



Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

Department of Revenue (DOR) Interface

December 2019

Division of Early Care and Education

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Background

State statutes require the department to check the records in the Department of Revenue (DOR) for tax delinquencies for all licensing applicants. The DOR records check process is automated as follows:

1. **New Applicants with Application Mode - Initial**

The system will send a request to DOR on a weekly basis (Fridays) until the license is approved. The information sent includes the applicant/licensee and business details, such as name(s), Tax ID, Corporation vs. Non-corporation and business type.

2. **Licensees with current license(s)**

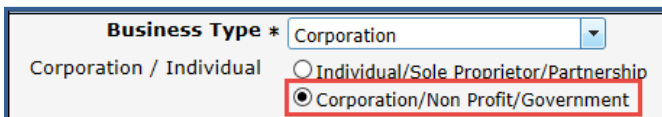
For ongoing licenses, the system will send the request on a monthly basis (last Friday of the month). The information sent includes the applicant/licensee and business details, such as name(s), Tax ID, Corporation vs. Non-corporation and Business Type.

Information Sent to DOR

The following details are sent to DOR for matching purposes:

1. Corporations/Non Profit/Government programs:

If the applicant/licensee is marked as a Corporation, Non-Profit or a Governmental program on the Applicant screen in WISCCRS, the FEIN and Business Name are sent. The results of this check are documented under Applicant Details/DOR Requests.



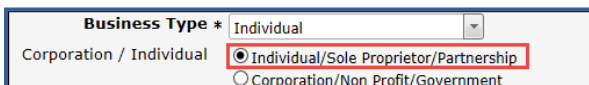
Business Type * Corporation

Corporation / Individual ☒ Individual/Sole Proprietor/Partnership

☒ Corporation/Non Profit/Government

2. Individual/Sole Proprietor/Partnership:

If the applicant licensee is marked Individual/Sole Proprietor/Partnership on the Applicant Screen in WISCCRS, and FEIN exists, the FEIN and business name are sent. If the DOR system finds a match of the information sent, the results of the match are documented under Applicant Details/DOR requests. If the DOR response is 'ID not found' or 'Name/ID mismatch', then a request with SSN and applicant/licensee name is sent and the results of that match are documented under individuals/DOR Results.



Business Type * Individual

Corporation / Individual ☒ Individual/Sole Proprietor/Partnership

☒ Corporation/Non Profit/Government

The business type is sent with both records types above.

DOR Requests and Responses – Module

The match results are displayed in a new module in WISCCRS. In order to access the module, click on the Licensing Administration link from the home page.

Wisconsin Child Care Regulatory System

Home New Search Dashboard Announcements Reports CBC Findings CSAW YoungStar CCPP

Welcome to the Child Care Regulation Home Page

Statewide Announcements	County Specific Announcements
Child Care Systems Holiday Schedule 12/3/2019 CSAW and WISCCRS are off line as follows: 12/07/2019 (Saturday) – No Online 12/17/2019 (Tuesday) – Online will be down at 6:00 pm instead of 7:00 pm. 12/25/2019 (Wednesday) – No Online – Christmas Day 12/31/2019 (Tuesday) – Online will be down at 6:00 pm instead of 7:00 pm. https://dwd.wisconsin.gov/des/calendar/dec/decip.pdf	No County announcements for you at this time. Please click on the Announcements link to view all announcements.

[More...](#)

New Provider
Use this link to start an application for a new certified or licensed provider.

Facility/Location Assignments
Here you can select the facilities/locations and assign a licensor/certifier.

WebI Reports
Use this link to access WebI Reports. A separate login is needed.

Group Size Estimator (requires javascript) Using this tool, you can determine whether a certified provider is in violation with the certification group or the 16-hour rules.

My Assignments
Here you can view your Assignments.

Applications Dashboard
Here you can view the Applications Dashboard.

Search
Use this link to search a provider or individual associated with a program by various criteria such as name, tax ID, address, etc.

Regulated Child Care and YoungStar Public Search
Use this link to access the Child Care Public Search page.

WISCCRS User Guide
Use this link to access User Guides explaining WISCCRS functionality.

Certification SharePoint
Use this link to access the DCF Certification SharePoint site. The intended audience for this site is county/tribal/MECA certification workers.

Administration
Here you can view administration related pages.

Then click on the 'DOR Requests and Results' link.

