

# **Wisconsin Child Care Regulatory System (WISCCRS)**

## **User Guide**

### **Various Changes in Provider/Facility Records**

October 8, 2014





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## Changes in Provider/Facility Record

This User Guide will walk through scenarios for various changes in a provider/facility record. The examples of changes are listed in the Table of Contents above.

The table below includes various scenarios for **certified** providers.

Type of Change	New Paper Application	New Provider Number in WISCCRS	New Location in WISCCRS	New Application in WISCCRS	New Certificate issued	New W9 form	New BID	New CBC
Change of Address	YES	NO	NO	YES	YES	NO	NO, unless new household members/employees	NO, unless new household members/employees
Open a 2nd or Subsequent Location by same provider	YES	NO	YES	YES	YES	NO	NO, unless new household members/employees	NO, unless new household members/employees
Provider Name Change Due to Divorce/ Marriage	NO	NO	NO	NO	YES	YES	NO, unless new spouse	NO, unless new spouse
Tax ID Change (from SSN to FEIN or vice versa)	NO	NO. Change the Primary Tax ID number and Type on Applicant page	NO	NO	Yes if the name associated with the primary Tax ID changes.	YES	NO	NO
Change from Inhome (care in child's home) to family (provider's home) or vice versa	Yes	NO	YES	YES	YES	NO	NO	NO, unless new household members/employees

The matrix at <http://dcf.wisconsin.gov/childcare/wishares/pdf/changesmatrix.pdf> shows how certification/licensing changes affect the YoungStar and Subsidy program.

## Address Change (Physical Location)

**Attention!** When a licensed or certified provider/center moves to a new address, please **do not** create a new location because it causes additional work for many agencies, as well as the operator/licensee. If a new location is started, the provider must re-apply for the YoungStar program and CCPI security access for the new location.

Below are situations when creation of a new location *is* necessary:

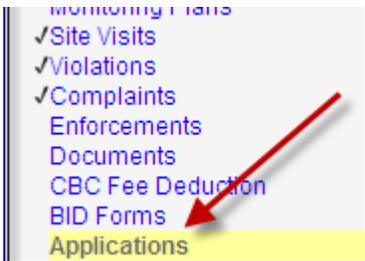
1. A certified/licensed provider opens a second location.
2. **Certified** provider moves to another county.
3. **Licensed** facility moves to another region.
4. A certified family provider applies for in-home certification or vice versa.
5. A school-age program applies for certification at the same address as a licensed facility.

### Processing Address Changes – Keeping the Same Location/Facility Number

#### Step 1: Ending current license/certificate effective the move date:

After the provider has submitted a new application for the new address, the current license/certificate (category) must be ended effective the move date to the new address. This must be done in the Modify Category page. To access the Modify Category page, do the following:

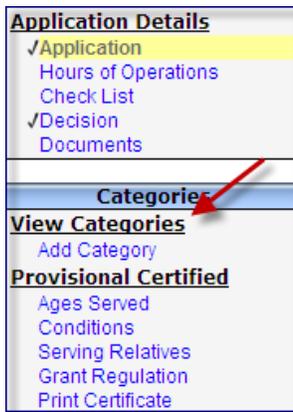
In the left-side navigation menu, click on the Applications link.



The following page will display:

Certified Applications For This Location 001								
Application Sequence #	Application Begin Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
<a href="#">004</a>	03/15/11	Approved	Provisional Certified	Approved	03/15/11	03/15/13	03/15/13	
<a href="#">003</a>	07/05/07	System Closed	Regular Certified	Approved	07/16/07	07/15/09	07/15/09	
<a href="#">002</a>	06/14/06	Approved	Regular Certified	Approved	06/14/06	07/15/07	07/15/07	
<a href="#">001</a>	05/26/06	Approved	Regular Certified	Approved	05/01/06	06/13/06	06/13/06	

Access the most recent application (see print above).



Click View Categories.

Categories						
<a href="#">New Category</a>						
Category	Effective Period	Expiration Date	Issue Date	Status	Updated Date	
<a href="#">Provisional Certified</a>	03/15/11 - 03/15/13	03/15/13	03/15/11	Approved	<a href="#">03/15/11</a>	  

Click on the Modify Icon to access the Modify Category page. On the Modify Category page, do the following:

**Certified Providers:**

Change the End Date to reflect the date the provider will be moving and change the Status to Relocation.

**NOTE:** This will end any subsidy authorizations effective Saturday after the move date. Also, the provider’s YoungStar rating will be ended effective the move date.

**Licensed providers:**

Change the Expiration and End Dates to reflect the date the provider will be moving. **NOTE:** This will end any subsidy authorizations effective Saturday after the move date. Licensed providers must re-submit their private-rates to the County/Tribal Subsidy Agency. Authorizations to the new address cannot be entered until the subsidy agency has entered the rates into the system.

Licensing also has the option to leave the End Date blank. This will allow the authorizations in CSAW to continue until the new license is issued. Once the license has been approved for the new address, the system will automatically insert the End Date which causes the authorizations (and private pay rates) to end the following Saturday. The subsidy worker must re-enter the private pay rates and create the authorizations for children that are moving to the new site.

**Modify Category**

Category Code Licensed Family  
 Issue Date 5/3/2011  
 Begin Date 6/1/2011  
 Mode Regular  
 Expiration Date \* 6/30/2011  
 End Date 6/30/2011  
 Status \* Relocation

**Step 2: Start a New Application for the New Site**

Access the Applications link in the left-side navigation menu.

Monitoring Plans  
 ✓ Site Visits  
 ✓ Violations  
 ✓ Complaints  
 Enforcements  
 Documents  
 CBC Fee Deduction  
 BID Forms  
 Applications

**Location Details**  
 Sam's Chlid Care 201 E Washington Ave Madison, WI 537032866 Milwaukee County

**Certified Applications For This Location 001**

Application Sequence #	Application Begin Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
001	05/25/11	Approved	Provisional Certified	Relocation	05/01/11	06/30/11	06/30/11	Continuation

On the Applications page, click on the Continuation button (if the move date is in the future) to start a new application for the site. If the move date is in the **past**, an “Initial” button will display. Click on the ‘Initial’ button to start the relocation application.

**Application Details**

Application Type \* Certified Family  
 Application Mode \* Relocation  
 Application Begin Date 5/26/2011  
 Date Complete Application Received \* 5/15/2011  
 Date Applicant Determined Fit

Choose Application Type, Mode (should be set at Relocation) and the date the provider submitted the application for Relocation.

After the new relocation application has been started, the Location/Facility address fields are updatable again. **This address should not be changed until the date of the move.** If the address is changed too early, subsidy, licensing/certification and YS notices will be mailed to the new address that is not yet valid. **Note:** Alternate Address

can be added with the move date, as the begin date, to assure that subsidy notices are sent to the new address immediately after the move.

