

**TXOJ KEV UA KOM TAU IB DAIM NTAWV TSO CAI LOS QHEB IB CHAV ZOV MENYUAM HAUV TSEV**  
PROCEDURE FOR OBTAINING  
AN INITIAL LICENSE TO OPERATE A FAMILY CHILD CARE CENTER

1. Xyuas kom meej txoj kev xav tau rau qhov kev zov me nyuam uas koj xav qheb. Koom tes nrog rau lwm cov koos haum thiab cov neeg hauv koj lub zej zog. Siv cov xov qhia uas koj tshawb tau los qhia saib koj yuav muab kev zov me nyuam rau hom twg. Mus cuag cov hoob kas Wisconsin Child Care Resource and Referral Agency uas nyob ze ntawm koj kom paub meej tshaj txog cheeb tsam ntawm koj. Muaj cov npe nyob hauv no thiab.
2. Nyeem thiab kawm txog phau ntawv hais txog cov kev cai nyob nrog tuaj no *DCF 250 Licensing Rules for Family Child Care Centers*. Kuj muaj nyob rau ntawm Department of Children and Families (DCF) qhov chaw website <https://dcf.wisconsin.gov/cclicensing/rules>, yog *DCF 250 Licensing Rules for Family Child Care Centers with Commentary*. Phau ntawv muaj cov kev cai tswj yuav ua daim ntawv tso cai nrog rau cov ntawv txhawb ntxiv thiab muaj kev qhia tshaj no txog cov kev cai tswj.
3. Teb kom tag daim ntawv nrog tuaj no "Family Child Care Business Start-Up Worksheet" thiab muab xa tuaj rau Supporting Families Together Association (SFTA) ntawm:

SFTA  
700 Rayovac Drive Suite 6  
Madison, WI 53711

SFTA muaj ib daim ntawv cog lus nrog DCF los pab qhia kev ua daim ntawv tso cai yam tsis muaj nqi rau tus neeg tuaj thov daim ntawv. Thaum txais tau daim ntawv FCC Business Start-Up Worksheet, SFTA mam li teem ib tus neeg los pab koj npaj kawm txog kev ua daim ntawv tso cai. Yeeb vim muaj nqee txoj kev cai uas yuav tsum ua kom tau mas thiaj li yuav tau daim ntawv tso cai, tus neeg tuaj pab koj ntawd mam muab ib daim ntawv qhia txog qee yam uas yuav tsum tau ua, yuav muaj daim ntawv coj los nrog koj khij thaum tuaj ntsib koj thiab yuav qhiav kom meej txog yam uas koj yuav tsum muaj ua ntej koj xav daim ntawv thov tuaj.

**CIM TSEG: Tus neeg tuaj pab koj ntawd tsis yog DCF ib tug kws kawm tawm txog faim muab daim ntawv tso cai thiab yuav tsis muaj cai tsim daim ntawv tso cai rau koj.** Tus neeg tuaj pab ntawd yuav qhia koj thiab pab koj npaj los kawm txog kev ua daim ntawv tso cai thiab yuav muab daim ntawv thov daim ntawv tso cai rau koj thaum kawm tag.

4. Txoj cai Wisconsin Statutes tso cai rau qee cov chaw zov menyuam yam tsis tau ua raws li cov kev cai tswj fwm vaj tse. Mus cuag cov chav qhia txog kev cai nyob ze ntawm koj saib lawv puas tso cai rau koj qhov chaw raws li txoj cai los yog yuav kom koj mus thov ib daim ntawv tso cai (permit) los khiav ua txoj haujlwm. Qhia meej, s.66.1017, Wis. Stats., nyeem raws li nram qab no:

66.1017 Family day care homes.

(1) In this section:

(a) "Family day care home" means a dwelling licensed as a day care center by the department of children and families under s.48.65 where care is provided for not more than 8 children.

(b) "Municipality" means a county, city, village or town.

