

## Regulatory Agency Approval / Acknowledgement to Operate Child Care Business

**Use of form:** Completion of this form meets the requirements of DCF 202.04(7)(b)2.h, Wis. Admin. Code. "A county or tribal agency shall request a statement from the appropriate regulating agency indicating that the regulating agency approves a child care business in the applicant's home if the applicant has a separate license or certification to care for children or adults, including foster care or adult care. The request shall include a request for permission for the licensed or certified caregiver to release information necessary for a criminal history record search for residents and clients in the applicant's home." Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

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### SECTION A – APPLICANT FOR CHILD CARE CERTIFICATION

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**Instructions – Applicant:** Complete Section A and send a copy of the form to each agency that regulates the license(s) / certificate(s) checked below.

**Applicant Information:**

Name	Address
Email	Telephone Number

Licenses and / or Certificates Currently Held (check all that apply):

- Adult Day Care
- Adult Family Home
- Licensed Family Child Care
- Foster Home (children) Level of care: \_\_\_\_\_
- Other – Specify: \_\_\_\_\_

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**Child Care Certification Agency Information: Applicant:** In the spaces below, provide the information for the agency where you are applying for child care certification. **Regulating Agency:** Return completed form to the address below.

Name – Child Care Certification Agency	Name – Certification Worker
Mailing Address – Child Care Certification Agency	
Email – Certification Worker (if known)	Telephone Number – Certification Worker

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### SECTION B – REGULATING AGENCY

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**Instructions – Regulating Agency:** The person named in Section A of this form has applied for certification of a family child care home and has indicated they hold another license / certification to care for children or adults in the home. If child care certification is issued, the child care provider may care for up to 3 children under age 7 unrelated to the provider for up to 16 hours per day. In order to help the child care certification agency decide whether or not issuing family child care certification is appropriate, please answer the questions below. Complete the information in Section B, sign the completed form, and return it to the Child Care Certification Agency identified in Section A.

**Regulating Agency Information:**

Name – Agency	Name – Agency Representative
Mailing Address	Telephone Number
Email	

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**License / Certificate Information:**

What are the ages of individuals served?

What is the capacity of the license / certificate?

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What types of services (e.g., respite care, treatment foster care) are provided?

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Yes  No Is the license / certificate limited or restricted in any way? If "Yes", please explain.

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Yes  No Do the children / adults placed in the facility have identified special needs (e.g., substance abuse issues, mental health issues, disabilities, etc)? If "Yes", please explain.

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**Approval / Denial:**

**Approval:** The regulating agency approves a child care business in the home and gives permission for the applicant to release information necessary for a criminal history records search for residents and clients in the applicant's home. Do you have any concerns and / or recommended child care restrictions? If "Yes", please explain.

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**Denial:** The regulating agency does not approve of a child care business in the home.  
Please explain:

Note: DCF 56.09(2)(a) The licensee may not combine the care of foster children with regular part-time care of other non-related children or adults or conduct business or provide services in the foster home without the written approval of the licensing agency. The licensing agency shall confer with any other certifying or licensing agencies involved with the additional activities prior to granting approval and may approve a request only if the foster parent presents satisfactory evidence that the additional activities will not interfere with the quality or manner of care provided to foster children. The licensing agency may not allow a foster parent who operates a foster home with a Level 3 to 5 certification to also operate a licensed family child care under ch. DCF 250 or a certified child care under ch. DCF 202 in the foster home.

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**SIGNATURE** – Regulating Agency Representative

Date Signed