provider agree to reserve a child care slot on behalf of this employee and child:

Child Name	Child Date of Birth	Parent/Guardian Name (Employee of Business)	FT/PT

The Business and Provider agree to the following monthly payment terms for the duration of the contract:

	(Child Name’s) Care: Age 2	(Child Name’s) Care: age 3
Number of months		
Contract term		
Business cost per month		
Partner Up! cost per month		

Total SFTA payment to provider		
Parent pay (collected by provider)		
Total True Cost of Care Amount		

IV. PRIVACY AND CONFIDENTIAL INFORMATION

- A. RECORDS. All case information, paper records, written information, and any electronic data shall remain confidential, as required by law and applicable policy, and shall be the sole property of SFTA. Business and Provider shall comply with all Wisconsin and federal confidentiality laws concerning the information in the records it maintains.
- B. CONFIDENTIALITY. Except as otherwise provided by law, the Business or Provider may not disclose confidential information for any purpose other than the purposes associated with the delivery of services under this Contract. Confidential information includes but is not limited to any personally identifiable information of a family or child participating in Partner Up!

V. COMPLIANCE

- A. NON-DISCRIMINATION GUIDELINES. In connection with the performance of obligations under this Contract, the Business and Provider agree not to discriminate against any employee or participating family because of age, race, religion, color, handicap (disability), sex, physical condition or developmental disability (as defined in Wis. Stat. § 51.01(5)), marital status, arrest or conviction record, sexual orientation (as defined in Wis. Stat. § 111.32(13m), national origin or ancestry.

This provision shall include but not be limited to the following: selection of employees to participate in the Partner Up! program; rates of pay or other forms of compensation; and agreement to accept families into care. The Business and Provider also agree to act in accordance with Title VII of the Civil Rights Act of 1964. SFTA will, on request, provide information on the provisions of this Act.

Section Wis. Stat. § 46.036 is incorporated by reference in this Contract and all Parties are subject to its provisions.

- B. FRAUD. In the event the Business learns of potential fraud or violations of the Partner Up! program Terms and Conditions, the Business must disclose said fraud or violations within two (2) business days, in writing to SFTA. Failure to do so may result in an immediate termination of this Contract.
- C. FALSIFICATION. Falsification of monthly or financial reports and/or verified discrimination against families, providers, employees, contractors or volunteers, or other illegal activity on the part of the Business is immediate grounds for termination of this Contract.
- D. GRIEVANCE PROCEDURE. Any grievance related to the Partner Up! program or its execution should be addressed in writing to the SFTA Executive Director, Matricia Patterson, at matricia@supportingfamilies.together.org.

I agree to adhere to the Terms and Conditions of the Partner Up! Program as detailed in Attachment A. Any change to circumstance that would impact the terms of this agreement will be submitted to SFTA in writing within two business days of the occurrence. Any change to this contract must be agreed to by all parties. Failure to adhere to the program Terms and Conditions outlined in Attachment A may result in removal from the Partner Up! program. SFTA reserves the right to reject and/or terminate this Contract if its terms have been altered without authorization. Failure to comply with any part of this Contract can be considered cause for revision and/or termination.

SIGNATURES

Appendix C: Sample Contract for Renewing Businesses (No Parent Pay)

PARTNER UP! CONTRACT

[Business Record ID} + .1 [number per child, per slot]

395.1 + Child Name

I. PARTIES TO THE CONTRACT

This Partner Up! Contract, hereinafter referred to as the “Contract,” shall be between Supporting Families Together Association (“SFTA”), _____referred to as “Business” and _____ referred to as “Provider” (DCF #) for the procurement of services listed, according to the terms set forth below.

II. TERMS OF CONTRACT

- A. Contract term is 12 months, from 1/1/23-12/31/23 [only write as numerals]
- B. Contribution amounts are as follows: Business ##% and Partner Up! ##%.
- C. It is understood and agreed that the entire Contract between the parties is contained within this Contract and any attachments - Attachment A (Terms and Conditions) and Attachment B (True Cost of Care Table).

III. SCOPE OF SERVICES

- A. Partner Up! enables businesses to secure child care slots for their employees at local regulated child care providers. Under Partner Up!, businesses that secure slots for their employees will have their financial contributions matched by the Wisconsin Department of Children and Families (“DCF”). As the administrator of Partner Up!, SFTA is entering into agreement with the Business and the Provider to outline this arrangement.

The business and provider agree to reserve a child care slot on behalf of this employee and child:

Child Name	Child Date of Birth	Parent/Guardian Name (Employee of Business)	FT/PT

The Business and Provider agree to the following monthly payment terms for the duration of the contract:

	(Child Name’s) Care: Age 2	(Child Name’s) Care: age 3
Number of months		
Contract term		
Business cost per month		
Partner Up! cost per month		
Total SFTA payment to provider		
Total True Cost of Care Amount		

IV. PRIVACY AND CONFIDENTIAL INFORMATION

- A. RECORDS. All case information, paper records, written information, and any electronic data shall remain confidential, as required by law and applicable policy, and shall be the sole property of SFTA. Business and Provider shall comply with all Wisconsin and federal confidentiality laws concerning the information in the records it maintains.
- B. CONFIDENTIALITY. Except as otherwise provided by law, the Business or Provider may not disclose confidential information for any purpose other than the purposes associated with the delivery of services under this Contract. Confidential information includes but is not limited to any personally identifiable information of a family or child participating in Partner Up!

