



Dear parent(s):

Welcome to St. Marcus Childcare program! St. Marcus Childcare program costs \$6.00 per hour. There are two ways your child's rate can be paid: personal payments due to St. Marcus two weeks in advance of services (can make payments online at www.myprocare.com) or Wisconsin Shares child care subsidy. If your child is authorized for childcare please use the info below to initiate or transfer your childcare authorization to St. Marcus Childcare. Please note: We do NOT go by the number of hours the state authorizes, rather the payment amount that they place on the EBT card for that month's services. You may be responsible for a parent share which is any amount that the state would not cover for your child's childcare. *Please inform the case worker that St. Marcus childcare offers 3 ½ hours of instruction in the mornings and the rest of the hours are care hours*

1. St. Marcus' Provider Number: **4000586864**
2. Location Number: **002**
3. You may apply for authorization by calling 1-888-947-6583 or by going to:

Department of Children and Families

1220 W. Vliet St. 2nd Floor, 200 East

Milwaukee, WI 53205

4. **Call in July to have child care care authorization start August 18th**, or their first day of attendance* If you are told that your authorization will go into effect after the first day of school ask your caseworker to back date it. *You only have 10 days to backdate*
5. Families are required to make an EBT payment the first 3 business days of every month for that entire month's tuition.
6. Parents are responsible for the difference in St. Marcus rate and what is on their EBT card in the form of a parent share due to St. Marcus every 2 weeks in advance of services.
7. Unpaid invoices or failure to pay parent shares by the due date can lead to contract termination.

If you have any further questions or need more clarification, please call Rachel Guenther at (414-403-8959).

God's Blessings,

Rachel Guenther/Rachel.guenther@stmarcus.org
K3 Program Assistant Director