



Wisconsin Child Care Regulatory System (WISCCRS) User Guide

Reviewing Online Applications

June 2024

Division of Early Care and Education

Table of Contents

Online Licensing/Certification Applications.....	2
Processing an Expression of Interest.....	3
Review Information Submitted.....	3
Changing the Application Status.....	5
Entering an EOI in WISCCRS.....	8
Where to Go for Help	10

Online Licensing / Certification Applications

Effective June 1, 2024, potential applicants can create an account through the DWD Account Management System and use those credentials to submit an Expression of Interest (EOI) through the Child Care Provider Portal (CCPP).

The Expression of Interest was designed to gather information on potential applicants earlier in the regulation process, prior to completion of Pre-Licensing / Certification Orientation. It provides another way to connect with the applicant and work through questions and/or concerns they have, that may otherwise result in a complete loss of contact. This module also allows more accurate tracking of the early phases in the regulation process. The EOI will provide more of an opportunity to collect information on when and why an applicant has decided to stop moving forward with becoming a regulated provider.

This guide will walk through all system-related steps that occur throughout the online application process. The EOI is one of the first steps an applicant can take to get connected with an agency worker and begin the Pre-Licensing or Certification Orientation process. The agency workers can support and assist potential new providers while documenting their progress in WISCCRS.

In December 2024, the initial application for certified and licensed child care programs will be automated and available for applicants to fill out online through CCPP. This user guide will be updated to show how agency workers will review and process those incoming applications.

Please reference the [Basics User Guide](#) for an overview of WISCCRS, if you are a new user.

Processing an Expression of Interest

Once the applicant submits an EOI, a dashboard task is generated to notify the appropriate agency of the submission. The tasks are distributed to the agency depending on what type of regulation was chosen and which county / tribe was selected for the facility location.

Dashboard tasks can be processed directly from the Task Inbox, or they may be assigned to a worker by an agency lead with appropriate access. Assigned tasks populate in the **My Assignments** section of the dashboard.

Source	Assigned Date	Priority	Task Description	Task Status
Provider Portal	05/16/2024	1-High	Eoi Submitted For Review Provider Number: 0800040340 Location Number: 001 Individual Name: Nick Jones County: Brown County ZipCode: 543043367 Type of Regulation: Licensed Tracking Number: 2012730000	Assigned

Source	Created Date	Priority	Assigned Admin Unit/Role	Task Description	Task Status
Provider Portal	05/13/2024	1-High	County: Dane Role: Pre-Licensing	Eoi Submitted For Review Provider Number: 5800040365 Location Number: 001 Individual Name: Brenda Doe County: Dane County ZipCode: 53703 Type of Regulation: Licensed	Pending
Provider Portal	03/16/2024	1-High	County: Brown Role: Pre-Licensing	Request To Withdraw Eoi Provider Number: 9800040330	Pending

Refer to the [Dashboard](#) user guide for more details on how to manage / process these tasks.

The application status is displayed in WISCCRS and CCPP, depending on the actions taken by the applicant in CCPP and the worker as they make updates to the status on the Expression of Interest Decision page, in WISCCRS.

Provider/Loc Number 0800040360 / 001 Facility Number 1123636 Facility Address 101 Happy Camper Ln Madison, WI 53711	Name Shelly Sandstone Applicant/Loc Number 78000087972 / 001 Facility Name								
There is no current license or certificate for this location. ⚠️									
Location Details									
101 Happy Camper Ln Madison, WI 53711 Dane County									
Licensed Applications For This Location 001									
Application Sequence #	Application Entered Date	Application Status	Application Mode	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
001	04/30/24	Expression Of Interest Submitted	Expression Of Interest						

Review Information Submitted

After receiving a dashboard task notifying the agency of the new EOI submission, a review must be done promptly. The dashboard task link takes the worker directly to the Applicant Information page where the review can begin. If the applicant contacts you about updating any of their information, you can make the updates here.

