



Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

DWD UI Interface

July 2024

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Background

Pursuant to Wis. Stat. §§ 48.715(7) and 108.227, and Wis. Admin. Code §§ DCF 250.11(8)(d), DCF 251.11(7)(d), DCF 252.05(7)(d), and DWD 114, in pertinent parts, BECR must deny or revoke a child care license if DWD certifies under Wis. Stat. § 108.227 that the applicant is liable for delinquent unemployment insurance contributions. An action taken under these subsections is subject to review only as provided under Wis. Stat. § 108.227(5) and not as provided in Wis. Stat. § 48.72. DWD is using DORs approach as the foundation to implementing this law.

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

The system will send a request to DWD 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 DWD

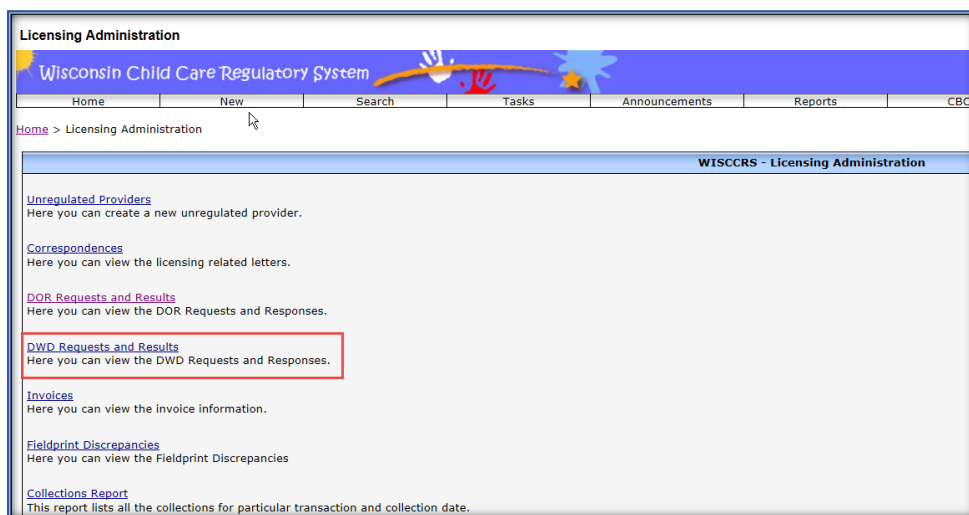
The following details are sent to DWD for matching purposes:

1. If the corporation switch is 'Y', the FEIN and business name are sent.
2. If the corporation switch is 'N' and FEIN exists, the FEIN and business name are sent. If the DWD response is 'ID not found' or 'Name/ID mismatch', then a request with SSN and applicant/licensee name is sent. Below are some examples:
 - a. Facility is marked as Individual/Partnership in WISCCRS. FEIN and business name exists. The provider has not filed UI taxes under the FEIN, the response in DWD UI will be 'ID not found'. The process will then use the applicant's SSN and the results will be listed under the **Individual** DWD UI screen.
 - b. Facility is marked Individual/Partnership in WISCCRS, FEIN and business name exists. The provider has filed DWD UI taxes under the FEIN. The results will be listed under the DWD UI page on the **Applicant** level.

Most Licensed Family Providers do not employ staff, so no ID is found in the DWD system.

DWD Requests and Responses - Module

The match results are displayed in a new module in WISCCRS. In order to access the module, click on the 'DWD Requests and Results' link.



The following screen shows several search options:

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	This field allows you to narrow the search by county.
Applicant Number	This field allows you to search DWD history for a licensee.
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 drop-down menu displays all possible results available from the DWD.

WISCCRS User Guide – DWD UI Interface

Below is a table that lists all possible responses.

Response	Explanation/Action needed
Certified Delinquent (OK)	DWD has certified the applicant/licensee listed as delinquent. See Procedures manual for further details.
Cleared after Certified Delinquent (CD)	UI tax delinquency has been lifted. See Procedures manual for further details.
DWD closed on Agency Request (AC)	After DCF sends a closure date for a licensee, DWD confirms that they have closed the case in the DWD system.
Exception (EX)	DWD sends this code if there is a problem in DWD system processing the request. When this response is received, WISCCRS will resend the record at next week's run.
ID Not Found (ID)	DWD system does not have this ID. This is common for new Tax IDs because the licensee/applicant has not yet paid DWD UI tax. These records will continue appearing until the licensee has paid UI taxes using the Tax ID. Also, if a person is using ITIN in WISCCRS, the DWD results will bring back 'ID Not Found' response. Note that licensees who do not employ staff are not found in the DWD system. Their response will be 'ID not found'.
In Compliance (IC)	This should be treated as a release, like 'Cleared after Certified Delinquent (CD)'.
Name/ID Mismatch (NM)	The name in WISCCRS does not match the DWD records. Check the W9 form in 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.
OK – No DWD Issues (OK)	No action needed.
Under DWD Review (DR)	When this response is received for an applicant, a “case” has been created at DWD. From this point on, DWD 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 DWD. 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.