(2) No municipality may prevent a family day care home from being located in a zoned district in which a single-family residence is a permitted use. No municipality may establish standards or requirements for family day care homes different from the licensing standards established under s.48.65. This subsection does not prevent a municipality from applying to a family day care home the zoning regulations applicable to other dwellings in the zoning district in which it is located.

5. Yog qhov chaw tau npaj tseg yuav tsis muab siv ua ib qhov chaw nyob rau tsawg kawg ib tug neeg los yog yuav nyob rau hauv ib lub tuam tsev uas tsis yog ib los yog ob yig nyob, koj yuav tau teev ntawv tseg tias lub tuam tsev ntawd ua tau raws li tag nrho cov cim Wisconsin Commercial Building Codes uas yog muab ib daim ntawv ua los ntawm ib tug neeg txheeb xyuas vaj tse xa nrog koj daim ntawv thov ib daim ntawv tso cai. Qhov txheeb xyuas vaj tse yuav tsum yog ua los ntawm ib tug neeg txheeb xyuas vaj tse hauv zos los yog los ntawm Wisconsin ib tug kws kos duab tsev muaj npe (registered architect) los yog ib tug kws muab qauv ua vaj tse muaj npe (engineer registered) raws li Wisconsin Administrative Rules A-E for Architects los yog A-E4 for Engineers.

Lub Department of Commerce administrative code, Comm 61.02(3)(g), zam rau cov chaw zov me nyuam hauv tsev ntwam qhov kom ua tau raws Commercial Building Codes yog qhov kev zov me nyuam muaj ntwav pov thawj zov txog 8 leej me nyuam los yog tsawg dua **thiab** nyob rau hauv ib lub tsev ib los yog ob yig nyob. Cov cai Wisconsin Statutes in s.101.61(1) txhais “dwelling unit” tias yog ib “structure or part of a structure which is used or intended to be used as a home, residence or sleeping place by one person or by 2 or more persons maintaining a common household to the exclusion of all others.”

Tus neeg tuaj pab koj ntwad tseem yuav qhia kom paub mus nrhiav kev txheeb xyuas los mus txiav txim kom paub seb lub tuam tsev uas kom npaj yuav siv ntwad puas yuav tau kho. Ua ntej yuav muab daim ntwav tso cai rau koj, koj yuav tsum tau teev ntwav cia tias lub tuam tsev ua tau tag nrho li cov cim Wisconsin Commercial Building Codes uas yog xa ib daim ntwav ua los ntwam tus neeg txheeb xyuas vaj tse nrog koj daim ntwav thov.

6. Raws li daim ntwav tso cai cov cai tswj mas, koj thiab lwm cov neeg zov menyuum yuav tsum mus kawm kom tiav 2 hoob ntwav ua ntej yuav tau txais daim ntwav tso cai. Ib hoob ntwav mas yuav tsum yog kawm txog meyuam yav thaum yau thiab lwm hoob kawm mas yuav tsum yog kawm txog kev khiav lag luam zov menyuum. Cov hoob uas tsis muaj qhab nia, department-pom zoo kawm txog menyuum yav thaum yau muaj npe hu ua *The Introduction to the Child Care Profession*. Cov hoob kawm tsis muaj qhab nia, department-pom zoo txog kev khiav lag luam zov menyuum muaj npe hu ua *Fundamentals of Family Child Care*. Txuas ntxiv thiab, yog koj yuav npaj siab zov cov menyuum tsis tau muaj 2 xyoos, koj yuav tsum tau mus kawm yam tsis muaj qhab nia, department-pom zoo hoob muaj npe hu ua *Fundamentals of Infant and Toddler Care* tsis pub dhau 6 lub hli tom qab koj tau daim ntwav tso cai.