**Step 3: Completing the Relocation Application**

Enter all required steps for the relocation applications such as site visits, update household members (if changes), background checks, etc.

After the site visit (and all other required procedures) is completed, access the Applications page and complete it. Review the Hours of Operation and finally, mark the application complete on the Decision page.

Certified Applications For This Location 001								
Application Sequence #	Application Begin Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
<a href="#">002</a>	05/26/11	Application Pending						
<a href="#">001</a>	05/25/11	Approved	Provisional Certified	Relocation	05/01/11	06/30/11	06/30/11	

Make sure that the address has been changed on the Location page to reflect the new address.

**Decision**

Application Status \*

Date Of Decision

Comments

**Step 4: Grant License/Certificate for the New Address**

Click View Category link in the left-side navigation menu and then New Category link to access the New Category page; add certification/licensing begin dates, category type, etc. (See Creating [New Providers User Guide](#) for further information).

***Viewing Address History***

After the license/certificate has been approved for the new site, the Location address is locked and cannot be updated. History is available on the Location page by clicking the History icon (scroll).

<b>Provider/Loc Number</b> 9800039489 / 001	<b>Name</b> Sam's Child Care
<b>Facility Number</b>	<b>Applicant/Loc Number</b> 6800075761 / 001
<b>Facility Address</b> 222 W Main St Madison, WI 537033113	<b>Facility Name</b> Sam's Child Care
Facility/Location Address	
Street Number 222	
Unit	
Direction West	
<b>Street/Rural Rt/Box#</b> * Main	
Suffix Street	
Quadrant	
Apt#	
Address Line 2	
<b>City</b> * Madison	
<b>State</b> * Wisconsin	
<b>Zip Code</b> * 537033113	
 <a href="#">Map This Address</a>	
Facility/Location Contact Details	
<b>Facility/Location Name</b> * <input type="text" value="Sam's Child Care"/>	

The changes are highlighted yellow.

Street Number	<b>222</b>
Unit	
Direction	<b>West</b>
Street/Rural Rt/Box#	<b>Main</b>
Suffix	<b>Street</b>
Quadrant	
Apt#	
Address Line 2	
City	Madison
State	Wisconsin
Zip Code	<b>537033113</b>

### ***Dually-Regulated Providers***

When a family provider who is both certified and licensed moves to a new address, **it is important that the agencies inform each other about the address change.** The system allows either agency to update the location address once the relocation application has been started.

Certification Contacts are found at:

<http://dcf.wisconsin.gov/childcare/certification/pdf/certifiers.pdf>

Licensing Contact information is listed at:

<http://dcf.wisconsin.gov/childcare/licensed/contact.htm>

### ***Relocation and Continuation/Renewal happens at the Same Time***

Sometimes, the provider moves to a new address close to his/her renewal date. When this happens, please choose the Relocation as the Application Type. If the Continuation is chosen, the system won't allow modification of the address.

### ***Providers/Programs Relocating to Another County/Region/Tribe***

If a certified provider moves to another county/tribe, the new certifying agency (county/tribe) cannot update any information for the provider record that was started by the previous certifying county/tribe. In these situations, a new location must be started. The same applies to licensed programs that move from one region to another region.

To start a new location, click on the New Location link.

Locations For This Applicant								
Location/ Facility	Address	Regulation	Application Status	Category	Status	Begin Date	Expiration Date	End Date
<a href="#">001</a>	Sam's Child Care 222 W Main St Madison WI 537033113 Milwaukee County 989-898-9898	Certified Family	Approved	Provisional Certified	Approved	07/01/11	06/30/13	06/30/13
<a href="#">New Location</a> 								

If a new location is started and the previous location is inactivated, make sure that the Headquarters (HQ) location on the Applicant screen is changed to reflect the correct HQ location.

W9 Details	
<b>Business Type *</b>	Limited Liability Corp 
Corporation / Individual	<input type="radio"/> Individual/Sole Proprietor/Partnership <input checked="" type="radio"/> Corporation/Non Profit/Government
Reason For Change	<input type="checkbox"/>
Headquarters Location	001 

The HQ address is used to mail 1099 tax statements and is also used for the **licensing** CBC invoicing.

### ***Opening a Second Site***

If a certified/licensed provider opens a new site and keeps the first site active, then a new location is necessary.

Locations For This Applicant								
Location/ Facility	Address	Regulation	Application Status	Category	Status	Begin Date	Expiration Date	End Date
<a href="#">001</a>	Sam's Child Care 222 W Main St Madison WI 537033113 Milwaukee County 989-898-9898	Certified Family	Approved	Provisional Certified	Approved	07/01/11	06/30/13	06/30/13
<a href="#">New Location</a> 								

If a new location is started and the previous location is inactivated, make sure that the Headquarters (HQ) location on the Applicant screen is changed to reflect the correct HQ location.

W9 Details	
<b>Business Type *</b>	Limited Liability Corp
Corporation / Individual	<input type="radio"/> Individual/Sole Proprietor/Partnership <input checked="" type="radio"/> Corporation/Non Profit/Government
Reason For Change	<input type="checkbox"/>
Headquarters Location	001

The HQ address is used to mail 1099 tax statements and is also used for the **licensing** CBC invoicing .

### Other Changes in Location/Facility Address

As mentioned above, the Location/Facility address is locked as soon as the license/certificate is approved. Sometimes, the address needs to be changed due to the US Postal Service making changes to the street numbers, zip codes, etc., or there is a typo when entering the address information. In these situations, please send an email as follows:

- **County/tribal certification agencies:** Send an email to [Jolene.ibeling@wisconsin.gov](mailto:Jolene.ibeling@wisconsin.gov) or [Pirkko.moilanen@wisconsin.gov](mailto:Pirkko.moilanen@wisconsin.gov) with the provider number. Also, include clear instructions regarding what the correct address should be along with the reason why the address needs to be changed.
- **Licensing:** Contact your Office Manager.

## Corporation Status Change – Licensing

Follow the guidance in the WISCCRS Decision Change Chart on BECR intranet to make a decision if a new application, new facility, or new provider record is needed for the change.

Below are steps for the three possible scenarios:

### 1. New Application Needed

- Change the Expiration Date for the facility. This has to be done on the Modify Category page. In order to access the Modify Category page, click on the Applications link in the left-side navigation menu, then choose the most current application. Click on View Categories and then click on the Modify button to access the Modify Category page.

On the Modify Category page, change the Expiration Date to the date the corporation status changed or will change. Leave the Status to 'Approved'.