Licensing Administration

Wisconsin Child Care Regulatory System

Home New Search Tasks Announcements Reports CBC CSAW YoungStar

Home > Licensing Administration

WISCCRS - Licensing Administration

Unregulated Providers
Here you can create a new unregulated provider.

Correspondences
Here you can view the licensing related letters.

DOR Requests and Results
Here you can view the DOR Requests and Responses.

DWD Requests and Results
Here you can view the DWD Requests and Responses.

Invoices
Here you can view the invoice information.

Fieldprint Discrepancies
Here you can view the Fieldprint Discrepancies

Collections Report
This report lists all the collections for particular transaction and collection date.

The following screen will give you several search options:

WISCCRS User Guide – Department of Revenue (DOR) Interface

DOR Requests and Responses

Wisconsin Child Care Regulatory System

Home New Search Tasks Announcements Reports CBC CSAW YoungStar

Home > Licensing Administration > DOR Requests and Responses

DOR Requests Search Criteria

Request Date - From * 6/1/2017

Request Date - To

HQ Location County

Applicant Number (Enter 10 Digits)

Tax ID Number (Enter 9 Digits)

Match Type

Response

Search

DOR Requests List

There are no DOR Requests found for above search criteria.

Below is an explanation for each field:

Name of field	Description
Request Date – From and To	Enter the time period for the requests that you want to review.
HQ Location County	Select headquarters county.
Applicant Number	Enter applicant number to view all records related to the applicant.
Tax ID Number	If you want to view one specific record, you can use the applicant/licensee's Tax ID.
Match Type	<ul style="list-style-type: none"> Applicant/Licensee: If this is chosen, the system will display the licensees using SSN for matching. Business: If this is chosen, the system will display businesses that are using a FEIN.
Response	This pull-down menu displays all possible results available from the DOR.

Below is a table that lists all possible responses. Please review 'Records on 'hold' status' diagram for further details on the process flow.

Response	Explanation/Action needed
Certified Delinquent (CD)	DOR has certified the applicant/licensee listed as delinquent. See Procedures manual for further details.
Cleared after Certified Delinquent (CL)	Tax delinquency has been lifted. See Procedures manual for further details.
DOR Hearing Complete – Dltq (HD)	The applicant/licensee may appeal the tax delinquency with DOR. If the hearing results to delinquency status being upheld, the next DOR check will bring back this value. Also, see Procedures manual for further details.
DOR Hearing Complete - OK (HO)	The applicant/licensee may appeal the tax delinquency with DOR. If the hearing results to DOR lifting the delinquency, the next DOR check will bring back this value. Also, see Procedures manual for further details.
DOR Hearing Not Requested (HN)	If hearing has not been requested, the next DOR check will bring back this value. Also, see Procedures manual for further details.
DOR Hearing Requested (HR)	If hearing has been requested, the next DOR check will bring back this value. Also, see Procedures manual for further details.

Response	Explanation/Action needed
ID Not Found (ID)	DOR system does not have this ID. This is common for new Tax IDs because the licensee/applicant has not yet used the ID to file taxes. These records will continue appearing until the licensee has filed taxes using the Tax ID. Also, if a person is using ITIN in WISCCRS, the DOR results will bring back 'ID Not Found' response.
In Compliance (IC)	This should be treated as a release, like 'Cleared after Certified Delinquent (CL). DOR sends an IC in a case that they were reviewing an account (sent a DR) and decided the account was in an acceptable status before issuing any further documents.
Name/ID Mismatch (NM)	The name in WISCCRS does not match the DOR records. Check the W9 form on file for the licensee/applicant. If the Legal Name on the W9 form differs from what is in WISCCRS, change the name. This will trigger a new request sent the following Friday.
No Case (NC)	This code is only received if DCF sends 'Received – Agency Informed Delinquency (AA)' that does not match an existing case.
OK – No DOR Issues (OK)	No action needed.
Received – Agency Informed Delinquency (AA)	This value will display for records where BECR has entered a DOR-related enforcement into WISCCRS and the information has been populated into the DOR system.
Received – Agency Requests Case Closed	In certain rare instances, DOR might send a DC code to DCF as a notification of closure from DOR. This might be for the death of the applicant, long term incarceration, etc. Anything that would make it impossible to pursue the case.
Skipped	<p>This value is used by DCF staff. Initially, the interface will send Corporate (Business Type = County, State, City, Tribal and Church) licensee information to DOR. If these matches result in 'ID not found' or 'Name Mismatch' responses, we can prevent these records from being sent each month, by changing the status to 'skipped'. The record is not re-sent unless the value is changed.</p> <p>Note: This value is primarily used for non-profit organizations who do not have a requirement to register with DOR but may have a larger staff that have a filing requirement with DOR. The "skipped" value is used for those <u>not</u> registered with DOR, to keep the system from continually running the check.</p>
Under DOR Review (DR)	When this response is received for an applicant, a "case" has been created at DOR. From this point on, DOR considers the applicant's license to be in jeopardy, (either in jeopardy of not being issued, or of being withdrawn if the license has already been issued) until released by the DOR. Please review 'Records on 'hold' status' diagram for further details on the process flow. See Warning Letter procedure chapter for further information.