Cov hoob kawm no mus kawm tau tom cov tsev kawm ntwav qib siab lossis UW cov tsev kawm ntwav. Muaj ntau lub koos haum uas muaj tswv nyob hauv lub xeev no kuj qhia cov hoob kawm tsis muaj qhab nia no, department-pom zoo cov hoob kawm. Koj nrhiav tau cov npe ntwam cov tsev kawm ntwav muaj tswv uas qhia cov hoob kawm yam tsis muaj qhab nia, department-pom zoo cov hoob kawm ntwam DCF qhov website <https://dcf.wisconsin.gov/cclicensing/entry-level-training>. Cov koos haum uas qhia cov hoob kawm yam tsis muaj qhab nia feem ntau sau cov hoob kawm rau ntwam TNET qhov website <https://www.the-registry.org/myregistry/>.

7. Yuav tsum muaj ntwav pov hwm (insurance). Yog hais tias koj muaj dev thiab muaj miv yuav muab tso rau thaj tsum ntwam qhov chaw menyuum nyob, koj yuav tsum yuav ntwav pov hwm qhia meej hais tias tiv thaiv qhov lag luam zov me nyuam thiab cov tsiaj tu hauv tsev. Yog koj thauj neeg mus los, koj yuav tsum muaj ntwav pov hwm (insurance) rau tag nrho cov tsheb uas koj yuav siv coj los thauj cov menyuum uas koj zov. Koj yuav tsum xa ntaub ntwav hais txog kev muaj ntwav pov hwm (insurance) tuaj nrog koj daim ntwav thov daim ntwav tso cai.
8. Tsim cov kev cai thiab kev yuav ua haujlwm li cas rau cov neeg ua haujlwm thiab muab faib rau cov niam txiv hais txog:
  - Yuav tuaj cuv npe lossis tshem cov menyuum twb cuv npe tag lawm.
  - Cov nqi tes thiab cov nqi thim ntxiv nyiaj rov qab.
  - Kev cai tswj yog menyuum lossis tus neeg zov menyuum tsis tuaj, thiab kev sib tiv tauj nrog cov niam txiv yog hais tias tus menyuum tsis tuaj tom chaw zov menyuum yam tsis tau txais kev ceeb toom ua ntej los ntwam cov niam cov txiv.
  - Kev kho mob (nrog rau SIDS txwv kom txhob muaj kev phom sij yog koj yuav zov cov menyuum uas tsis tau muaj 1 xyoos).
  - Kev noj qab haus huv.
  - Cov yeeb yam ua txhua hnuv rau cov menyuum.
  - Tswv yim pab coj menyuum ntxiv rau cov kev ntxias thaum menyuum quaj, chim, lossis tsis zoo siab.
  - Thauj menyuum mus dab tsi los xij xws li mus ncig ua si tej. Tsab cai mas yuav muaj qhov hais tias kom saib ntsoov cov menyuum tsis txhob cia li tsis saib lawv thaum nyob hauv tsheb.
  - Qhia txog kev cai dab qhuas thiab cov kev coj ua, yog muaj.
  - Yog hom tsiaj twg thiab nyob rau qhov twg lossis lwm cov tsiaj uas nyob rau cheeb tsum ntwam chaw zov menyuum thiab cov menyuum puas yuav kov tau cov tsiaj ntwad.
  - Kev qhia txog ntwav pov hwm (insurance) uas koj yuav tau los tiv thaiv koj lub lag luam, chaw, thiab cov tsheb.

Muaj kev pom zoo kom muaj daim ntwav sib cog lus los ntwam koj thiab cov niam txiv.

Ib daim qauv ntwam cov cai hu ua *Policy Sample – Family Child Care Centers* thiab cov ntwav uas yuav tsum muaj *Policy Checklist – Family Child Care Centers* kuj muaj nyob rau hauv computer ntwam <https://dcf.wisconsin.gov/cclicensing/ccformspubs>. Koj kuj mus muab tau cov qauv ntwam cov ntwav no uas yog mus cuag Child Care Information Center ntwam 1-800-362-7353.