Application Navigation Assignments Invoices Applicant Details Applicant Other Licenses DOR Requests DWD Requests Documents Location Details Location Child Care Finder Listing CCRR Location Details Subsidy Details Public Collaborations Pets Other Licenses Transportations Closures Insurances Comments Messages Communications Opt-In Details Messages Sent Alternate Addresses	Provider # 8800040338 Applicant # 5800087750	Name Mike Child Care
	Applicant Information	
	Business Name <input type="text" value="Mike Child Care"/> First Name * <input type="text" value="Mike"/> Middle Initial <input type="text"/> Last Name * <input type="text" value="Tyson"/> Suffix <input type="text"/> Confirm Name Change <input type="checkbox"/> Is A Translator Needed ? <input checked="" type="radio"/> Yes <input type="radio"/> No Translator Language <input type="text" value="English"/>	
	Applicant Identification	
Tax ID Number Type * <input type="radio"/> SSN <input checked="" type="radio"/> FEIN Confirm Tax ID Number Type Change <input type="checkbox"/> Tax ID Number * <input type="text" value="10-1093999"/> (SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)		

Navigate to the Location Details page. The applicant is only required to enter the facility’s location county / tribe to submit an EOI. **However, the location address is required prior to changing the application status to any of the Completed statuses.**

Application Navigation Assignments Invoices Applicant Details Applicant Other Licenses DOR Requests DWD Requests Documents Location Details Location Child Care Finder Listing CCRR Location Details Subsidy Details Public Collaborations Pets Other Licenses Transportations Closures	Provider/Loc Number 8800040338 / 001 Facility Number 1123622 Facility Address 2066 Bluebill St Green Bay, WI 543116026	Name Mike Child Care Applicant/Loc Number 5800087750 / 001 Facility Name
	There is no current license or certificate for this location. ⚠️	
	Facility/Location Address	
	Street Number <input type="text" value="2066"/> Unit <input type="text"/> Direction <input type="text"/> Street/Rural Rt/Box# * <input type="text" value="Bluebill"/> Suffix <input type="text" value="Street"/>	

Refer to the [Creating New Provider Records](#) user guide for guidance on how the fields should be filled out.

Proceed to the application details section by clicking on the Applications link in the left side navigation menu.

- Documents
- Confidential Documents
- List All Documents
- Batch Documents
- CBC Fee Deduction
- BID Forms(Lic Only)
- Provider Portal
- Applications**

Then select the application sequence (likely 001).

Licensed Applications For This Location 001				
Application Sequence #	Application Entered Date	Application Status	Application Mode	Category
001	03/16/24	Expression Of Interest Submitted	Expression Of Interest	

Click on the **EOI Decision** link. This page allows the worker to change the status of the EOI. When the status is updated in WISCCRS, the new status also displays in CCPP for the applicant.

Application Details

- ✓Application
- Hours of Operations
- Check List
- ✓Decision
- ✓**EOI Decision**
- Face Sheet

Expression of Interest Decision

Application Type * Licensed Group

Application Status * Expression Of Interest Submitted

Date Of Decision 3/27/2024

Date TA/Orientation Completed

Comments

0 of 300 characters.

Note: The **Date Of Decision** must be entered when changing the status the first time. This date should then be updated each time the status is changed.

Before changing the status in WISCCRS, contact with the applicant should be made to discuss their next steps. Once contact is made, the *dashboard task* should be marked as Processed and the application status should be switched according to what is decided between the worker and the applicant.

See *Changing the Application Status* section below for descriptions of each status.

Changing the Application Status

The status of the EOI provides a way to track progress and the amount of time it takes for the applicant and/or worker to move through the various steps of the regulation process, prior to submitting the initial application.

Description of EOI Statuses:

Status	Agency	Description
Expression of Interest (EOI) Pending	Licensing & Certification	This status is generated by the potential applicant entering at least some information in the EOI. No task generated yet.
Expression of Interest Withdrawn (Pre-submission)	Licensing & Certification	This status is generated by the applicant withdrawing their EOI prior to submission. No task generated.
Expression of Interest Submitted	Licensing & Certification	This status is generated once the applicant submits their EOI for review. This will trigger a dashboard task to the appropriate Pre-Licensing Agency, county / tribal Certifying Agency, or Regional Office (day camps).