Modify Category	
Category Code	Licensed Family
Issue Date	11/1/2011
Begin Date	10/1/2011
Mode	Regular
<b>Expiration Date *</b>	2/29/2012
End Date	
<b>Status *</b>	Approved

- B. Next, click on the Applications link in the navigation menu. Now a Continuation button (if the corporation change happens in the future) or Initial button (if the change happened in the past) will display. Click on the button to start a new application.

The screenshot shows a form titled "Application Details". It contains the following fields and values:

- Application Type \***: Licensed Family (dropdown menu)
- Application Mode \***: Continuation (dropdown menu)
- Application Begin Date**: 2/15/2012
- Date Complete Application Received \***: 2/1/2012 (dropdown menu)
- Date Applicant Determined Fit**: (empty dropdown menu)

- C. On the Application Details page, choose the Application Type, Mode, and enter the date the licensee submitted the application due to corporation status change. The system does not have an application mode for corporation status changes so choose 'Continuation' as the mode. A comment indicating that the application is for corporation status change is helpful.
- D. Carefully review the W9 form submitted by the licensee. Change the Business Type and Corporation Status (if applicable) to reflect the correct status. Note that there are three different types of LLCs (Sole Proprietor, Partnership and Corporation). Please make sure that the Corporation Status is entered correctly in WISCCRS because this field has effects on annual 1099 tax statements that are sent to the IRS.

The screenshot shows a form titled "W9 Details". It contains the following fields and values:

- Business Type \***: Limited Liability Corp (dropdown menu)
- Corporation / Individual**:
  - Individual/Sole Proprietor/Partnership
  - Corporation/Non Profit/Government
- Reason For Change**:

- E. The complete the application as usual.

## 2. New Facility Record Needed

On the location page, click on 'New Location' to start a new facility record.

## 3. New Provider Number Needed

Follow instructions on the [Creating New Provider Record](http://dcf.wisconsin.gov/childcare/wisccrs/pdf/newprovider.pdf) user guide (<http://dcf.wisconsin.gov/childcare/wisccrs/pdf/newprovider.pdf>).

## Name Change

When a certified operator or licensee changes his/her name associated with the Tax ID s/he must submit a new W9 form <http://vendornet.state.wi.us/vendornet/doaforms/DOA-6448.doc> as follows:

- **FEIN:** If the Business/Legal name associated with the provider's Tax ID changes, a new W9 is required. If a provider who uses a FEIN changes his/her first or last name, the W9 is not needed.

- **SSN:** If the applicant/provider uses his/her SSN as the Primary Tax ID, a new W9 form is required when the applicant's/provider's first or last name changes. A business name should not be used if a provider is using an SSN.

The legal name associated with the Tax ID is used to issue an annual 1099 statement to providers who are receiving Shares subsidy payments (if the provider's status is Individual/Partnership, etc., and the provider receives more than \$600 in payments/year).

Please review the instructions at <https://share.dcf.wisconsin.gov/childcarecertification> to make sure that the name is correctly entered into WISCCRS.

Below are the steps that explain the process for making the name change:

1. Access the Applicant page and make the change(s) to the applicable names. Click on the Confirm Name Change. If only the Business name is changed, nothing else is needed. In this scenario, print the new Certificate.

Applicant Information	
Business Name	Abc Child Care
First Name *	Anna
Middle Initial	
Last Name *	Applicant-Smith
Suffix	
Confirm Name Change	<input checked="" type="checkbox"/>

2. If the provider's first or last name changes, first make the change on the Applicant page. For Background check purposes, the licensee/applicant name must also be changed on the Modify Individual page. To access the Modify Individual page, click on the Individual link in the navigation menu and then the modify icon next to the licensee/applicant name. Enter the old name into the Alias screen. Print a new certificate.

Modify Individual	
First Name *	Anna
Middle Initial	
Last Name *	Applicant-smith

The Applicant/Licensee name in WISCCRS is also used in CSAW for Shares issuances. When names are changed in WISCCRS, the change may cause problems with the Shares payments. To avoid problems with check issuance, the regulatory agency may recommend the provider contact the local subsidy agency. The subsidy coordinators are listed at <http://dcf.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf>

## Tax ID Number/Type Change

When a certified operator/licensee changes the Tax ID Number, a new W9 form is needed. This is also true when a provider changes from SSN to a FEIN or vice versa. In either case, the operator/licensee must submit a new W9 form <http://vendornet.state.wi.us/vendornet/doaforms/DOA-6448.doc>.

**NOTE:** The bolded Tax ID is the Primary ID used for tax reporting purposes. The number in this field should match the number reported on the W9 form.

Applicant Information	
Business Name	Abc Child Care
<b>First Name *</b>	Anna
Middle Initial	
<b>Last Name *</b>	Applicant-Smith
Suffix	
Confirm Name Change	<input type="checkbox"/>
Is A Translator Needed ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Translator Language	Laotian
Applicant Identification	
<b>Tax ID Number Type *</b>	<input type="radio"/> SSN <input checked="" type="radio"/> FEIN
Confirm Tax ID Number Type Change	<input type="checkbox"/>
<b>Tax ID Number *</b>	13-3365252 (SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)
Confirm Tax ID Number Change	<input type="checkbox"/>
Tax ID Verification Switch	<input checked="" type="checkbox"/>
Additional ID Number Type	<input type="radio"/> N/A <input checked="" type="radio"/> SSN <input type="radio"/> FEIN
Additional SSN/FEIN	988-92-2223 (SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)
<b>Date Of Birth *</b>	1/1/1962
Email	annaapplicant@anytown.com

### 1. Change from SSN to FEIN

Below are step-by-step instructions on how to process the change:

1. Click on the Applicant link in the navigation menu to access the Applicant page. On the Applicant page, add the Business Name (legal name associated with the FEIN). Click on the 'Confirm Name Change' check box.
2. Click the radio button next to 'Tax ID Number Type' to be set at FEIN. Click on the check box next to the 'Confirm Tax ID Number Type Change'.
3. Add the FEIN number in the 'Tax ID Number' field. Click on the 'Confirm Tax Number Change'.
4. Check the SSN radio button under 'Additional SSN/FEIN' and enter the SSN to the number field.