9. Tsim tsab cai rau tag nrho cov neeg ua haujlwm, cov tuaj ua haujlwm dawb, cov tuaj pab thiab cov tuaj hloov lwm tus. Tag nrho cov neeg ua haujlwm, cov tuaj ua haujlwm dawb, cov tuaj pab thiab cov tuaj hloov lwm tus yuav tsum tau kawm kom tiav ib qhov kev cob qhia ua ntej pib zov menyuam. Ntaub ntawv ceev txog kev cob qhia yuav tsum muab ceev tseg rau hauv cov neeg ua haujlwm phau ntawv. Tsab cai no yuav tsum muaj:
- Cov npe thiab cov hnuv yug ntawm cov menyuam nej zov.
  - Thaum tuaj thiab thaum rov ntawm txhua tus menyuam uas tuaj cuv npe nrog rau cov neeg muaj cai tuaj tos tus menyuam.
  - Soj ntsuam tus menyuam cov ntaub ntawv nrog rau tus neeg yuav hu tau thaum muaj xwm kub ceev.
  - Kev qhia meej txog tus menyuam cov kev kho mob nrog rau kev noj tshuaj, kev xiam oob qhab lossis tej yam txawv uas yuav tsum pab rau.
  - Kev yuav ua li cas thiaj li txwv tau txoj kev phom sij Sudden Infant Death Syndrome (SIDS) yog hais tias muaj ntawv tso cai zov cov menyuam tsis tau muaj 1 xyoos.
  - Saib tag nrho kev teem sijhawm nrog rau kev noj mov, noj qhob noom, pw thiab lwm yam xov qhia txog kev noj mov thiab kev pw thaum twg rau cov menyuam mos thiab menyuam yaus uas cuv npe tuaj rau qhov chaw zov menyuam.
  - Saib qhov chaw zov menyuam txoj kev los daws thaum muaj teeb meem kub ntxhov.
  - Cov kev uas yuav ceeb toom yog xoom xaim tsam muaj kev tsim txom menyuam thiab/ lossis tsis hlub tsis saib xyuas.
  - Muaj kev npaj coj cov menyuam uas tsaug zog lawm tawm, yog qhov chaw zov menyuam muaj daim ntawv tso cai zov menyuam thaum 9 PM mus txog 5 AM.
  - Kev yuav tiv tauj cov niam txiv yog tus menyuam tsis tuaj rau tom qhov chaw zov menyuam yam tsis tau ceeb toom ua ntej los ntawm niam txiv.
  - Saib cov kev cai ntawm qhov chaw zov menyuam.
  - Saib cov cai tswj txog kev muaj daim ntawv tso cai.
  - Kev qhia uas cov neeg ua haujlwm yuav tsum tau ua raws yog hais tias lawv tau ua txhaum cai loj los lawm; twb muaj lawm lossis tseem tab tom raug tshawj fawb los ntawm tsoom fww txog txoj kev tsim txom lossis hawv txog kev tsim txom lossis tsis hlub tsis saib tsis xyuas menyuam lossis lwm tus neeg; lossis tshawb fawb txog kev kov lwm tus neeg cov khoom vaj khoom tsev yam tsis raws kev cai; yog hais tias tus neeg ua haujlwm muaj cov ua yeej pom tau hais tias muaj kev tsim txom lossis tsis hlub tsis saib tsis xyuas menyuam lossis neeg laus lossis kov lwm tus cov khoom vaj khoom tsev yam tsis raws kev cai; seb puas muaj ib daim ntawv tso cai kawm tawm los ntawm ib tug neeg zov me nyuam raug muab txwv lawm, rhuav tshem lawm, txwv qee yam, lossis lwm yav kev txwv txiav.
10. Tsim ib daim kev cai kom muaj kev cob qhia rau cov neeg tuaj pab zov menyuam thaum muaj kev kub ntxhov xws li muaj teeb meem rau tsev neeg lossis muaj tej yam kev mob kub ceev. Tsab cai no yuav tsum muaj:
- Npe thiab hnuv yug ntawm cov menyuam nej zov.
  - Thaum tuaj thiab thaum rov ntawm txhua tus menyuam ua tuaj cuv npe nrog rau cov neeg muaj cai tuaj tos tus menyuam.
  - Kev qhia txog SIDS txo txog kev phom sij thaum zov cov menyuam tsis tau muaj 1 xyoos.
  - Qhov chaw tso cov menyuam phau ntawv (file), nrog rau tus neeg yuav hu tau thaum muaj tej yam xwm kub ceev, kev tso cai yog muaj tej yuav kho mob kub ceev thiab txhua yam kev kho mob uas tus menyuam xav tau kev pab.
11. Yog hais tias koj lub tsev tsis tauj dej los ntawm chaw tso dej rau peej xeem, thov kom muaj tus neeg kuaj txog lub qhov dej thiab kuaj saib cov dej puas muaj kab mob yam siv tus neeg kawm tawm los kuaj raws li ch. DHS 165. Nrog kev kuaj saib puas muaj txo (nitrate) yog hais tias koj zov cov menyuam tsis tau muaj rau (6) hli.
12. Yog hais tias koj siv cov tsheb thauj menyuam uas koj yuav lawm, xauj los siv lossis muaj ntawv cog lus los siv rau qhov chaw zov menyuam uas txaus thauj li 6 tus neeg lossis tshaj ntxiv rau tus tsav, nruab ib lub tswb tswj kev nyab xeeb (alarm) kom qhia rau tus tsav los soj lub tsheb saib puas tseem muaj menyuam kom meej ua ntej yuav tawm lub tsheb mus. Kev qhia saib yuav mus yuav lub tswb qhov twg muaj nyob rau ntawm DCF lub website <https://dcf.wisconsin.gov/ccregulation/providers>.
13. Muaj kom tau cov ntaub ntawv uas tsim nyog kom niam txiv teb kom tiav hlo nrog rau ntawv cuv npe, keeb kwm kev kho mob thiab npaj rau kev kub ntxhov, ntawv hno tshuaj, menyuam cov ntawv kho mob, thiab menyuam mos ab/cov tseem yau cov ntawv cuv npe yog hais tias lawv tsis tau muaj 2 xyoos. Muaj cov qauv nyob rau ntawm DCF lub website <https://dcf.wisconsin.gov/clicensing/ccformspubs>. Yog hais tias koj tsis muaj Internet, tus neeg pab koj mam li qhia saib yuav uas li cas thiaj li xa tau ib daim qauv tuaj rau koj.