Status	Agency	Description
Expression of Interest Withdraw Requested	Licensing & Certification	<p>This status is generated when the applicant submits a Request to Withdraw their EOI after submission. This will trigger a dashboard task to the appropriate agency.</p> <p>This provides an opportunity to assist with any concerns they have about the regulation process and/or gather information about why they decided to withdraw.</p> <p>If confirmed, the agency will change the status to Expression of Interest Withdrawn. If the applicant decides to continue with regulation, the status needs to be changed back to what it was previously, or to the next status in the sequence, depending on the conversation with the applicant.</p>
Expression of Interest Withdrawn	Licensing & Certification	<p>After the agency attempts to collect the reason(s) for withdrawal, the agency updates the status in WISCCRS and enters a comment (on the decision page) to record the reason(s).</p>
Pre-licensing Initiated	Licensing	<p>The Pre-Licensing Agency switches to this status after contact has been made and the applicant has agreed to move forward with the pre-licensing process.</p>
Pre-licensing Discontinued/Lost Contact	Licensing	<p>When the Pre-Licenser has lost contact with the applicant therefore not completing the pre-licensing process.</p>
Pre-Licensing Complete	Licensing	<p>When the applicant has successfully completed the pre-licensing process, the Pre-Licenser updates the application to this status in WISCCRS. Until the initial application is automated, the paper application must be provided to the applicant.</p> <p>*The location address and “Date TA / Orientation Completed” are required to change to this application status.</p>
Expression of Interest for Day Camp Complete	Licensing Day Camps	<p>The Regional Office changes the status from “Expression of Interest Submitted” to “Expression of Interest for Day Camp Complete” after confirming the intention to proceed with filling out an initial application. The worker should also switch the dashboard task to “Processed”. Until the initial application is automated, the paper application must be provided to the applicant.</p> <p>*The location address and “Date TA / Orientation Completed” are required to change to this application status.</p>
Orientation Initiated	Certification	<p>The Certifying Agency switches to this status after contact has been made and the applicant has agreed to move forward with the orientation process.</p>
Orientation Discontinued / Lost Contact	Certification	<p>When the certifier has lost contact with the applicant therefore not completing orientation.</p>

Status	Agency	Description
Orientation Complete	Certification	<p>When the applicant has successfully completed orientation, the certifier updates the application to this status in WISCCRS. Until the initial application is automated, the paper application must be provided to the applicant.</p> <p>*The location address and “Date TA / Orientation Completed” are required to change to this application status.</p>

Upon successful completion of orientation, pre-licensing or if the applicant has chosen to become a licensed camp, the application status should be changed to one of the following:

- Orientation Complete
- Pre-Licensing Complete
- Expression of Interest for Day Camp Complete

Remember to change the “Date Of Decision” and enter the “Date TA / Orientation Completed”. The “Date TA / Orientation Completed” is required to change to any of the “Complete” application statuses.

Expression of Interest Decision

Application Type * Licensed Group

Application Status * Expression Of Interest Submitted

Date Of Decision 3/27/2024

Date TA/Orientation Completed

Comments

0 of 300 characters.

This completes the EOI process and generates the “Initial Application” button in WISCCRS. Until the online application is automated, agencies continue to follow the current paper application process.

Licensed Applications For This Location 001									
Application Sequence #	Application Entered Date	Application Status	Application Mode	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
001	03/15/24	Pre-Licensing Complete	Expression Of Interest						Initial

Entering an EOI in WISCCRS

This option can be used for applicants who may not have the ability to enter an EOI on their own for whatever reason. Entering an EOI through WISCCRS does not generate a dashboard task. The worker must update the application status accordingly.

Click on the Expression of Interest link from the Home page.



Fill in the information on behalf of the potential applicant.

Refer to the [Creating New Provider Records](#) user guide for guidance on how the fields should be filled out.

Note: If the EOI is entered through WISCCRS, the applicant will not be able to access their CCPP account without an additional step. After creating their DWD account through the management system, they will need to send an email to the [DCF Service Desk](#) requesting access to their CCPP account. The request should include their first and last name along with their DWD account username.

If the applicant does not provide an SSN / ITIN, the EOI cannot be completed. They will need to go through the regulation process without entering the EOI.

The worker must switch the application status to “Submitted,” “Orientation Initiated,” or “Pre-Licensing Initiated” depending on the conversation with the applicant. Refer to the **Changing the Application Status** section in this user guide for more details

Where to Go for Help

If you have questions about the WISCCRS or other child care systems, visit the [Systems Contact Information webpage](#) to find the right contact to answer your questions.