Applicant Information	
Business Name	Abc Child Care
<b>First Name *</b>	Anna
Middle Initial	
<b>Last Name *</b>	Applicant-Smith
Suffix	
Confirm Name Change	<input checked="" type="checkbox"/>
A Translator Needed ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Translator Language	Laotian
Applicant Identification	
<b>Tax ID Number Type *</b>	<input type="radio"/> SSN <input checked="" type="radio"/> FEIN
Confirm Tax ID Number Type Change	<input checked="" type="checkbox"/>
<b>Tax ID Number *</b>	98-984663 (SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)
Confirm Tax ID Number Change	<input checked="" type="checkbox"/>
<b>Additional ID Number Type</b>	<input type="radio"/> N/A <input checked="" type="radio"/> SSN <input type="radio"/> FEIN
<b>Additional SSN/FEIN</b>	988-92-2223 (SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)

## 2. Change from FEIN to SSN

1. Click on the Applicant link in the navigation menu to access the Applicant page. On the Applicant page, delete the Business Name (legal name that was associated with the FEIN). Click on the 'Confirm Name Change' check box.
2. Click the radio button next to 'Tax ID Number Type' to be set at SSN. Click on the check box next to the 'Confirm Tax ID Number Type Change'.
3. Add the SSN number in the 'Tax ID Number' field. Click on the 'Confirm Tax Number Change'.

**ATTENTION:** If a provider changes name or Tax ID and refuses to submit a W9 form, please uncheck the Tax ID Verification Switch on the Applicant page. This will prevent any authorizations to be issued to the provider.

Applicant Identification	
<b>Tax ID Number Type *</b>	<input type="radio"/> SSN <input checked="" type="radio"/> FEIN
Confirm Tax ID Number Type Change	<input type="checkbox"/>
<b>Tax ID Number *</b>	13-3365252 (SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)
Confirm Tax ID Number Change	<input type="checkbox"/>
Tax ID Verification Switch	<input type="checkbox"/>

## Facility Name (Location Name) Change

No W9 is needed if the Facility/Location Name changes. To make the change, click on the Location link in the navigation menu. Scroll down to the Facility/Location Name field. The name will be updated on the Public Search site the following day.

Facility/Location Contact Details	
Facility/Location Name *	Annas Facility 2 
County *	Milwaukee County

**ATTENTION TO CERTIFICATION AGENCIES:** Please do not change the Facility/Location Name for dually regulated providers. Licensing issues the regulatory approval using the Facility Name. If this is changed by the certifying agency, the license is no longer accurate.

## New Board President (Licensed Programs)

Programs that are operated by non-profits and corporations must list the Board President as the Licensee/Operator. When the change is reported to the regulatory agency, change the Board President’s name on the Applicant screen (First and Last name fields).

The change must also be made in the Individuals module so that the background checks are conducted on the new Board President and to inactivate the previous Board President.

1. To access the Individual page, click on the Individual link in the navigation menu. To access the Modify Individual page, click on the ‘Pencil’ (modify) icon next to the name of the previous Board President.

Name	DOB	SSN	Role	
<a href="#">Andy Applicant</a>	01/01/81	978-89-9996	Applicant/Licensee	 

On the Modify individual page, click on the Inactive check box.

Self-Disclosed CPS Substantiation	<input type="checkbox"/>
Self-Disclosed Criminal Record	<input type="checkbox"/>
Self-Disclosed IBIS Record	<input type="checkbox"/>
Inactive	<input type="checkbox"/> 
Apply CBC Fee to this location	<input type="checkbox"/>
Comments for this individual	<input type="text"/>

Once inactivated, the Individual page will display an inactive icon.

 <a href="#">Andy Applicant</a>	01/01/81	978-89-9996	Applicant/Licensee
--	----------	-------------	--------------------

2. To add the new Board President, click on the Add Applicant/Licensee link on the Individual page.

Applicants/Licensees
<a href="#">Add Applicant/Licensee</a> 

3. If licensed, request a DOJ Background Check to be run on the new President. If certified, the agency must enter the Background Check information.

## New Owners

Sometimes child care centers are sold and bought by a new owner. This section explains the steps needed to process the license/certificate in this scenario.

### *Closing the facility with the previous owner*

On the Modify Category page, enter the date the ownership will change into the End Date field. Change the Category Status to 'New Owners'.

Modify Category	
Category Code	Licensed Family
Issue Date	11/1/2011
Begin Date	10/1/2011
Mode	Regular
Expiration Date *	2/29/2012
End Date	2/29/2012
Status *	New Owners



NOTE: This will end the subsidy authorizations and the YoungStar rating effective the Saturday after the end date.

### *Creating a new record for the facility with the new owner*

The agency must make sure that the new owner has submitted a new Tax ID for the center. Once the application and W9 form with the new Tax Number has been received, start a new provider record in WISCCRS following the steps in the Creating a New Provider Record User Guide at <http://dcf.wisconsin.gov/childcare/wisccrs/pdf/newprovider.pdf>

## Deleting/Inactivating Individuals Associated with a Provider Location/Facility

If a household member or other individuals associated with a provider location/facility is no longer residing (employed) at the location, the individual should be inactivated promptly. In order to inactivate an individual, click on the Individuals link in the left-side menu and then the Modify link next to the person whose record needs to be inactivated.

WISCCRS User Guide-Changes in Provider/Facility Record

<ul style="list-style-type: none"> <li>✓Location</li> <li>Subsidy Details</li> <li>✓Pets</li> <li>✓Other Licenses</li> <li>✓Vehicles</li> <li>✓Insurances</li> <li>✓Comments</li> <li>✓Alternate Addresses</li> <li>✓Transactions</li> <li>✓Collections</li> <li><b>✓Individuals</b></li> <li>✓Monitoring Plans</li> <li>✓Site Visits</li> <li>✓Violations</li> <li>✓Complaints</li> <li>✓Enforcements</li> <li>Documents</li> <li>Confidential Documents</li> <li>List All Documents</li> <li>CBC Fee Deduction</li> <li>BID Forms(Lic Only)</li> <li>Applications</li> </ul>	<b>Applicants/Licensees</b>				
	<a href="#">Add Applicant/Licensee</a>				
	<b>Name</b>	<b>DOB</b>	<b>SSN</b>	<b>Role</b>	
	<a href="#">Andy Applicant</a>	01/01/81	978-89-9996	Applicant/Licensee	
	<a href="#">Aliases</a> <a href="#">Background Check</a> <a href="#">Training</a> <a href="#">Documents</a> <a href="#">Fingerprint Request</a> <a href="#">DOR Request</a>				
	<a href="#">Anna Applicant</a>	01/01/66		Applicant/Licensee	
	<a href="#">Aliases</a> <a href="#">Background Check</a> <a href="#">Training</a> <a href="#">Documents</a> <a href="#">Fingerprint Request</a> <a href="#">DOR Request</a>				
	<b>Other Individuals</b>				
	<a href="#">Add New Individual</a> <a href="#">Select Individuals from other Locations</a>				
	<b>Name</b>	<b>DOB</b>	<b>SSN</b>	<b>Role</b>	
<a href="#">Amy Applicant</a>	03/03/83	123-45-6789	Household Member/Occupant		
<a href="#">Aliases</a> <a href="#">Background Check</a> <a href="#">Training</a> <a href="#">Documents</a> <a href="#">Fingerprint Request</a>					
<a href="#">Cert Employee</a>	03/03/95		Employee		
<a href="#">Aliases</a> <a href="#">Background Check</a> <a href="#">Training</a> <a href="#">Documents</a> <a href="#">Fingerprint Request</a>					

On the Modify Individual page, click on the Inactive check box.