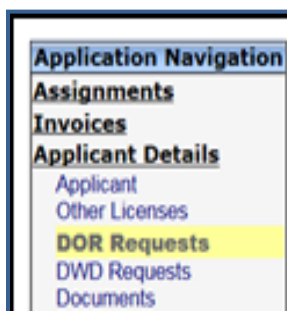
Once the Search criteria have been submitted, the bottom of the page displays the results with the date when the check was conducted.

WISCCRS User Guide – Department of Revenue (DOR) Interface

DOR Requests List							
HQ Location County Name	Request ID	Type	Name	Tax ID	Date	Response	Applicant #/ HQ Location
Milwaukee County	0800048806	Business	Juntusen Juntit	554545454 FEIN	01/29/14	Id Not Found	0800048806/001
Milwaukee County	0800048806	Business	Juntusen Juntit	554545454 FEIN	01/28/14	Exception	0800048806/001
Milwaukee County	0800048806	Business	Juntusen Juntit	554545454 FEIN	01/28/14	Exception	0800048806/001
Milwaukee County	0800056302	Business	Reader's Daycare	645736252 FEIN	09/29/14	Id Not Found	0800056302/001
Milwaukee County	0800056302	Business	Reader's Daycare	645736252 FEIN	01/29/14	Id Not Found	0800056302/001
Milwaukee County	0800056302	Business	Reader's Daycare	645736252 FEIN	01/28/14	Exception	0800056302/001
Milwaukee County	0800056302	Business	Reader's Daycare	645736252 FEIN	01/28/14	Exception	0800056302/001
Milwaukee County	0800057201	Business	Kick's Unlimited	455789631 FEIN	01/29/14	Id Not Found	0800057201/001
Milwaukee County	0800057201	Business	Kick's Unlimited	455789631 FEIN	01/28/14	Exception	0800057201/001
Milwaukee County	0800057201	Business	Kick's Unlimited	455789631 FEIN	01/28/14	Exception	0800057201/001
Milwaukee County	0800074402	Business	Wiscrs New	304589340 FEIN	01/29/14	Id Not Found	0800074402/001
Milwaukee County	0800074402	Business	Wiscrs New	304589340 FEIN	01/28/14	Exception	0800074402/001
Milwaukee County	0800074402	Business	Wiscrs New	304589340 FEIN	01/28/14	Exception	0800074402/001
Milwaukee County	0800075005	Business	Choices Cdc	457754327 FEIN	01/29/14	Id Not Found	0800075005/001
Milwaukee County	0800075005	Business	Choices Cdc	457754327 FEIN	01/28/14	Exception	0800075005/001
Milwaukee County	0800075005	Business	Choices Cdc	457754327 FEIN	01/28/14	Exception	0800075005/001
Calumet County	0800075108	Business	Nobodys Perfect	262345543 FEIN	01/29/14	Id Not Found	0800075108/001
Calumet County	0800075108	Business	Nobodys Perfect	262345543 FEIN	01/28/14	Exception	0800075108/001

DOR Results on Business (Applicant/Licensee) Level

A new link in the left-side navigation menu has been added where you can view the DOR results.



