Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

Processing License Continuation and Recertification Applications

<mark>June 2024</mark>

Division of Early Care and Education

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License Continuation / Re-Certification Process

This user guide gives instructions on the mandatory screens that are required for approving a continuation/re-certification application. There might be additional screens that need to be completed per agency policy (transactions, pets, insurance, vehicles, etc.).

This guide does not explain all screens in detail. If you have questions on a specific screen, explanations can be found in the [Creating New Provider Records](#) User Guide.

Certified Providers:

The certification period cannot exceed 24 months and may be renewed upon successful completion of the renewal application process.

Licensed Providers:

Per DCF 250, DCF 251, and DCF 252, licensed providers must submit continuation applications every two years (regular license). The licensing continuation period cannot exceed 24 months and may be renewed upon successful completion of the continuation application process.

Public School Operated Programs (PSCH):

Child Care programs that are operated by Public Schools can be regulated and monitored by DCF.These programs are granted regulation for 4-year periods. Licensing re-issues the regulation in August or September for another 4-year period. The regulated period cannot exceed 48 months.

Processing Continuation / Re-certification Applications

Certification: Certifying agencies must mail the Continuation/Re-certification application materials to providers 2- 3 months prior to the provider's expiration date. The Expiring Provider's report in WebI can assist regulatory agencies in monitoring upcoming expirations.

Licensing: WISCCRS generates the continuation letters for licensed programs. See Correspondence Requests User Guide for further information.

PSCH: Licensing staff runs WebI reports and review WISCCRS to determine what programs are expiring on September 30 for that year. Licensing staff re-issues the regulation in August or September for another 4-year period

Once the application has been received from the provider, start a continuation application in WISCCRS. Below are the steps:

Step 1 – Search:

Conduct a search in WISCCRS by entering the provider number, facility number or using other search criteria.

On the Search Results screen, click on the Location Number link. You will be taken to the Applications screen.

Step 2 - Continuation Button:

The Applications screen will display application history for the provider location. Three (3) months prior to the expiration date, a "Continuation" button will display. NOTE: If the expiration date is in the past, an "Initial" button will display.

Click on the button to start a new application.

Step 3 - New Application Screen:

After clicking on the Continuation button (or Initial if the expiration date is in the past), you are taken to the New Application screen.

Application Details	
Application Type *	Certified Family
Application Mode *	Continuation
Application Materials Received Date *	9/8/2015
Application Entered Date	9/8/2015
Date Complete Application Received	9/8/2015
>Date Applicant Determined Fit or Unfit	
Date Pre-licensing TA Completed	

Choose the Application Type and Application Mode (Continuation), enter the Application Materials Received Date and Date Complete Application Received, (this can be left blank until complete application materials are received) as well as the Date Applicant Determined Fit or Unfit (this date can also be left blank until determination is made). The fit/unfit date field is also accessible and can be entered on the Decisions page.

Now the Applications screen will show the pending application.

		Certified Applications For This Location 001						
Application Sequence #	Application Entered Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
002	09/08/15	Application Pending						
001	01/02/14	Category Approved	Regular Certified	Approved	01/02/14	11/30/15	11/30/15	

NOTE: Review license/certification continuation application for revisions and update fields in WISCCRS as needed. For licensing - if there is a change to conditions of licensure, get Licensing Specialist or regional manager approval prior to updating WISCCRS.

Step 4 - Site Visits:

WISCCRS is programmed to check site visit information before continuation/re-certification can be approved. Below are the requirements for both types of facilities:

Certified Providers

Certified providers must have a site visit conducted AFTER the Complete Application Received date. If the certification worker conducts a site visit prior to the Complete Application Received Date, the system generates an error message and does not allow you to grant recertification. One of the following visit types must be entered into WISCCRS in order for you to grant re-certification:
- Annual Visit
- Expired Re-certification Visit
- Initial Provider Visit
- Monitoring Visit
- Re-certification Visit

Enter Monitoring Results and issue a non-compliance or compliance statement, as appropriate, unless recertification is going to be denied.

Licensed Providers and Public School Operated Programs

The system requires that at least one monitoring visit be conducted within the last two years of the continuation application approval date.