V. COMPLIANCE

- A. NON-DISCRIMINATION GUIDELINES. In connection with the performance of obligations under this Contract, the Business and Provider agree not to discriminate against any employee or participating family because of age, race, religion, color, handicap (disability), sex, physical condition or developmental disability (as defined in Wis. Stat. § 51.01(5)), marital status, arrest or conviction record, sexual orientation (as defined in Wis. Stat. § 111.32(13m), national origin or ancestry.

This provision shall include but not be limited to the following: selection of employees to participate in the Partner Up! program; rates of pay or other forms of compensation; and agreement to accept families into care. The Business and Provider also agree to act in accordance with Title VII of the Civil Rights Act of 1964. SFTA will, on request, provide information on the provisions of this Act.

Section Wis. Stat. § 46.036 is incorporated by reference in this Contract and all Parties are subject to its provisions.

- B. FRAUD. In the event the Business learns of potential fraud or violations of the Partner Up! program Terms and Conditions, the Business must disclose said fraud or violations within two (2) business days, in writing to SFTA. Failure to do so may result in an immediate termination of this Contract.
- C. FALSIFICATION. Falsification of monthly or financial reports and/or verified discrimination against families, providers, employees, contractors or volunteers, or other illegal activity on the part of the Business is immediate grounds for termination of this Contract.
- D. GRIEVANCE PROCEDURE. Any grievance related to the Partner Up! program or its execution should be addressed in writing to the SFTA Executive Director, Matricia Patterson, at matricia@supportingfamiliesstogether.org.

I agree to adhere to the Terms and Conditions of the Partner Up! Program as detailed in Attachment A. Any change to circumstance that would impact the terms of this agreement will be submitted to SFTA in writing within two business days of the occurrence. Any change to this contract must be agreed to by all parties. Failure to adhere to the program Terms and Conditions outlined in Attachment A may result in removal from the Partner Up! program. SFTA reserves the right to reject and/or terminate this Contract if its terms have been altered without authorization. Failure to comply with any part of this Contract can be considered cause for revision and/or termination.

SIGNATURES

Appendix D: RESOURCES FOR CHILD CARE PROVIDERS & FAMILIES

Child Care Counts: Stabilization Payment Program

- Regulated providers will be eligible to receive monthly payments through January 2024 (if they applied during any of the May-August 2023 application weeks), providing the financial stability they need to stay open, to recruit and retain qualified staff, and to continue providing high-quality care for children.
- Program A: Increasing Access to High-Quality Child Care
- Program B: Funding Workforce Recruitment and Retention
- <https://dcf.wisconsin.gov/covid-19/childcare/payments>

Wisconsin Shares Child Care Subsidy Program

- Supports eligible families by funding a portion of the cost of child care while the parents are working or participating in an approved activity.
- Direct questions to their local agency: <https://dcf.wisconsin.gov/files/wishares/pdf/providercontacts.pdf> or for Milwaukee providers: <https://dcf.wisconsin.gov/meca/providers>

YoungStar

- Wisconsin's child care quality rating and improvement system
- Refer questions to your local YoungStar agency: youngstarconnect.com

Wisconsin Early Education Shared Services Network (WEESN)

- Offers three different tiers of support for free and is open to all regulated child care centers.
- All child care providers are encouraged to sign up for free!
- <https://wisconsinearlychildhood.org/programs/weesn/>

Early Childhood Health Consultation (EHC)

- Regulated child care providers can receive free health consultations, on-demand training, and tailored resources surrounding best practices for health and safety needs at their child care facilities.
- Consultation Service Areas:
 - Counties: Adams, Ashland, Clark, Crawford, Door, Florence, Iowa, Lafayette, Langlade, Menominee, Pepin, Price, Richland, Rock, Sauk, Vernon, and Washburn;
 - Wisconsin Tribes: La Courte Oreilles (LCO) and Menominee
- Free resource library to all providers statewide
- ehc.wisc.edu

Ready4K

- Empowers parents as early learning partners by sparking everyday teachable moments.

- Ready4K texts you 3 easy-to-do learning tips and activities each week. Each text message you will get is written for your child’s age or grade.
- Absolutely no costs to sign up and can stop messages at any time!
- <https://dcf.wisconsin.gov/childcare/pdg/partners/ready4k#sign-up>

RESOURCES FOR BUSINESSES & PROVIDERS

Business-Child Care Partnership Tool Kit

This [tool kit](#) contains information and considerations for businesses and child care providers looking to partner within their communities. It is a resource for businesses interested in building child care capacity within their communities in an effort to create a stronger local workforce. Child care programs can also use this toolkit and it will showcase how they can benefit from partnering with businesses and ways to do so.

- [Module 1: High Quality Child Care: Why It Matters and How We Achieve It](#)
- [Module 2: Building Successful Business-Child Care Partnerships](#)
- [Module 3: Best Business Practices for Child Care](#)
- [Module 4: Moving Forward – Rules and Regulations for Opening or Expanding a Child Care Site](#)
- [Module 5: Sustaining Child Care in My Community](#)
- [Module 6: Why Should Businesses Partner with Child Care?](#)

Use this tool kit as you prepare to apply for the Project Growth grants and/or work to expand child care in your community. It was created through a collaboration between the Department of Children and Families (DCF), the [Wisconsin Early Childhood Association \(WECA\)](#), and the [Wisconsin Economic Development Corporation \(WEDC\)](#).