**Modify Individual**

**First Name \***

Middle Initial

**Last Name \***

Suffix

**Date Of Birth \***

SSN

**Gender \***  Male  Female

Race

**Role \***

Other Role Description

Relationship

**Lived Out Of State Within Past 3 Years? \***  Yes  No

**Discharged From Military Within Past 3 Years? \***  Yes  No

TB Test Date

**Any Contact With Children? \***  Yes  No  Unknown

Self-Disclosed CPS Substantiation

Self-Disclosed Criminal Record

Self-Disclosed IBIS Record

Inactive

Once the individual is marked inactive, the main Individuals page has an indicator showing that the person is no longer associated with the location/facility.

<a href="#">Amy Applicant</a>	03/03/83	123-45-6789	Household Member/Occupant	
<a href="#">Aliases</a> <a href="#">Background Check</a> <a href="#">Training</a> <a href="#">Documents</a> <a href="#">Fingerprint Request</a>				

If the person moves back into the home, simply repeat the steps above and uncheck the Inactive check box.

**ATTENTION:** If licensing regions inactivate/activate an individual, the CBU should be notified and vice versa.

## Category Change (Certified only - Provisional to Regular or vice versa)

When a provisionally certified provider has completed the required entry level training (Introduction to Child Care, Module A and the Fundamentals of Family), the agency must change the provider’s category to Regular Certification. The reverse may happen when a certifying agency changes the provider’s status from Regular to Provisional. Below are steps on the process.

1. Click on the Applications link in the navigation menu. Then click on the latest Application Sequence Number link.

Certified Applications For This Location 001							
Application Sequence #	Application Begin Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date
<a href="#">001</a>	01/13/12	Approved	Provisional Certified	Approved	09/15/11	09/14/13	09/14/13

2. The links under the latest application will branch out. Click on the View Categories link.

**Categories**

[View Categories](#)

[Add Category](#)

**Provisional Certified**

[Ages Served](#)

[Conditions](#)

[Serving Relatives](#)

[Grant Regulation](#)

[Print Certificate](#)

3. On the Categories page, click on the Pencil (modify) icon to access the Modify Category page.

Categories							
Category	Effective Period	Expiration Date	Issue Date	Status	Updated Date		
<a href="#">New Category</a>							
<a href="#">Provisional Certified</a>	09/15/11 - 09/14/13	09/14/13	01/13/12	Approved	<a href="#">01/13/12</a>		

4. End date the Provisional category effective the date the training was done. **NOTE:** If subsidy authorizations exist, the system will re-calculate the authorizations using the higher rate on Saturday following the category change was made in WISCCRS.

**Modify Category**

Category Code: Provisional Certified

Issue Date: 1/13/2012

Begin Date: 9/15/2011

Expiration Date \*:

Status \*:

5. On the Categories page, click on New Category link to create a Regular Certified category.

Categories						
<a href="#">New Category</a>						
Category	Effective Period	Expiration Date	Issue Date	Status	Updated Date	
<a href="#">Provisional Certified</a>	09/15/11 - 01/15/12	01/15/12	01/13/12	Approved	<a href="#">02/20/12</a>	

- Complete the New Category page. The Regular Category and the previous Provisional Category cannot exceed 24 months. In this example, the provider was granted Provisional Category on 9/15/11 so the End Date for the Regular cannot be later than 9/14/13 (total 24 months).

**New Category**

Prior Category's Expiration Date is 01/15/2012

**Category Code \***

**Begin Date \***

**Expiration Date \***

**Status \*** Approved

- Now the Categories page displays both types of categories for the Application Sequence.

Categories						
<a href="#">New Category</a>						
Category	Effective Period	Expiration Date	Issue Date	Status	Updated Date	
<a href="#">Regular Certified</a>	01/16/12 - 09/14/13	09/14/13	02/20/12	Approved	<a href="#">02/20/12</a>	
<a href="#">Provisional Certified</a>	09/15/11 - 01/15/12	01/15/12	01/13/12	Approved	<a href="#">02/20/12</a>	

- Complete the Ages Served and other applicable pages under the Regular Certified category, grant the certificate, and print the new Certificate of Approval.

**Categories**

[View Categories](#)

[Add Category](#)

**Provisional Certified**

[Ages Served](#)

[Conditions](#)

[Serving Relatives](#)

[Grant Regulation](#)

[Print Certificate](#)

**Regular Certified**

[Ages Served](#)

[Conditions](#)

[Serving Relatives](#)

[Grant Regulation](#)

[Print Certificate](#)

## License Type Change

If a license type changes from Family to Group (or Camp) or vice versa, the same facility/location is usually kept. An exception to this rule is when the new site is located in another address and the programs are operating parallel for a while. If the same facility number is kept, it is important that all site visits have been entered for the previous license application before the new application is started. This is because WISCCRS will only allow the user to attach DCF 250 if the most recent application is family, 251 if group. If a family application is started for a group center, any violations cited under the group rules cannot be entered.

## Closing a Site

When a provider location is closed, the regulatory agency must close the site promptly so that no new subsidy authorizations are issued to the provider and current ones will be ended in a timely manner.

ATTENTION: When a facility/provider location is closed in WISCCRS, the CSAW system will end any existing subsidy authorization on the following Saturday, after the data entry, even if the closed date was in the past.

Below are steps on how to close a site:

To end-date the current license/certificate to a program, an end date must be entered/modified on the Modify Category page. To access this screen, do the following:

1. Click on the Applications link in the left-side menu, choose the latest application.

Licensed Applications For This Location 001								
Application Sequence #	Application Begin Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
002	05/15/14	Approved	Licensed Family	Approved	06/01/14	05/31/16		
001	12/03/13	Approved	Licensed Family	Approved	11/01/13	05/31/14	05/31/14	

2. Click on the View Categories link in the left-side navigation menu. The category will display on the right side of the screen.