See Site Visit user guide for detailed information on how to enter site visits into WISCCRS.

NOTE: Licensing staff should contact their Regional Manager before entering and then deleting a site visit in order to continue a license.

Step 5 - Hours of Operation:

To access this screen, click on the Applications link in the left-side navigation menu and then click on the Application Sequence number for the pending application.

Certified Applications For This Location 001								
Application Sequence #	Application Entered Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
002	09/08/15	Application Pending						
001	01/02/14	Category Approved	Regular Certified	Approved	01/02/14	11/30/15	11/30/15	

The links associated with this application will open up.

Application Details
✓Application
Hours of Operations
Check List
Decision
Face Sheet
Documents

The Hours of Operation details are transferred from the previous application but can be modified if needed.

NOTE: To change the hours of operation or capacity, click on the pencil icon (edit this record) and enter the changes. Click modify at bottom of page to save. For licensing - changes in capacity or hours must be received in writing from the center's management and approved by the Licensing Specialist.

Step 6 - Checklist (Licensing only):

This screen must be completed for licensed providers before the continuation application can be approved. Enter checklist items received, not received or not applicable. An error message will appear if you try to change the application status to approved without completing each checklist item.

Required continuation items include completed/signed continuation application, license fee and any outstanding fees due. A policy checklist is only required if updated policies are submitted.

Required continuation items include:
- Continuation application (completed and signed) although this is not on the checklist in WISCCRS
- License fee
- Outstanding CBC or forfeiture fees due (only forfeiture fees are included in the checklist)
- A policy and procedure checklist is only required if updated policies and procedures are submitted.
- Licensing Checklist (no longer required. Check Not Applicable on the WISCCRS checklist.

Step 7 - Decision:

Once everything above has been completed, click on the Decision screen and change the Application Status to Application Approved, enter the Date the Application was Determined Fit, and the Date of Decision (if not already entered). If the agency does not make the fit analysis at continuation/re-certification, enter the Decision Date into the Date Applicant Determined Fit or Unfit field.

Decision	
Application Status *	Application Approved
Date Complete Application Received	9/8/2015
Date Applicant Determined Fit or Unfit	9/8/2015
Date Of Decision	9/8/2015
Comments	

NOTE: License fee and any past-due background check fees due to the department must be paid before an application can be approved, or an error message will display.

NOTES: For Licensing
If enforcement (revocation or forfeiture) is under appeal status, staff should still process the continuation. If forfeiture is not under appeal, do not process the continuation until paid in full or approved installment plan is in place. The reminder and past due letters are sent if outstanding forfeiture fees are due.

Licensing: Date Complete Application Received date is when all required continuation materials are received. Date of Decision is the date the PA and/or Licensing Specialist approved the continuation application.

Step 8 - New Category:

After completing the Decision screen, the system flow takes you to the New Category screen. Click on the New Category link.

New Category		
Prior Category's Expiration Date is	09/30/2019	
Category Code *	Licensed Group ▼	
Begin Date *	10/1/2019 📅	
Expiration Date *	9/30/2021 📅	
Mode *	○Probationary ⦿Regular	
Status *	Approved	

Complete the Category Code, Begin Date, and Expiration Date fields. Category Begin Date should be the day after the prior category expiration date. Category Expiration Date will be 2 years after the Category Begin Date (unless a one-time 6-month probationary license extension is granted).

NOTE: For continuations, licensed facilities there should not be a lapse between the category end date of the previous application sequence and category begin date of new application sequence.

Step 9 - Ages Served:

Unlike Hours of Operation, Ages Served information is not transferred from the previous application. After adding the category, click on the Ages Served link in the left-side navigation menu.

Categories
View Categories
Add Category
Provisional Certified
Ages Served ←
Conditions
Serving Relatives
Grant Regulation

Click on the New Ages Served link. Enter the age range for children the site is approved to care for.

See the Creating New Providers WISCCRS User Guide for guidance/questions on how to enter ages served.

Category Begin Date is the 1st day of new category. For licensing: ***DO NOT ENTER AN END DATE*** (this will cause problems with Wisconsin Shares authorizations). Certification: An End Date must be entered in order to grant the certification.