The information on the Applicant level screen is displayed below:

DOR Requests List						
Type	Name	Tax ID	Date	Reference #	Response	
Business	Mary's Little Feet	395888888 FEIN	11/29/13	2000000281/001	Exception	

If you have update access (Central Office staff) to modify the DOR results, the pencil icon will take you to the Modify DOR Response screen. The Response Status field has the following values:

DOR Response	
Response Date	1/29/2014
Response Status	<div>Id Not Found</div> <div> Id Not Found Name/Id Mismatch Skipped </div>
<div>Back</div> <div>Modify</div>	


Response Status	Description
ID Not Found	Used when a previously sent record has had 'skipped' as the Response value, but the Business status has been changed to 'Non-Corporation' and the record needs to be sent again on a monthly basis. Licensees that

WISCCRS User Guide – Department of Revenue (DOR) Interface

	do not have history of filing taxes (churches and non-profits) do not file so there is nothing in DOR system.
Name/ID Mismatch	Used when a previously sent record has had 'skipped' as the Response value, but the Business status has been changed to 'Non-Corporation' and the record needs to be sent again on a monthly basis. This can occur when the DOR name doesn't match IRS name.
Skipped	This value is used by DCF staff. Initially, the interface will send Corporate (Business Type = County, State, City, Tribal and Church) licensee information to DOR. If these matches result in 'ID not found' or 'Name Mismatch' responses, we can prevent these records from being sent each month, by changing the status to 'skipped'. The record is not re-sent unless the value is changed.

DOR Results on Individual Level

A new link will display by each Individual whose Role is 'Applicant/Licensee' on the Individual screen.

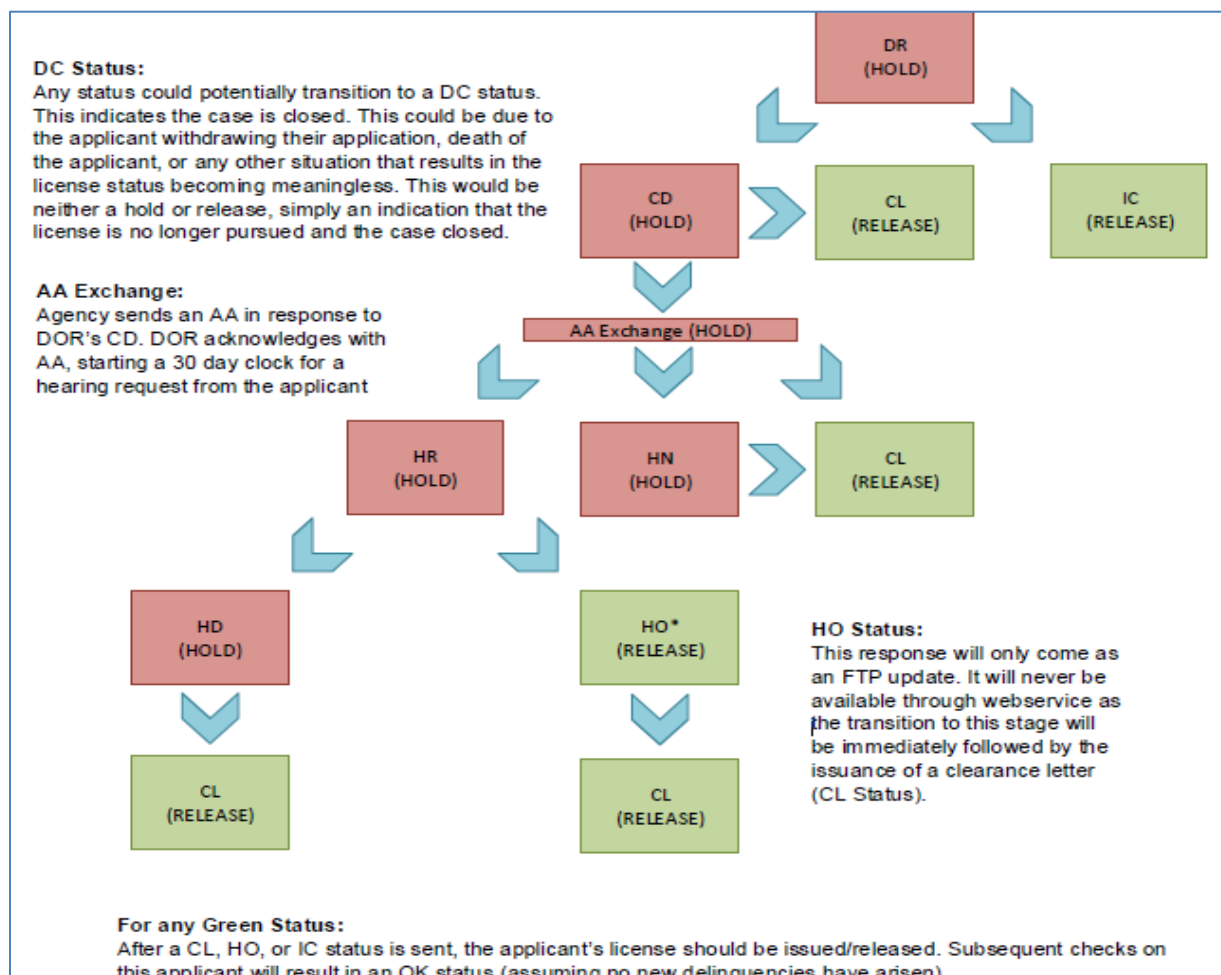
/Location /Subsidy Details Pets Other Licenses Transportations Insurances Comments Alternate Addresses /Transactions /Collections /Individuals	Applicants/Licensees				
	Name	DOB	SSN	Role	
	Marketta Juntunen	06/06/66		Applicant/Licensee	
	 				