14. Mus kuaj thoob plaws ib ce, nrog rau kev kuaj TB, yuav tsum yog hais tias koj twb kuaj xyoo tag los lawm mas thiaj li tsis tau kuaj ntxiv.
15. Txiav txim saib yuav zov menyuam rau cheeb tsam twg, thiab tsim kom muaj cov khoom thiab nrooj tog. Soj ntsuam kom zoo kom tsis muaj ib yam uas yuav tsim kev phom sij. Cov khoom raug hu rov qab uas xav hais tias yuav muaj kev phom sij raws li cov kev cai tswj. Kev qhia txog cov khoom raug hu rov qab los ntawm Department of Agriculture, Trade and Consumer Protection's lub website ntawm [www.datcp.state.wi.us](http://www.datcp.state.wi.us) lossis los ntawm U.S. Consumer Product Safety Commission ntawm 1-800-638-2772.

Thaum nyuam qhuav mus saib qhov chaw ntawd, tus kws soj ntsuam kev muaj daim ntawv tso cai yuav soj thaj chaw ntawd tag nrho, nrog rau cov chaw uas koj yeej tsis siv los zov menyuam, kom paub meej hais tias cov menyuam yuav nyab xeeb thiab tshem qee yam uas yuav muaj kev phom sij. Teem tsawg kawg mas 2 teev kev soj ntsuam thawj zaug; tej zaum kuj yuav siv sijhawm ntev tshaj nyob ntawm koj txoj kev npaj rau qhov tau daim ntawv tso cai.