DWD Requests List							
HQ Location County Name	Request ID	Type	Name	Tax ID	Date	Response	Applicant#/ HQ Location#
Milwaukee County	0900716803	Business	Sdfsdfsdf	985679567 FEIN	07/21/16	Id Not Found	0900716803/001
Milwaukee County	0900717303	Business	Wiskers	056808580 FEIN	07/21/16	Id Not Found	0900717303/001
Milwaukee County	0900717406	Business	Wiscrretest	048305834 FEIN	07/21/16	Id Not Found	0900717406/001
Milwaukee County	0900717509	Business	Wiscr Testing	947694576 FEIN	07/21/16	Id Not Found	0900717509/001
Milwaukee County	0900717601	Business	Good Day	032106548 FEIN	07/21/16	Id Not Found	0900717601/001
Dane County	0900718307	Business	The Best Care	509879879 FEIN	07/21/16	Id Not Found	0900718307/001
Milwaukee County	0900719403	Business	Behavior Academy	542164545 FEIN	07/21/16	Id Not Found	0900719403/001
Dane County	0900720405	Business	Bernie's Place, Inc.	391357565 FEIN	07/21/16	Ok - No Dwd Issues	0900720405/001
Milwaukee County	0900720508	Business	Lgrpsystem	456885840 FEIN	07/21/16	Id Not Found	0900720508/007
Clark County	0900722803	Business	Jhkh	035460546 FEIN	07/21/16	Id Not Found	0900722803/001
Milwaukee County	0900723601	Business	Ha Ha Center	085498798 FEIN	07/21/16	Name/Id Mismatch	0900723601/001

DWD Results on Business (Applicant/Licensee) Level

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



The information on the Applicant level screen is displayed below:

Applicant # 0900717303				Name Wiskers	
DWD Requests List					
Type	Name	Tax ID	Date	Reference #	Response
Business	Wiskers	056808580 FEIN	07/21/16	1000000841/001	Id Not Found

If you have update access to modify the DWD results, the pencil icon will take you to the Modify DWD Response screen. The Response Status field has the following values:

Response Date	1/29/2014
Response Status	Skipped
	<div> Id Not Found Name/Id Mismatch Skipped </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.
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.
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 DWD. If these matches results to 'ID not found' or 'Name Mismatch' responses, we can avoid these records from being sent each month, by changing the status to 'skipped'. The record is not re-sent unless the value is changed.

DWD Results on Individual Level

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

Applicants/Licensees				
Add Applicant/Licensee				
Name	DOB	SSN	Role	
Chucke Cheese	04/15/69	304-23-8424	Applicant/Licensee	
Aliases Background Check Training Documents Confidential Documents Fingerprint Request DOR Requests DWD Request				

This screen displays DWD 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 DWD.

Individual						
Name		Chucke Cheese				
Relationship						
Role		Applicant/Licensee				
DWD Requests List						
Type	Name	Tax ID	Date	Reference #	Response	
Applicant/Licensee	Chucke Cheese	304238424 SSN	07/21/16	1000000955/001	Id Not Found	

Security Clearance – DWD Module

The DWD related screens have the following security profiles:

1. Update: BECR Central Office staff and Office Managers can modify the DWD records.
2. View: BECR regional staff can view the DWD results

Certification agency users cannot see the DWD Requests and Responses under Licensing Administration on the Home screen, but they can view the DWD Results link on the Individual and Applicant screens.

Change/Tax ID Changes

If a licensee/applicant's name or Tax ID is changed in WISCCRS, the system resends the record to DWD 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 DWD.

Status	Sent to DWD as closed
Denied Application	Yes
Denial DCF 13	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 - DCF 13 – 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 – DWD-Related

As soon as a DWD related enforcement is entered into WISCCRS, the interface notifies DWD.

The following values are sent to DWD:

- Revocation – Unemployment Insurance Delinquency
- Denial – Unemployment Insurance Delinquency
- Date of Enforcement Action Mailed

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

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

Delinquency/Clearance Documents

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

The Central Office staff has access to the secure DWD folder. The staff will check the 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\DWD folder. The DWD documents are named using the licensee's/applicant's Tax ID.