3. Click on the pencil icon (edit this record) on the right to access the Modify Category page.

Categories							
Category	Effective Period	Expiration Date	Issue Date	Status	Mode	Updated Date	
Licensed Family	06/01/14	05/31/16	12/12/13	Approved	Regular	12/12/13	  

4. On the Modify Category page, enter an End Date (if certified) or modify the Expiration and End Date (if licensed) to reflect the date the site closed down. See screen prints below:

**NOTE:** Only the **latest** application category can be modified.

Below is a screen print on the Modify Category page for a **licensed** facility:

Below is the same screen for a **certified** provider:

Below are explanations of each field on the Modify Category screen:

Field	Description
Begin Date	This date cannot be modified for either provider types.
Expiration date	<b>Licensed providers:</b> This is the continuation/recertification date for licensed provider. <b>Certified providers:</b> This is the date the provider’s regulatory approval ends.
End date	This is only visible for licensed programs and is only used when the facility is closed for various reasons. Date entered should be the last day of operation. Do not fill in the End Date when entering Temporary closures.

**NOTE:** There is a 1-day delay between the updates in WISCCRS and the Child Care Public Search site. This means that if a provider record is ended in WISCCRS today, the record will be pulled off the Public Search the following night.

Below are values for the Status Field. If there is a “yes” in the Licensing/Certification column, this means that the agency can update the value. **A new column has been added to the table below indicating if the end/expiration date can be in the future.**

Status	Description	Licensing	Certification	End/Exp can be in the future	*Included in IBIS
Approved	This value is auto-filled when the license/certificate is approved.	No	No	Yes	No
Certification Suspended – Appeal Received	This is used when a suspended certified provider appeals the suspension decision. The category end date is the same as the suspension date.	No	Yes	No	No

WISCCRS User Guide-Changes in Provider/Facility Record

Status	Description	Licensing	Certification	End/Exp can be in the future	*Included in IBIS
Conversion	This will display for records that were converted from CLIC or old CCPS. This value is not available for the users to choose.	No	No	N/A	No
Denied Application	Used by licensing when application is denied (enforcement action)	Yes	No	No	No
Denial Appealed	Used by licensing when a licensee appeals a denial of a license	Yes	No	Yes	No
Denial DHS 12	Used when a licensee's application for the first regular license is denied due to a barred offense.	Yes	No	No	Yes
License Surrendered-Non-Submittal of Materials	Used when the licensee surrenders his/her license due to not submitting continuing materials	Yes	No	No	No
License Surrendered	Used by licensing when the licensee surrenders his/her license in lieu of an enforcement action	Yes	No	No	No
Loss of Contact	This is used when a provider's mail is returned by the post office or the provider is found to have moved to another address.	Yes	Yes	No	No
New Owners	This is used when a program closes and new owners start operation in the same site but under different provider number.	Yes	Yes	No	No
Non-renewal	This is used by certification agencies when the provider chooses not to renew his/her certification.	No	Yes	No	No
Probation Expired-No Application Materials Submitted	This is used by licensing when probationary license has expired and the licensee has not submitted application for a regular license.	Yes	No	No	No
Provider Became Licensed	This is used when a certified provider withdraws his/her certification because s/he became licensed.	No	Yes	No	No
Provider Left Child Care Field	This is used when a provider terminates child care operation.	No	Yes	No	No
Provider Moved Out of the County/Tribe	This is used when a certified provider moves to another county/tribe.	No	Yes	No	No
Relocation	This is used when a provider's category is ended due to move to a new address.	Yes	Yes	Yes	No

WISCCRS User Guide-Changes in Provider/Facility Record

Status	Description	Licensing	Certification	End/Exp can be in the future	*Included in IBIS
Revocation – Permanent Bar	This is used when the provider is revoked because s/he has a permanently barring offense. If the revocation is due to a household member or employee having a permanently barring offense, select ‘Revocation DHS 12 other’	Yes	Yes	No	Yes
Revocation - 5 - Year Bar	This is used when a licensee/certified provider is revoked due to a 5-year-bar offense either by the applicant or a person subject to the caregiver law.	Yes	Yes	No	Yes
Revocation – Bar – Rehabilitation Review	This is used when a licensee/provider is revoked due to an offense that bars the person until RR has lifted the bar.	Yes	Yes	No	Yes
Revocation - Compliance	Used by licensing when a license is revoked due to non-compliance issues.	Yes	No	No	No
Revocation - DCF 202	This is used when certification is revoked due to non-compliance issues.	No	Yes	No	No
Revocation - DHS 12 – Other	This is used by certification when a provider is revoked due to a barred offense by an individual other than the provider or due to a caregiver law related offense other than substantially related or a barred offense.	No	Yes	No	No
Revocation - DHS 12 – Subst related	This is used when a license/certificate is revoked due to an offense that substantially relates to child care.	Yes	Yes	No	No
Revocation – DOR	This is used by licensing when a revocation is issued due to tax delinquency.	Yes	No	No	No
Revocation – Permanent Bar Provider/Licensee	This is used when a provider has barred offense on crimes table that applies only the licensee/applicant.	Yes	Yes	No	Yes
Revocation Appealed	Change the Category Status to Revocation Appealed when the provider/licensee appeals revocation. <b>NOTE:</b> Please make sure that the YoungStar program has been notified so the provider appears as a 1 Star program on the Public Search site. <b>Certification:</b> Also, change the Expiration Date to be the date that was there prior to revocation so the provider will appear on the Background Check Due and Renewal reports.	Yes	Yes	Yes	No
Revocation-HFS 12	This value was used in the old licensing database when a license was revoked due to a barred offense. This value is no longer available in WISCCRS.	No	No	N/A	Yes

Status	Description	Licensing	Certification	End/Exp can be in the future	*Included in IBIS
Suspended	This is used when certification is suspended for any reason.	No	Yes	No	No
Temporary Closure	This is used when a provider wants to temporarily close his/her site. <b>Note:</b> Make sure that the Expiration/End date is not modified (the original date should be left as is) so the provider will appear on the Background Check reports and Renewal reports. <b>NOTE:</b> When changing a provider's status to Temporarily Closed, the regulatory agency should notify the county/tribal subsidy unit so they can enter Suspend Authorization date and reason in CSAW to prevent any authorizations from being created while the provider is in temporary closed status.	Yes	Yes	Yes	No
Voluntary Closure	This is used when the provider voluntarily closes.	Yes	Yes	No	No
Went Family	This is used by licensing when a group center closes and the licensee has opened a family center.	Yes	No	Yes	No
Went Group	This is used when a family center owner has closed his/her family center and has opened a group center.	Yes	No	Yes	No
Withdrew Application	This is used by licensing when a licensee withdraws his/her continuation application.	Yes	No	No	No
Withdrew Certification	This is used when a certified provider requests his/her certification to be withdrawn.	No	Yes	No	No

\*Included in IBIS: If the column has 'yes,' the record is included in the IBIS (DHS) letter when the caregiver background check is run on the provider/licensee.

