

Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

Processing Continuation / Re-Certification Applications

December 2019



Table of Contents

Continuation / Re-Certification Process	2
Certified Providers:	2
Licensed Providers:	2
Processing Continuation / Re-certification Applications	3
Step 1 – Search:	3
Step 2 - Continuation Button:.....	3
Step 3 - New Application Screen:	3
Step 4 - Site Visits:	4
Certified Providers	4
Licensed Providers	4
Step 5 - Hours of Operation:.....	4
Step 6 - Checklist (Licensing only):.....	5
Step 7 - Decision:	5
Step 8 - New Category:	5
Step 9 - Ages Served:	6
Step 10 - Conditions.....	7
Step 11 - Grant Regulation:	7
Step 12 - Print Certificate:	7
Entering a Second Probationary License	8
Relocation and Continuation / Re-certification happens at the same time	9
Continuation/Relocation Fees – Licensing Only	10
Generation of the License Fee	10
Modifying the System-Generated Fee.....	10
Informational Alerts.....	11
Increase/Decrease Capacity at a Group/Camp Provider	11

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please contact the Bureau of Early Care Regulation at dcfclicreg@wisconsin.gov or (608) 421-7550. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

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).

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.

Once the paper 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 use other search criteria.

List Of Possible Matches									
Applicant Number	Location Number	Facility ID	Active License	Active Certificate	Tax ID Number	Name	Business Name	Location Facility Name & Address	Provider Number
0800081601	001		No	Yes	S 586186846	Haley Hamm		Smiley Daycare 2140 Palm Tree Ln Eau Claire WI 54703	2800039902

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.

Provider/Loc Number 2800039902 / 001 Facility Number Facility Address 2140 Palm Tree Ln Eau Claire, WI 54703				Name Haley Hamm Applicant/Loc Number 0800081601 / 001 Facility Name Smiley Daycare				
Licensors Name				Certifier Name Clark Certifier				
Location Details								
Smiley Daycare 2140 Palm Tree Ln Eau Claire, WI 54703 Milwaukee County								
Licensed Applications For This Location 001								
New Licensed 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
001	01/02/14	Category Approved	Regular Certified	Approved	01/02/14	11/30/15	11/30/15	Continuation

Step 3 - New Application Screen:

After clicking on the Continuation button (or Initial if the expiration date is in the past), you will be taken to 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, as well as the Date Applicant Determined Fit or Unfit (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	Regular Certified	Approved	01/02/14	11/30/15	11/30/15	
001	01/02/14	Category Approved						

NOTE: Review license continuation application for revisions and update fields in WISCCRS as needed. If there is a change to conditions of license, get Licensing Specialist 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 will generate an error message and will 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

Licensed Providers

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

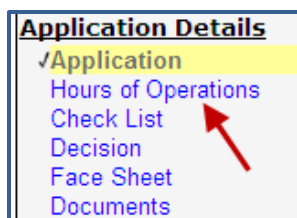
See [Creating New Provider Records](#) for detailed information on how to enter site visits into WISCCRS.

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	Regular Certified	Approved	01/02/14	11/30/15	11/30/15	
001	01/02/14	Category Approved						

The links associated with this application will open up.



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. Changes in capacity or hours must be in writing and approved by the Licensing Specialist.

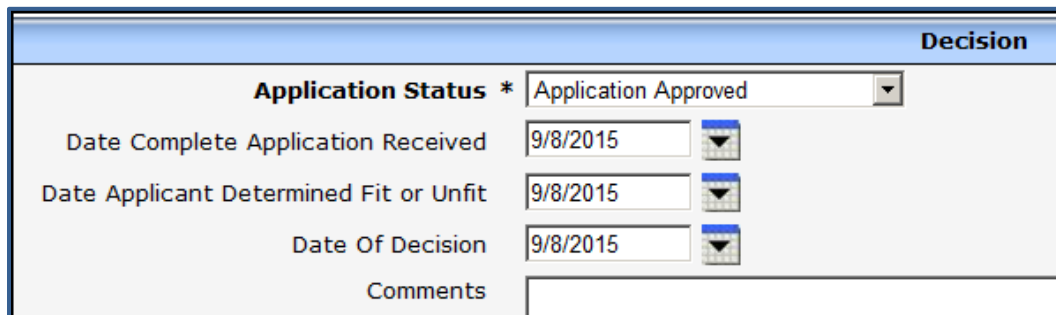
Step 6 - Checklist (Licensing only):

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.

