

# Wisconsin Child Care Regulatory System (WISCCRS)

## User Guide

## Correspondence

**September 2011**



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# Correspondence

The Correspondence module is where BECR staff can add new requests for license continuation letters and reminders, or view the online versions of the letters that have been processed.

BECR staff can select the Correspondence Request link from the WISCCRS home page to access the Search screen. Certifiers will not see this link.

## [Tasks](#)

### [New](#)

Here you can start a new application process for provider regulation, modify an existing application, or process a continuation application.

### [Facility/Location Assignments](#)

Here you can select the facilities/locations and assign a licenser/certifier.

### [Search](#)

Enter basic criteria to find an applicant/provider in order to view the application, modify the application, or process a continuation application.

[Group Size Estimator](#) (*requires javascript*) Using this tool, you can determine whether a certified provider is in violation of child care certification rules.

### [Correspondence Requests](#)

Here you can add the request for licensing related letters.

## [Announcements](#)

### [Reports](#)

Here you can view and print existing applications and related reports.

### [Unregulated Provider](#)

Here you can create a new unregulated provider.

### [WISCCRS User Guide](#)

Wisconsin Child Care Regulation Web Site User Guide

### [Information for Certifying Agencies](#)

This will take to DCF site with details Day Care Certification

## Letter Types

Below is a list of letters that can be generated by the system:

1. **License Continuation Letter** (six possible versions; regular or probationary for each of the three provider types)

If the user adds the request using a September mailing date (Sep 1st - Sep 30), the system will check the latest licensed application for each facility and if the facility is not closed and the expiration date is in November ( Nov 1st - Nov 30), then system will generate a continuation letter for the facility.

2. **Past Due letter** (only for regular)

If the user adds the request using an October mailing date (Oct 1st - Oct 31), the system will check the latest licensed application for each facility and if the facility is not closed and the expiration date is less than or equal to Sep 30th, then system generate a 'Past Due letter' for the facility.

3. **Probationary License Expiring** (might vary by provider type)

If the users adds the request using an October mailing date (Oct 1st - Oct 31), the system will check the latest licensed application for each facility and if the facility is not closed and the expiration date is less than or equal to October 31st, then system will generate a 'Probationary License Expiring' letter for the facility.

#### 4. **Regular License Reminder** (might vary by provider type)

If the user adds the request using an October mailing date (Oct 1st - Oct 31), the system will check the latest licensed application for each facility and if the facility is not closed and the expiration date is October (Oct 1st - Oct 31), then system will generate a ' Regular License Reminder' letter for the facility.

### Correspondence Request Search

The From Date will default to six months prior to the current (To) date when this screen is first accessed. Enter From and To Dates in the Search Criteria section to limit the results to a specific time frame. The List of Possible Matches will show the results found for the dates entered.

Correspondence Request Search Criteria						
From Date *	7/12/2011	To Date *	7/27/2011	Search >		

  

List Of Possible Matches						
<a href="#">New Correspondence Request</a>						
Letter Type	Request Type	Region	Applicant/Location Number	Mailing Date	Status	Updated Date
<a href="#">License Continuation Letter</a>	Region	001 - Northern		07/14/11	Pending	07/14/11
<a href="#">Regular License Reminder Letter</a>	Region	005 - Southeastern		07/12/11	Processed	07/12/11
<a href="#">Probationary License Expiration Letter</a>	Region	005 - Southeastern		07/12/11	Processed	07/12/11
<a href="#">Regular License Past Due Letter</a>	Region	005 - Southeastern		07/12/11	Processed	07/12/11
<a href="#">License Continuation Letter</a>	Region	005 - Southeastern		07/12/11	Processed	07/12/11

### Add New Requests

Click on the New Correspondence Request link from the search results screen to add a new letter request. Once the new request has been submitted, it will be included on the list page with a status of Pending.

New Correspondence Request	
<b>Letter Type *</b>	<input type="text"/>
Region	<input type="text"/>
Facility ID	<input type="text"/>
Applicant Number	<input type="text"/> (Enter 10 Digits)
Location Number	<input type="text"/>
<b>Mailing Date *</b>	<input type="text"/>
Comments	<input type="text"/>
0 of 300 characters.	
<input type="button" value="Request &gt;"/>	

Field Name	Description
Letter Types	License Continuation Letter Probationary License Expiration Letter Regular License Past Due Letter Regular License Reminder Letter
Region	Select from Northern, Western, Northeastern, Southern, or Southeastern
Facility ID	Enter a specific Facility ID if a letter you want the system to generate a letter for a specific facility.
Applicant / Location #	Enter Applicant and Location number. Either the Region, or the Facility ID, or the Applicant and Location number must be entered.
Mailing Date	Enter the mailing date. Must be a current or future date. See “Letter Types” for explanations for timing.
Comments	Enter comments pertaining to the request if applicable.

## Modify Request

Click on the Modify (pencil) icon to make changes to a request. If the Status is pending, the Mailing Date, Status, and Comments fields are updateable. If the Status is processed or withdrawn, only the Comments field will be updateable. A request may be withdrawn by changing the status field to Withdrawn on the modify request screen.

**Modify Correspondence Request**

**Letter Type \*** License Continuation Letter

Region

Applicant Number 4900101940

Location Number 003

**Mailing Date \***

**Status \***

Comments

0 of 300 characters.

## Viewing/Printing a Letter

When the request has been processed, the Letter Type will become a hyperlink. Click on the link to view the letter in PDF format. The letter can also be printed if needed.

Correspondence Request Search Criteria						
From Date *	7/12/2011	To Date *	7/27/2011	Search >		

  

List Of Possible Matches						
<a href="#">New Correspondence Request</a>						
Letter Type	Request Type	Region	Applicant/Location Number	Mailing Date	Status	Updated Date
<a href="#">License Continuation Letter</a>	Region	001 - Northern		07/14/11	Pending	<a href="#">07/14/11</a>
<a href="#">Regular License Reminder Letter</a>	Region	005 - Southeastern		07/12/11	Processed	<a href="#">07/12/11</a>
<a href="#">Probationary License Expiration Letter</a>	Region	005 - Southeastern		07/12/11	Processed	<a href="#">07/12/11</a>
<a href="#">Regular License Past Due Letter</a>	Region	005 - Southeastern		07/12/11	Processed	<a href="#">07/12/11</a>
<a href="#">License Continuation Letter</a>	Region	005 - Southeastern		07/12/11	Processed	<a href="#">07/12/11</a>

If the user generates letters for entire region, all letters are inserted into one PDF document. If one facility letter has an even number of pages, there will be a blank page in the end of the letter. This was designed for double-sided printing.