## Deleting Category

In some rare occasions, the category must be deleted. The system does not allow deletion of a category if subsidy authorizations exist in CSAW. In these cases, the category must be end-dated instead of deleted. Licensing staff should use caution when deleting a category because WISCCRS does not allow re-creation of the category without a new application.

## Re-activating a Provider Site

If a provider/licensee wants to re-activate a site that has been previously closed, the provider must submit a new application. After the application has been received, access the Applications screen and start a new application and continue as usual. See print below.

**Application Navigation**

- ✓ Applicant
- Other Licenses
- Documents
- Location Details**
  - Location
  - Subsidy Details
  - Pets
  - Other Licenses
  - Vehicles
  - Insurances
  - Comments
  - Alternate Addresses
  - Transactions
  - Collections
  - Individuals
  - Monitoring Plans
  - ✓ Site Visits
  - Violations
  - Complaints
  - Enforcements
  - Documents
  - CBC Fee Deduction
  - BID Forms
  - Applications**

**Provider/Loc Number** 4800036944 / 001      **Name** George Harrison  
**Facility Number**      **Applicant/Loc Number** 7800031276 / 001  
**Facility Address** Music St  
 Liverpool, WI 45454      **Facility Name** The Beatles-New Location

**Location Details**  
 The Beatles-New Location Music St Liverpool, WI 45454 Milwaukee County

**Certified Applications For This Location 001**

Application Sequence #	Application Begin Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
<a href="#">002</a>	01/23/04	Approved	Cert School Age Program	Withdrew Certification	01/23/04	03/26/04	03/26/04	Initial
<a href="#">001</a>		Conversion	Regular Certified	Approved	01/02/03	01/22/04	01/22/04	

< Back to Location List

**NOTE:** There is no reason to start a new location/application if the suspension (certification) or temporary closure needs to be lifted or changed, the status can be changed on the Modify Category page at any time.

## Ending Temporary Closure

When the provider re-opens his/her operation, change the category status back to 'approved' and notify the county/tribal subsidy unit so they can delete the 'Suspend Authorization' fields in CSAW so new authorizations can be created.

## Suspensions - Certification

When a certified operator is suspended, the category status must be changed to "Suspended". WISCCRS also requires the End Date (suspension effective date) to be entered. This will end all subsidy authorizations effective the Saturday following the date the suspension was entered into WISCCRS. See steps below.

Steps to take when suspending a provider:

1. Click on the Applications link in the navigation menu. Choose the most recent Application Sequence number.
2. Click View Categories and then click on the Pencil (modify icon) to access the Modify Category page. Enter the suspension effective date in the Expiration Date field and change the Status to Suspended.

**Modify Category**

Category Code: Provisional Certified  
 Issue Date: 3/31/2011  
 Begin Date: 1/1/2011  
 Expiration Date \*: 2/21/2012  
 Status \*: Suspended

Per DCF 202, suspension is a temporary interruption in the regulatory approval and should not last more than 60 days. Suspensions due to pending charges can last longer. The provider should not remain suspended indefinitely.

Within 60 days (or once the outcome of the pending charge is known), the agency must make a decision to either revoke the provider or reinstate the provider.

### Changing Suspension to Revocation

If the decision is to revoke, the Category Status must be changed to reflect the revocation. Access the Modify Category page (follow instruction on how to access the page above), enter the revocation date in the Expiration Date field and change the status to Revocation.

Modify Category	
Category Code	Provisional Certified
Issue Date	3/31/2011
Begin Date	1/1/2011
Expiration Date *	4/1/2012
Status *	Revocation - Dcf202

### Category History

The suspension record can be viewed by clicking the Scroll (history) icon on the Categories page. Below is a screen print from the suspension/revocation above. The provider was suspended from 2/21/12 to 4/1/12.

Category History							
Category	Effective Period	Expiration Date	Issue Date	Status	Updated Date	User ID	
Provisional Certified	01/01/11 - 04/01/12	04/01/12	03/31/11	Revocation - Dcf202	<a href="#">02/21/12</a>	W00236	
Provisional Certified	01/01/11 - 02/21/12	02/21/12	03/31/11	Suspended	<a href="#">02/21/12</a>	W00236	
Provisional Certified	01/01/11 - 12/31/12	12/31/12	03/31/11	Approved	<a href="#">03/31/11</a>	W00236	

### Reinstatement after Suspension – Certification

Below are steps on how to reinstate a provider who is in suspended status:

1. Click on the ‘View Categories’ link in the left-side menu.

<b>Provider/Loc Number</b> 5800039215 / 001 <b>Facility Number</b> <b>Type</b> Certified Family <b>Facility Address</b> 444 4Th St Monthville, WI 44444	<b>Name</b> Jan January <b>Applicant/Loc Number</b> 0800071701 / 001 <b>Status</b> Approved <b>Facility Name</b> Asdf Adfj Asdklf J												
<b>Licensor Name</b>	<b>Certifier Name</b> Pirkko Zweifel												
<b>Categories</b>													
<a href="#">New Category</a>													
<table border="1"> <thead> <tr> <th>Category</th> <th>Effective Period</th> <th>Expiration Date</th> <th>Issue Date</th> <th>Status</th> <th>Updated Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">Provisional Certified</a></td> <td>06/01/13 - 12/19/13</td> <td>12/19/13</td> <td>04/26/13</td> <td>Suspended</td> <td><a href="#">12/19/13</a></td> </tr> </tbody> </table>	Category	Effective Period	Expiration Date	Issue Date	Status	Updated Date	<a href="#">Provisional Certified</a>	06/01/13 - 12/19/13	12/19/13	04/26/13	Suspended	<a href="#">12/19/13</a>	Leave category in suspended status
Category	Effective Period	Expiration Date	Issue Date	Status	Updated Date								
<a href="#">Provisional Certified</a>	06/01/13 - 12/19/13	12/19/13	04/26/13	Suspended	<a href="#">12/19/13</a>								

2. Leave the current category in suspended status. Click on ‘New Category’ link to issue a new category from the date the suspension was lifted. The system will warn you that there is a gap between the previous category and the current one, but you can override the warning message by clicking ‘Add.’
3. The Category page will display the current and the previous categories.

Categories						
Category	Effective Period	Expiration Date	Issue Date	Status	Updated Date	
<a href="#">Provisional Certified</a>	01/15/14 - 05/31/15	05/31/15	12/19/13	Approved	<a href="#">12/19/13</a>	
<a href="#">Provisional Certified</a>	06/01/13 - 12/19/13	12/19/13	04/26/13	Suspended	<a href="#">12/19/13</a>	

This provider was suspended between 12/19/13 and 1/15/14

## Revocations

When a provider is revoked, choose the appropriate revocation value from the category status list and enter the date the regulatory approval was revoked. If any authorizations exists in CSAW, the system will automatically end them the following Saturday.