Step 7 - Decision:

Once everything has been completed above, click on the Decision screen and change the Application Status to be Application Approved, enter the Date the Application was Determined Fit, and the Date of Decision. 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.





NOTE: License fee must be collected before an application can be approved.

NOTE: 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.

NOTE: Date Complete Application Received date is when all required continuation materials are received and/or Licensing Specialist approved changes on continuation application.

Step 8 - New Category:

After completing the Decision screen, the driver flow will take you to the Category screen. Click on the New Category link.

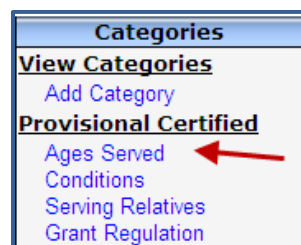
New Category	
Prior Category's Expiration Date is	09/30/2019
Category Code *	Licensed Group ▼
Begin Date *	10/1/2019 
Expiration Date *	9/30/2021 
Mode *	<input type="radio"/> Probationary <input checked="" type="radio"/> Regular
Status *	Approved

Complete the Category Code, Begin Date, and Expiration Date fields. Category Begin Date should be the 1st day of the month after prior category expiration date. Category Expiration Date will be 2 years after the Category Begin Date (unless a one-time 6-month extension is granted). 1123194

NOTE: for licensed facilities continuing from a probationary license to a regular license, WISCCRS does not allow a future begin date to be entered, only present day and past dates. There should not be a lapse between the category end date of previous application sequence and begin date of new application sequence.

Step 9 - Ages Served:

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



WISCCRS User Guide – Processing Continuation / Re-Certification Applications

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 from and to ages served.

Category Begin Date is the 1st day of new category. **DO NOT ENTER AN END DATE** (this will cause problems with Shares authorizations).

New Ages Served					
From Year(s)	0	From Month(s)	0	From Week(s)	0
To Year(s)	12	To Month(s)	11	To Week(s)	0
Begin Date	9/1/2012				
End Date	8/31/2014				

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.

Step 10 - Conditions

Enter Current Conditions. 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.

NOTE: It is the Providers responsibility to submit exception requests for the facility at time of continuation. The Licensing Specialist will follow up with the Provider regarding relevance of exceptions returned with the continuation materials and provide the LPPA with final signed copies.

Step 11 - Grant Regulation:

Finally, click on the Grant Regulation link.

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

The Grant Regulation screen has a summary of all information in the system for the provider site.

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.

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

NOTE: A letter of transmittal (LOT) will always accompany a printed certificate for licensed providers.

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](#)

The Certificate will appear in PDF format.

Entering a Second Probationary License

A provider can be placed on a second probationary license when the licensing region has concerns. When this happens, choose Initial 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. Make sure to 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	<div>2nd Probationary License Issued because more time needed to monitor provider.</div> <div>77 of 300 characters.</div>

If the second probationary license was issued due to substantial non-compliance, a record (second 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 Continuation / Re-certification happens at the same time

Sometimes, the provider moves to a new address close to his/her continuation/re-certification expiration date. When this happens, please choose Relocation as the Application **Mode**. If the Continuation is chosen, the system won't allow modification of the 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	

Continuation/Relocation Fees – Licensing Only

When licensing staff creates an application with application mode as Continuation or Relocation, WISCCRS automatically calculates and inserts the License Fee into the transaction module based on application type and capacity at the time of the data entry.