Note: An Ages Served range of 1 year(s) to 12 year(s) will need to be entered as 1 in the From Year(s) field, with 11 in the To Year(s) field and 11 in the To Month(s) field. The license or certificate will then print the ages served as from 1 year old to 12 years old.

Step 10 - Conditions

Enter Conditions, if appropriate. See Creating New Provider Records user guide for further details.

Licensing: See the Conditions of Licensure Chart at https://dcfweb/files/childcare/ccregulation/procedures/pdf/lic-cond-chart.pdf for information on what conditions are identified on the license certificate, standard verbiage, and WISCCRS entry for conditions (exceptions and stipulations)

Step 11 - Grant Regulation:

Finally, click on the Grant Regulation link.

The Grant Regulation screen has a summary of all information in the system for the provider site. Click the button at the bottom of the Grant Regulation screen to complete this step and fully issue the license or certification.

Step 12 - Print Certificate:

Once the Grant Regulation screen has been processed, the system will take you to the Notice of Decision screen. On the bottom of this screen, the user will see the Print Certificate button.

Licensing: A new certificate is only sent if there is a change to the conditions of licensure (hours, ages served, days, months, capacity, address, changes to conditions, exceptions and stipulations).

A letter of transmittal (LOT) will always accompany a printed certificate.
The Certificate will appear in PDF format.

Certification: The certificate will print in a PDF format. The recertification certificate is always mailed to the provider.

Hours of Operation						
From Month	**To Month**	**Day Time Capacity**	**Night Time Capacity/ Group Size**			
January	December	3	6			
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
	6:00 AM To 6:00 PM	6:00 AM To 6:00 PM	6:00 AM To 6:00 PM	6:00 AM To 6:00 PM	6:00 AM To 6:00 PM	

Print Certificate

Entering a Second Probationary License

A licensed provider can be placed on a second probationary license when the licensing region has concerns. When this happens, choose Continuation as the Application Mode.

Application Details	
Application Type *	Licensed Family ▼
Application Mode *	Initial ▼
Application Materials Received Date *	1/14/2019 📅
Application Entered Date	1/14/2019
Date Complete Application Received	1/14/2019 📅
Date Applicant Determined Fit or Unfit	1/14/2019 📅
Date Pre-licensing TA Completed	📅

Probationary license periods last six months. Enter the category begin and end dates for a six-month time period.

Category Code *	Licensed Family ▼
Begin Date *	1/14/2019 📅
Expiration Date *	7/14/2019 📅
Mode *	Probationary
Status *	Approved

If the second probationary license was issued **not** due to serious non-compliance, then the regional licensing office enters a comment into WISCCRS under Application / Decision / Comments.

Decision	
Application Status *	Application Approved ▼
Date Complete Application Received	1/14/2019 📅
Date Applicant Determined Fit or Unfit	1/14/2019 📅
Date Of Decision	1/14/2019 📅
Comments	2nd Probationary License Issued because more time needed to monitor provider.
	77 of 300 characters.

If the second probationary license is issued due to substantial non-compliance, an enforcement for a secondary probationary license due to noncompliance is also entered in the Enforcement Module.

For more information on how to enter Enforcements, see the [Enforcements User Guide](#).

Relocation and License Continuation / Re-certification happens at the same time

When the provider moves to a new address close to their continuation/re-certification expiration date, choose Relocation as the Application Mode in order to modify the location address fields. If the Continuation is chosen, the system won't allow modification of the location address.

	Application Details
Application Type *	Certified Family ▾
Application Mode *	Relocation ▾
Application Materials Received Date *	9/1/2015 ▾
Application Entered Date	9/11/2015
Date Complete Application Received	9/1/2015 ▾
>Date Applicant Determined Fit or Unfit	▾
Date Pre-licensing TA Completed	▾

<mark>Continuation Fees</mark> – Licensing Only

<mark>When the system generates the continuing applications in the Correspondence module, the system automatically inserts the license fees into the Transaction module based on application type and capacity. This allows the licensee to submit the license fee as an e-payment in the provider portal.</mark>

<mark>It is possible that the licensee submits the fee prior to submitting the application materials to the regional office. If the licensee submits a payment for a license fee for a facility that does not have a continuing application pending in WISCCRS, an informational message displays in the Provider Portal informing the licensee also to submit the paperwork to the regional office.</mark>

NOTE: Generated fees may need to be modified if a change is made to capacity or a 6-month extension or second probationary period to the license is requested/approved. See modifying the system-generated fee below for guidance.