16. Teb kom tiav daim ntawv *Background Information Disclosure* (BID) thiab muab xa tuaj rau lub hoob kas cheeb tsam thaum koj xa koj daim ntawv thov tuaj. Txhua tus neeg nyob hauv tsev uas muaj hnuv nyoog 12 xyoo lossis tshaj saud yuav tsum tau teb daim ntawv tshawb BID muab xa tuaj nrog koj daim ntawv thov daim ntawv tso cai.

Lub hoob kas cheeb tsam mam li soj kom tiav hlo txog Caregiver Background Check (CBC) ntawm txhua tus neeg ua ntawv thov daim ntawv tso cai thiab cov neeg laus hauv tsev neeg. Cov neeg hauv tsev neeg uas tsis tau muaj 18 yuav tsis tas teb daim ntawv tshawb CBC tshwj tias ntshe DCF hais kom yuav tsum tau tshawb. Yog teb "Yes" rau ib lo lus nug twg ntawm nab A lossis B ntawm BID daim ntawv yuav txwv koj txoj kev tau daim ntawv tso cai. Yuav tsum muaj CBCs rau cov neeg muaj daim ntawv tso cai thaum pib kev ua daim ntawv tso cai thiab txhua txhua 3 lub hlis tom qab ntawd. Yuav tsum muaj CBCs rau cov neeg laus thaum pib thov daim ntawv tso cai thiab txhua txhua xyoo tom qab ntawd. Nrog tus neeg pab koj tham yog xav paub txog kev kuaj CBC tshaj no ntxiv.

17. **Tom qab koj ua haujlwm nrog koj tus SFTA neeg pab koj txog kev zov menyuam, koj tseem tsis tau tau daim ntawv tso cai.** Tus neeg pab koj mam muab ib daim ntawv thov rau koj tom qab nej ua haujlwm ua kev tiav. Koj yuav tsum teb daim ntawv no kom tiav hlo thiab muab xa tuaj nrog qee yam hauv qab no mus rau lub hoob kas cheeb tsam uas saib xyuas cheeb tsam ntawm koj (saib cov chaw muaj npe nov) ua ntej koj yuav tau daim ntawv tso cai:
  - Txhua yam ntawv uas thov kom xa nrog daim ntawv thov tuaj.
  - *Initial Licensing Checklist - Family Child Care Centers* uas teb los ntawm tus neeg pab koj tom qab nws tuaj saib thiab kuaj koj qhov chaw zov menyuam. Koj yuav tsum ua kom tiav hlo rau txhua yam nyob ntawm daim ntawv kuaj thiab kos npe rau daim ntawv thov tsis pub dhau 14 hnuv ua ntej koj xa daim ntawv thov tuaj.
  - Teb kom tiav hlo daim ntawv *Background Information Disclosure* rau koj tus kheej thiab tag nrho cov neeg hauv tsev neeg uas muaj hnuv nyoog 12 xyooos thiab tshaj saud.
  - Sau kom tau tsab kev cai tswj thiab cov kev ua haujlwm thiab teb kom tiav hlo *Policy Checklist - Family Child Care Centers*.
  - Txhua yam uas qhia meej meej rau nab kawg ntawm daim ntawv thov daim ntawv tso cai.
  - Ib daim tshav (check) lossis tshav yuav (money order) sau them rau DCF. Saib nqe lus 19 hauv qab los soj ntsuam saib koj yuav tau xa npaum li cas tuaj.

