



201 East Washington Avenue, Room E200  
P.O. Box 8916  
Madison, WI 53708-8916  
Telephone: 608-421-7550  
Fax: 608-422-7155  
WRS: 711

Governor Tony Evers  
Secretary Emilie Amundson

Division of Early Care and Education  
Bureau of Early Care Regulation

September 20, 2019

BECR Memo 2019-20

To: Certified Child Care Operators

From: Mark E. Andrews, Director  
Bureau of Early Care Regulation

A handwritten signature in blue ink, appearing to read "Mark E. Andrews".

RE: Proposed Revisions to DCF 202 – Child Care Certification  
Creation of DCF 13 – Child Care Background Checks

This memo provides notice to certified child care operators of changes to Chapter DCF 202, Child Care Certification rules and the creation of DCF 13, Child Care Background Checks.

The primary purpose of the revisions to DCF 202 is to ensure the rule complies with the health and safety requirements in federal regulations based on the Child Care Development Block Grant (CCDBG) Act of 2014 by September 30, 2019. In addition to compliance with the federal deadline, the proposed changes also eliminate duplicative provisions, correct errors, update the rules to be consistent with relevant statutes and clarify language where needed to ensure proper implementation and administration of child care certification.

### **DCF 202 Rule Changes**

The proposed DCF 202 rules do the following:

- Incorporates the training requirements that have been in effect since April 2018, under s. 48.651(1d), Stats. By 3 months after certification or beginning to work with children in care, the following preservice training is required:
  - At least 2 credits in early childhood education or a department-approved noncredit course.
  - A department-approved noncredit course in operating a child care business or a course for credit in business or program administration.
  - Training in child abuse and neglect (CAN).
  - Certification in infant and child cardiopulmonary resuscitation (CPR).

Training in child abuse and neglect is a new requirement effective 9/30/19. A person who completed a non-credit, department-approved course called the Introduction to the Child Care Profession will have met the CAN training requirement. Additional CAN training options include, but are not limited to, the following:

- Free online course offered by Wisconsin Child Welfare Professional Development System School that results in a certificate of completion: <https://media.wcwpds.wisc.edu/mandatedreporter/>
  - Review of resources available on the DCF website: <https://dcf.wisconsin.gov/index.php/cps/mandatedreporters>
  - Use of the independent learning form may be used to document a CAN training that does not result in a certificate of completion: <https://dcf.wisconsin.gov/files/forms/pdf/2114.pdf>
- Incorporates a requirement of 5 hours of continuing education annually in topics that cover health, safety and/or child development.

- Incorporates the requirements for emergency preparedness and response planning for an emergency resulting from a natural disaster or a human-caused event, such as violence in the child care home.
- Ensures appropriate precautions when transporting children including a requirement for an operator to submit to the certification agency a copy of the driving record for each driver and obtain approval of the driver from the certification agency.
- Repeals the requirement that an operator in a rental property obtain permission from the landlord as a condition of certification.
- Adds a requirement for use of a department-provided enrollment and health history form: <https://dcf.wisconsin.gov/files/forms/doc/13251.docx>.
- Adds new requirements for confidentiality and updates DCF 202.08(13), pertaining to discrimination.
- Updates rules requiring meals and snacks to meet the U.S. department of agriculture child and adult care food program minimum meal requirements.
- Revises the requirements for well-water testing to require bacteria testing annually. If the operator cares for infants under 6 months of age, nitrate testing is required annually.

### **DCF 13 Rule Creation**

DCF 13 Background Checks for Child Care Programs, is based on the existing requirements under s. 48.686, Stats. The newly created DCF 13 includes provisions on submitting a background check request to the department and the required appeal process. Additional information regarding background check appeals can be found here: <https://dcf.wisconsin.gov/ccbgcheck/appeals>.

This memo does not include every repeal, revision or addition to DCF 202 and should not be used as a substitute for a thorough review of the revised certification rules. The department and certification agencies are currently working on updates to certification forms, publications and webpages to reflect changes in the rule. A revised Standards and Checklist with a revision date of 10/19 will be available later this month using the existing forms link: <https://dcf.wisconsin.gov/files/forms/pdf/49.pdf>

If you have questions or require assistance in accessing information or forms on the DCF website please contact your certification worker. Certification contact information is available here: <https://dcf.wisconsin.gov/files/ccregulation/cccertification/certifiers.pdf>.

### **Additional Resources:**

Emergency Preparedness: <https://dcf.wisconsin.gov/ccregulation/emergencyprep>

Preservice Training: <https://dcf.wisconsin.gov/files/ccregulation/cccertification/summary-of-training-requirements.pdf>

CACFP minimum meal requirements: [https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP\\_childmealpattern.pdf](https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP_childmealpattern.pdf)

Proposed Rule Revisions: <https://dcf.wisconsin.gov/childcare/ccadminrule>

Forms: <https://dcf.wisconsin.gov/cccertification/ccformspubs>