Generation of the License Fee

The License Fee is generated when the licensing staff clicks on the Continuation button (if the expiration date is in the future) or the Initial button (if the expiration date is in the past) and on the New Application screen chooses either Continuation or Relocation as the Application Mode.

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

Provider/Loc Number 4800039724 / 001 Facility Number 1122707 Facility Address 123 1st St Anytown, WI 45454				Name Connie Continuation Applicant/Loc Number 9800079097 / 001 Facility Name Connies Cute Kids			
Location Details							
Connies Cute Kids 123 1st St Anytown, WI 45454 Kenosha County							
Licensed Applications For This Location 001							
Application Sequence #	Application Begin Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date
001	01/01/13	Approved	Licensed Family	Approved	01/01/13	06/30/13	
							Continuation

After the Continuation button is clicked, the New Application screen will display.

Application Details	
Application Type *	Licensed Family
Application Mode *	Continuation
Application Begin Date	5/2/2013
Date Complete Application Received *	5/1/2013
Date Applicant Determined Fit	
Date Pre-licensing TA Completed	

Application Mode Continuation or Relocation will generate a licensing fee

After the New Application screen is processed, the Transaction module will display the fee.

Transaction Summary						
New Fee/Adjustment				New Collection		
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments
05/02/13	T 2000000944	License Fee	(\$15.12)	(\$15.12)	Collected	Details
05/02/13	C 2000000524	Check	\$15.12	\$0.00	Applied	Details
05/02/13	T 2000000935	License Fee	(\$60.50)	(\$60.50)	Open	Details
Amount in Excess: \$0.00			Total Amount Due: (\$60.50)			
Fees/Adjustments				Collections		

NOTE: 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.

Modifying the System-Generated Fee

The system only generates fees for regular licenses. When a facility relocates to a new location, a probationary license is usually issued. Sometimes a second probationary license is issued due to concerns. In these cases, the fee must be manually changed on the Modify Transaction screen.

After starting the application, access the Modify Transaction screen (**Select Transactions Module then Fees/Adjustments Screen**) to change the amount.

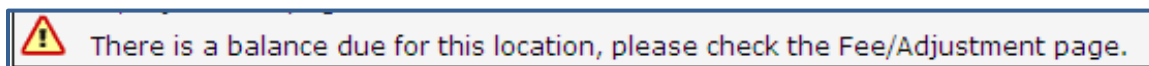
Modify Fee/Adjustment	
Type	License Fee
Amount	-60.5
Balance	(\$60.50)
Status	Open
Comments	<div>0 of 300 characters.</div>

When a probationary license is issued at relocation or due to concerns, modify the Amount to reflect the accurate fee.

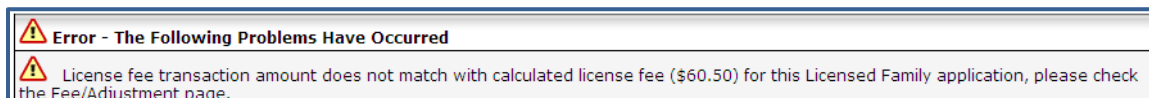
NOTE: When the probationary license is approved, you will receive an alert stating that the amount in the transaction module does not match the system-generated amount. If the amount is correct, you can proceed with the license approval.

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.



If the license fee is modified in the Modify Transaction screen for any reason (second probationary, increase/decrease in group capacity), the following informational alert will display.



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.

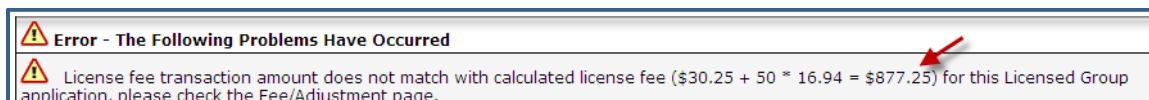
Example: Below is an example of a continuation process for a program that changed capacity from 70 to 50.

After the New Application screen is processed, the Transaction module shows the system-generated fee of \$1,216.05 ($\$30.25 + 70 \times \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:



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