### Revocation Appealed

If a provider/licensee appeals the revocation, the regulating agency should modify the category status to Revocation Appealed as soon as the appeal has been received by the agency.

**Modify Category**

Category Code    Provisional Certified

Issue Date      7/6/2012

Begin Date      11/1/2011

Expiration Date \*    10/31/2013

Status \*          Revocation Appealed

Make sure that the Expiration Date is changed to the date that was there prior to revocation to assure that the provider’s record is included in the background check and continuation reports. Revocation appeals must be reported to [youngstar@wisconsin.gov](mailto:youngstar@wisconsin.gov) of the YoungStar program so the provider will be given a 1 Star status.

### Results of Appeal

Decision Upheld:

If the decision to revoke was upheld, simply modify the category status to reflect the reason for the revocation and change the expiration/end date to the date the regulatory approval was revoked.

Decision Overturned:

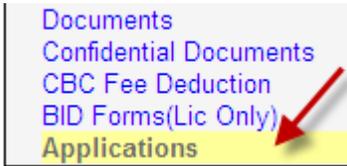
If the decision to revoke is overturned as a result of the appeal, change the category status back to approved. Overturned revocations must be reported to [youngstar@wisconsin.gov](mailto:youngstar@wisconsin.gov) of the YoungStar program so the provider will be given the status that was in effect prior to revocation.

## Changes in Hours of Operation

The WISCCRS system allows the user to modify the Hours of Operation and Capacity information for the most current application. If the provider requests the hours of operation to be changed in the middle of an application period, it is preferable that the agency modifies the Hours of Operation record rather than deletes the old information. If the record is deleted, there is no history in CSAW or WISCCRS. The hours of operation and capacity history can be very imperative when investigating subsidy program integrity concerns or complaints that happened in the past.

To make changes to the Hours of Operation, do the following:

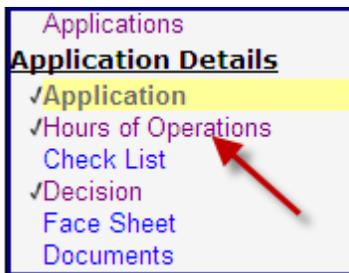
1. Click on the current Applications link in the left side menu.



This will open the application history for the provider location/facility.

Application Sequence #	Application Begin Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
<a href="#">003</a>	10/26/11	Approved	Provisional Certified	Approved	11/01/11	10/31/13	10/31/13	
<a href="#">002</a>	03/15/11	Approved	Provisional Certified	Approved	03/15/11	10/31/11	10/31/11	

2. Then click on the Application Sequence number for the current application. This will open up the links below this application.



3. Now click on the Hours of Operation link. The following page will display:

Hours of Operation List						
<a href="#">New Hours of Operation</a>						
From Month	To Month	Day Time Capacity	Night Time Capacity/ Group Size			
January	December	3	3			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	6:00 AM	6:00 AM	6:00 AM	6:00 AM	6:00 AM	
	To	To	To	To	To	
	6:00 PM	6:00 PM	6:00 PM	6:00 PM	6:00 PM	

4. Click on the pencil (modify) icon to access the Modify page. In this scenario, the provider requested his/her hours to be changed from 6PM to 10PM.

Hours of Operation		
	Open	Close
Sunday	<input type="text"/>	<input type="text"/>
Monday	6:00 AM	10:00 PM
Tuesday	6:00 AM	10:00 PM
Wednesday	6:00 AM	10:00 PM
Thursday	6:00 AM	10:00 PM
Friday	6:00 AM	10:00 PM
Saturday	<input type="text"/>	<input type="text"/>

The history page now shows the fields that were changed, when and by whom:

Hours of Operation		
	Open	Close
Sunday		
Monday	6:00 AM	<b>10:00 PM</b>
Tuesday	6:00 AM	<b>10:00 PM</b>
Wednesday	6:00 AM	<b>10:00 PM</b>
Thursday	6:00 AM	<b>10:00 PM</b>
Friday	6:00 AM	<b>10:00 PM</b>
Saturday		

Updated Information	
Updated Date	7/6/2012 10:26:34 AM
Worker ID	W00236
Worker Name	Pzmkee Certifier

## Changes in Ages Served

To access this page, click on the Applications link and choose the most current application. Then click on the Ages Served link.

[Applications](#)

**Application Details**

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**Categories**

**View Categories**

**Licensed Family**

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Then click on the Modify link to access the Modify Ages served page.

Modify Ages Served			
From Age	0 Year(s), 0 Month(s), 0 Week(s)		
To Year(s)	<input type="text" value="16"/>	To Month(s)	<input type="text" value="0"/>
Begin Date	7/1/2011		
End Date	<input type="text"/>	To Week(s)	<input type="text" value="0"/>

The Modify Ages Served page does not allow the user to change the “From Age,” however, the “To Age” can be modified.

Below are change scenarios for Ages Served:

1. Error in “From Age” field: On the Modify page, end date the current Ages Served. Then enter a new record with the correct age range.
2. Error in “To Age”: Simply, change this on the Modify page.

**ATTENTION:**

The Ages Served information is shared with the CSAW system. If Ages Served is deleted prior to Saturday and no new Ages Served entered prior to Saturday, the system will end all authorizations the upcoming Saturday. Also, the system allows the ages served dates to be changed in the past, even if authorizations exist.

**Exceptions to Ages Served**

Sometimes a program is approved an exception to care for a child whose age falls outside the approved age range for the license/certification. If the child is receiving subsidy, the agency must modify the Ages Served record so that the authorization can be created in CSAW.

**Example:**

Program is licensed to care for children 2-13 years. A child who is 22 months is enrolled starting the week of 10/5/14. An exception is granted for two months for this child to attend the center. The Ages Served needs to be modified as follows:

1. End current Ages Served:  
2 year(s) 0 month(s) - 12 year(s) 11 month(s) 03/01/14 – **10/04/14**
2. Add new Ages Served to include age of child the exception is approved for:  
**1 year(s) 10 month(s) - 12 year(s) 11 month(s) 10/05/14 – 12/06/14**
3. When the exception ends (child no longer enrolled or no longer requires exception to attend), end temporary ages served and add a new row with previous age range:  
**2 year(s) 0 month(s) - 12 year(s) 11 month(s) 12/07/14 -**

**Licensing/Certification Amendments**

When changes are made to the license or certificate such as changes in ages served, hours of operation, capacity, name, address, etc., the regulatory agency must issue a new certificate.