When generating the license fee for group and camp facilities, the system uses the day time capacity. If the night time capacity is higher than the day time, the license fee must be manually modified in the Modify Transaction screen. See modifying the system-generated fee below for guidance.

Public School Programs are not charged fees to continue the regulation.

Modifying the System-Generated Fee

The system only generates fees for regular licenses. Sometimes a second probationary license or 6-month license is issued. In these cases, the fee must be manually changed on the Modify Transaction screen.

When the licensed capacity changes at the time of the continuation, the system will generate the licensing fee based on the capacity from the previous license sequence. The fee must be manually changed to reflect the correct amount.

Select Transactions Module then Fees/Adjustments Screen to change the amount.

I.
<u>Example</u>: Below is an example of a continuation process for a program that changed capacity from 70 to 50. The Transaction module shows the system-generated fee of $1,216.05 ($30.25 + 70 x $16.94)

The daytime capacity on the Hours of Operation screen is changed to 50.
The amount on the Modify Transaction screen must be changed to reflect the correct amount.

Informational Alerts –

If a balance due exists in the Transaction module, WISCCRS displays an alert when the user changes the application status to be Application Approved on the Decision screen and again when granting regulation.

⚠️ There is a balance due for this location, please check the Fee/Adjustment page.

If the license fee is modified in the Modify Transaction screen for any reason (second probationary, increase/decrease in group capacity), the following informational message will display when the Application Status on the Decision screen is changed to Application Approved.

⚠️ **Error - The Following Problems Have Occurred**

⚠️ License fee transaction amount does not match with calculated license fee ($60.50) for this Licensed Family application, please check the Fee/Adjustment page.
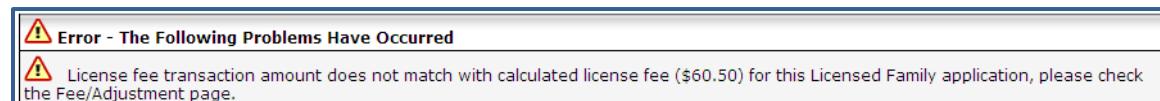
Increase/Decrease Capacity at a Group/Camp Provider

When the provider capacity changes at the time of the continuation, the system will first generate the licensing fee based on the old capacity. When the Continuation application status is changed to Complete, an informational message displays what the correct amount should be based on the new capacity. The fee must be manually changed to reflect the correct amount.

Example: Below is an example of a continuation process for a program that changed capacity from 70 to 50.

After the New Application screen is processed, the Transaction module shows the system-generated fee of $1,216.05 ($30.25 + 70 x $16.94)

| 05/02/13 | T 2000000936 | License Fee | ($1,216.05) | ($1,216.05) | Open |

The daytime capacity on the Hours of Operation screen is changed to 50.

When the Application Status on the Decision screen is changed to Application Approved, the following informational message displays:
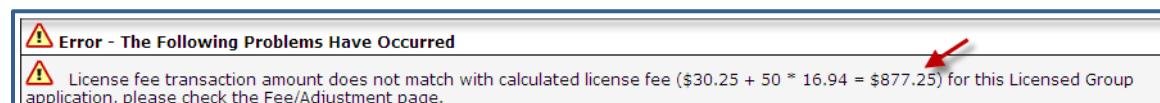
⚠️ **Error - The Following Problems Have Occurred**

⚠️ License fee transaction amount does not match with calculated license fee ($30.25 + 50 * 16.94 = $877.25) for this Licensed Group application, please check the Fee/Adjustment page.

The amount on the Modify Transaction screen must be changed to reflect the correct amount.

Modify Fee/Adjustment	
Type	License Fee
Amount	-1216.05
Balance	($1,216.05)
Status	Open
Comments	

Change this to $877.25