	Aliases Background Check Training Documents Confidential Documents Fingerprint Request DOR Request DWD Request				
	Other Individuals				

This screen will display DOR results if the match was conducted using the applicant/licensee's SSN and Name. If multiple licensees exist for a facility, each licensee's details are sent to DOR.

Records on 'Hold' Status:

When an 'Under DOR Review' (DR) is received for an applicant, a "case" has been created at DOR. From this point on, DOR considers the applicant's license to be in jeopardy, (either in jeopardy of not being issued, or of being withdrawn if the license has already been issued) until released by the DOR.

Below is a diagram that explains the process. Please see the 'List of Responses' table on pages 5 and 6 for explanations of the abbreviations.



Security Clearance – DOR Module

The DOR related screens have the following security profiles:

1. Update: Central Office staff and Office Managers will be able to modify the DOR records with a DOR response status of “ID Not Found”, “Name/ID Mismatch” or “Skipped”. Please refer to the response table for more information regarding the response statuses.
2. View: BECR regional staff will be able to view the DOR results

Certification agency users will not be able to view the DOR Requests and Results link from the Licensing Administration screen because they do not have access to the Licensing Administration screen. However, they can view the DOR Request links under the Applicant and Individual screens for a facility.

Licensee Name/Tax ID Changes

If a licensee/applicant's name or Tax ID is changed in WISCCRS, the system will resend the record to DOR the following Friday. If corporation switch or Business Type is changed, the match done the following month will process with the new information.

Closed programs

When the category in WISCCRS is changed to one of the values below, the interface stops sending the licensee record to DOR.

Status	Sent to DOR as closed
Denied Application	Yes
Denial DHS 12	Yes
License Surrendered-Non-Submittal of Materials:	Yes
License Surrendered	Yes
Loss of Contact	Yes
New Owners	Yes
Non-renewal	Yes
Probation Expired-No Application Materials Submitted	Yes
Revocation - 5 -Year Bar	Yes
Revocation – Bar – Rehabilitation Review	Yes
Revocation - Compliance	Yes
Revocation - DHS 12 – Subst. related	Yes
Revocation – DOR	Yes
Revocation – Permanent Bar Provider/Licensee	Yes
Voluntary Closure	Yes
Withdrew Application	Yes

If the licensee has multiple sites, the interface will continue sending the Applicant/licensee information until the last facility under the provider number is closed.

Enforcements – DOR-related

As soon as a DOR related enforcement is entered into WISCCRS, the interface will notify DOR. The following values are sent to DOR:

- Revocation – Tax Delinquency
- Denial – DOR
- Date of Enforcement Action Mailed

The next time the record is sent to the DOR, the results will come back as “Received – Agency Informed Delinquency”.

Licensing staff should contact their DOR representative to be sure DOR is not holding a pending clearance.

See the BECR Procedures for Determining Applicant/Licensee Tax Delinquency and Issuance of License Denial or Revocation and [WISCCRS Enforcement's User Guide](#) for details regarding DOR-related Enforcements.

Delinquency/Clearance Documents

Certificates of Delinquent Tax or Clearance Certificates are available in a secured folder online. Files are placed in the folder the day after any given request.

The Central Office staff has access to the secure DOR folder. The staff will check the DOR folder once each week and will send an email to OMs when new documents have been loaded. The documents will be dropped into S:\DECE\BECR\All Staff\DOR folder. The DOR documents are named using the Region abbreviation and facility number.

When DCF issues DOR-related enforcements, the enforcement letters must be forwarded to CBU. CBU then will upload them into the DOR secure drop-off folder.

DOR will not issue a clearance for another 30 days if payment was made with a personal check.