

Child Care Basics

Immunization Requirements



Introduction

Child care providers have raised questions about the differences between DCF and DHS immunization requirements. They also want to know if any of those requirements can be eliminated or waived through an exception process. The following two pages explain each agency's requirements and frequently asked questions.

Department of Children and Families (DCF)

Wisconsin law requires all regulated child care providers to keep documentation of each child's immunization record on file. This could include either an electronic printout from the [Wisconsin Immunization Registry](#), other registry maintained by the health care provider, or the [Child Care Immunization Record](#). Waivers for medical reasons, religious reasons, or personal conviction may also be included on the Immunization Record.

Department of Health Services (DHS)

Wisconsin state law requires *licensed* child care programs to annually submit a report on the immunization status of children ages 2 to 4 in their care. The report is called the Child Care Immunization Assessment and is sent to the DHS.

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 call the Bureau of Child Care Regulation at 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.

Statute

- Wis. Stat. 252.04

Admin Rules

- DCF 202.08(4)(e)
- DCF 250.04(6)(a)4m.
- DCF 251.04(6)(a)6m.
- DCF 252.41(4)(a)6m.
- DHS 144.07(4)(a)

Contact your licensing regional office for licensing rule questions.

Contact your certification agency for certification rule questions.



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Frequently Asked Questions

Why does DCF require child care programs keep immunization records on file?

DCF and certification agencies are required to monitor for immunization records due to requirements from the federal [Child Care Development Fund \(CCDF\)](#).

Can the DCF requirement be waived or can I request an exception to this rule?

No, this cannot be waived because it is a federal and state requirement.

What should I do to meet DCF rules if a child's parent does not turn in the required information?

Ensure you have program policies that address families submitting required information. Inform families why this information is required and follow your policies.

Why can't DHS get the information themselves from the WI Immunization Registry (WIR)?

The WI Immunization Registry tracks the child's immunizations, but it does not indicate which child care program the child is attending or when, so DHS is not able to generate reports for child care providers.

Can child care providers have access to the WIR?

No, only parents, legal guardians, and medical providers can access the WIR. Parents can [get their child's immunization records](#) from the WIR to share with providers.

How should I fill out the Immunization Assessment?

Each spring, DHS emails licensed providers a direct link to the online [assessment](#) when it is available. Visit the DHS immunization requirements webpage for more information and frequently asked questions.

Resources:

DHS [Immunization Webpage](#)

DHS Immunization program email:
DHSImmProgram@dhs.wisconsin.gov

[Local health department](#) for help filling out the assessment

Licensing manuals with commentary:

- [DCF 250, Family Child Care](#)
- [DCF 251, Group Child Care](#)
- [DCF 252, Day Camps](#)

[DCF 202, Certification rules](#)