Tom qab koj xa koj daim ntawv thov daim ntawv tso cai tuaj, DCF mam li los soj ntsuam saib koj puas tsim nyog tau daim ntawv tso cai. Txoj kev txiav txim siab ntawd yog siv txhua yam nyob rau daim ntawv thov tuaj; teb kom tiav hlo Caregiver Background Checks (CBC) raws li qhia rau nqe lus 16; thiab nyob ntawm kev tshawb tau saib koj puas yog tus neeg phim thiab puas tsim nyog tau daim ntawv tso cai. Kev txiav txim tej zaum kuj yuav siv sijhawm ntev zog nyob ntawm kev tshawb fawb pom ntawm daim ntawv CBC. Tej zaum koj yuav tsum mus tshawb CBC ntawm koj tus kheej thiab cov neeg laus nyob hauv koj tsev neeg saib muaj dab tsi nyob rau nej cov keeb kwm (record). Tej zaum koj kuj xav mus tshawb ntawm Circuit Court Automation Program Record Search (CCAP) <http://www.wicourts.gov/>, ntawm National Sex Offender Registry (NSOR) <http://wisconsinco.familywatchdog.us/> thiab cov ntawv hauv tsev hais plaub saib puas muaj dab tsi nyob rau hauv cov ntawv ceev tseg. Cov xov ceev tseg no mas leej twg saib los tau, thiab yuav coj los soj raws kev tshawb ntawm CBC. Yog yuav tsum muaj kev tshawb fawb tob tshaj vim kev tshawb pom los ntawm CBC, qhov 60-hnuv lub sijhawm yuav tsis tau pib kom txog thaum tshawb tag tso.

Yog ib qho **TSEEM CEEB HEEV** uas koj yuav tsum teb txhua nqe lus kom tiav hlo hauv *Initial Licensing Checklist - Family Child Care Centers* ua ntej thaum koj xa daim ntawv thov thiab teem caij ntsib thawj zaug nrog DCF. Yog tus kws muab daim ntawv tso cai tuaj ntsib koj thawj zaug es koj ho tsis muab kev koom tes raws li txhua yam kom ua raws li *DCF 250 Licensing Rules for Family Child Care Centers* tej zaum koj daim ntawv thov yuav tsis tau li siab xav vim hais tias koj ua tsis tau raws li txoj kev tau daim ntawv tso cai. Administrative Code DCF 251.11(1)(h) hais tias, "The department may not process an application for a license if the applicant has had a license or certification to operate a child care center revoked or denied within the last 2 years."



An applicant is deemed ineligible to submit an application for a license and a licensee may not hire an employee within 2 years from the date an applicant or employee had a child care license revoked or denied.”

Yog hais tias DCF tsis hnov moo los ntawm koj hauv 6 lub hli tom qab tau txais koj daim ntawv thov lossis tom qab tuaj ntsib koj thawj zaug, koj daim ntawv thov yuav muab kaw thiab koj yuav tsum rov qab tau thov dua.

18. Qhov nqi ua thov daim ntawv tso cai yog \$60.50 muab tsub rau koj txhua txhua 2 lub xyos twg. Koj qhov nqi ntawm thawj 6-lub hlis uas tseem soj ntsuam daim ntawv tso cai (probationary license) yog \$15.12. Daim ntawv qhia txog nqe 19 yuav pab koj laij saib koj yuav tsum xa npaum li cas nrog koj daim ntawv thov tuaj. Yog koj xa daim ntawv thov tab sis ho txiav txim tom qab tsis thov daim ntawv tso cai lawm, yuav tsis rov koj qhov nyiaj rov qab lawm.
19. Daim tshev (check) lossis daim tshev yuav (money order) yuav tsum sau them rau DCF. Yog xav paub saib pes tsawg, siv cov kev laij hauv qab no:
- |                      |  |
|----------------------|--|
| \$ 15.12             | Nqi them rau daim ntawv tso cai ntawm 6-hli thaum tseem soj ntsuam (probationary period).        |
| + (\$ 10.00 X _____) | (Txhua tus neeg thov daim ntawv tso cai thiab cov neeg laus noyb hauv tsev neeg raws li nqe 16). |
| = \$ _____           | Sau qhov nyiaj tag nrho rau ntawm daim tshev (check) lossis daim tshev yuav (money order).       |
20. Cov ntawv tso cai no hloov rau lwm tus neeg tsis tau. Yog hais tias koj hloov chaw tshiab, koj yuav tsum tiv tauj tus kws muab daim ntawv tso cai thiab xa ib daim ntawv thov tshiab thiab xa qhov nqi soj ntsuam (probationary) rau qhov chaw tshiab ua ntej 30 hnuv ua ntej koj hloov chaw. Qhov nqi them ua ntej yuav ntau nqi tsi tau rau qhov tshiab.
21. Koj yuav tsum mus kuaj Caregiver Background Check (CBC) ntawm Department of Justice rau tag nrho cov neeg ua haujlwm nrog rau cov neeg tuaj hloov, cov neeg muaj ntawv sib cog lus tuaj ua haujlwm rau koj lossis lwm qhov chaw ua haujlwm them tuaj, menyuam xib fwb uas tseem kawm thiab cov neeg tuaj ua haujlwm dawb muab siv coj los kom txog qhov hais tias muaj pes tsawg tus neeg ua haujlwm zov pes tsawg tus menyuam. Mus saib ntawm DCF's ntawv nthuav tawm *Frequently Asked Questions – CBC Requirements for Child Care Centers* kev qhia txog yuav kuaj li cas CBC ntawm cov neeg yuav ua haujlwm tshiab. Muaj daim qauv ntawm DCF lub website <https://dcf.wisconsin.gov/cclicensing/cbc-forms-pubs> lossis muab ntawm tus neeg pab koj. Koj yuav tsis tau tag nrho cov ntawv ceev tseg ntawm CBC txog ib tus neeg ua haujlwm twg kom txog rau thaum tom qab koj tau txais koj daim ntawv tso cai thiab muaj tus lej cim ntawm koj qhov chaw zov menyuam. Koj yuav tsum kom koj tus neeg ua haujlwm teb daim ntawv tshawb *Background Information Disclosure* (BID) thaum koj yuav nws los ua haujlwm. Tus neeg ua haujlwm yuav pib ua haujlwm tau uas yog muaj kev saib xyuas los ntawm tus thawj saib xyuas haujlwm kom txog rau thaum koj tau tag nrho cov kev kuaj los ntawm CBC muab daim BID ntawv qhia hais tias tsis muaj kev tau ua txhaum cai, ua lossis yuam cai uas yuav txwv tus neeg ntawd txoj kev ua haujlwm rau hauv ib qhov chaw zov menyuam. Koj muaj 60 hnuv tom qab tau daim ntawv tso cai lossis txij hnuv yuav los ua haujlwm mus muab daim ntawv tshawb kuaj los ntawm CBC.
- Tiv tauj tus neeg uas pab koj lossis tus kws muab daim ntawv tso cai yog hais tias koj muaj lus nug txog txoj kev kuaj los ntawm CBC.
22. Raws li txoj kev cai ntawm s.48.73, Wis. Stats., thiab DCF 250.12(2), DCF yuav tsum tau cai yam tsis muaj kev txwv tuaj soj ntsuam xyuas koj qhov chaw kom ua raws li cov kev cai los tswj daim ntawv tso cai. Yog hais tias koj tsis tso cai rau tus neeg sawv cev ntawm DCF tuaj nkag kom yooj yim, DCF yuav tawm tsam koj daim ntawv tso cai raws li tsab cai s.48.715, Wis. Stats., thiab yuav sau daim ntawv yuam, txeeb lossis txwv txiav koj daim ntawv tso cai. Txuas ntxiv, yog hais tias DCF tuaj kuaj tsis tau saib puas ua raws li txoj cai lossis tuaj kuaj kev kho cov kev yuam cai, tej zaum yuav muaj kev cuam tsuam txog koj daim ntawv tso cai, nws kuj yuav cuam tshuam rau koj txoj kev yuav tau txais child care subsidy cov nqi them raws li tsab cai DCF 201.04(7)(c).

DCF yog ib tus tswv hauj lwm thiab ib qhov chaw muab kev pab cuam muaj vaj huam sib luag rau sawv daws. Yog koj muaj ib tus mob xiam oob qhab thiab xav tau cov ntaub ntawv no ua lwm hom kom koj nyeem tau, los yog xav kom muab txhais ua lwm hom lus, hu rau (608) 266-9314 los yog (888) 692-1282 (Hu Dawb).