

Wisconsin Child Care Regulatory System  
(WISCCRS)  
User Guide

**Department of Revenue (DOR) Interface**

May 7, 2014



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## Background

The state statutes require the department to check the records in the Department of Revenue (DOR) for tax delinquencies for all licensing applicants. The DOR records checks process is automated as follows:

1. **New Applicants with Application Mode - Initial:**  
The system will send a request to DOR 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.

## Roll-out:

The roll-out will start by DCF conducting the monthly match in the end of February on all current licensees. Starting first week in March, the weekly batch will run on new applicants and those that have had changes in the WISCCRS record.

## Information Sent to DOR

The following details are sent to DOR 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 DOR response is 'ID not found' or 'Name/ID mismatch', then a request with SSN and applicant/licensee name is sent.

The business type is sent with both records types above.

## DOR Requests and Responses - Module

The match results are displayed in a new module in WISCCRS. In order to access the module, click on the 'DOR Requests and Responses' link on the bottom of the page.

# WISCCRS User Guide – DOR Interface

Welcome to the Child Care Regulation Home Page

Statewide Announcements		County Specific Announcements	
<b>Test1</b> test	11/6/2013	<b>Test Announcement</b> Test announcement for county / "hydrate" error.	11/21/2008
<a href="#">More...</a>			

## 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.

### Invoices

Here you can view the invoice information.

### DOR Requests and Responses

Here you can view the DOR Requests and Responses.

## Announcements

### Web 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 link will take you to the DCF Child Care Certification Partner page.

### Regulated Child Care and YoungStar Public Search

This link will take you to the Regulated Child Care and YoungStar Public Search page.

### Operational Reports

Here you can view and print the operational reports.

The following screen will give you several search options:

[Home](#) > [DOR Requests and Responses](#)

DOR Requests Search Criteria	
Request Date - From *	12/1/2013
Request Date - To	
Tax ID Number	(Enter 9 Digits)
Match Type	
Response	

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.
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"> <li>Applicant/Licensee: If this is chosen, the system will display the licensees using SSN for matching.</li> <li>Business: If this is chosen, the system will display businesses that are using a FEIN.</li> </ul>
Response	This pull-down menu displays all possible results available from the DOR.

Below is a table that lists all possible responses. Please review ‘Records on ‘hold’ status’ diagram for further details on the process flow.

Response	Explanation/Action needed
Certified Delinquent (CD)	DOR has certified the applicant/licensee listed as delinquent. See Procedures manual for further details.
Cleared after Certified Delinquent (CL)	Tax delinquency has been lifted. See Procedures manual for further details.
DOR Hearing Complete – Dlq (HD)	The applicant/licensee may appeal the tax delinquency with DOR. If the hearing results to delinquency status being upheld, the next DOR check will bring back this value. Also, see Procedures manual for further details.
DOR Hearing Complete - OK (HO)	The applicant/licensee may appeal the tax delinquency with DOR. If the hearing results to DOR lifting the delinquency, the next DOR check will bring back this value. Also, see Procedures manual for further details.

WISCCRS User Guide – DOR Interface

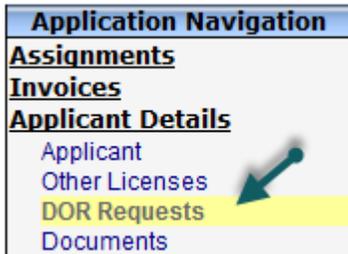
DOR Hearing Not Requested (HN)	If hearing has not been requested, the next DOR check will bring back this value. Also, see Procedures manual for further details.
DOR Hearing Requested (HR)	If hearing has been requested, the next DOR check will bring back this value. Also, see Procedures manual for further details.
ID Not Found (ID)	DOR system does not have this ID. This is common for new Tax IDs because the licensee/applicant has not yet used the ID to file taxes. These records will continue appearing until the licensee has filed taxes using the Tax ID. Also, if a person is using ITIN in WISCCRS, the DOR results will bring back 'ID Not Found' response.
In Compliance (IC)	This should be treated as a release, like 'Cleared after Certified Delinquent (CL). DOR sends an IC in a case that they were reviewing an account (sent a DR) and decided the account was in an acceptable status before issuing any further documents.
Name/ID Mismatch (NM)	The name in WISCCRS does not match the DOR 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.
No Case (NC)	This code is only received if DCF sends 'Received – Agency Informed Delinquency (AA)' that does not match an existing case.
OK – No DOR Issues (OK)	No action needed.
Received – Agency Informed Delinquency (AA)	This value will display for records where BECR has entered a DOR-related enforcement into WISCCRS and the information has been populated into the DOR system.
Received – Agency Requests Case Closed	In certain rare instances, DOR might send a DC code to DCF as a notification of closure from DOR. This might be for the death of the applicant, long term incarceration, etc. Anything that would make it impossible to pursue the case.
Under DOR Review (DR)	When this response is received for an applicant, a "case" has been created at DOR. From this point on, DOR 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 DOR. Please review 'Records on 'hold' status' diagram for further details on the process flow. See Warning Letter procedure chapter for further information.
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 DOR. 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.

Once the Search criteria have been submitted, the bottom of the page displays the results with the date when the check was conducted.

DOR Requests List							
Applicant/ Individual	Type	Name	Tax ID		Date	Reference #	Response
4900713848	Business	You Are In The Woods	456598548	FEIN	11/15/13	100000794/001	Id Not Found
4900717648	Business	Great Kids	032098789	FEIN	11/15/13	100000795/001	Id Not Found
4900718148	Business	Little Hands	508798798	FEIN	11/15/13	100000796/001	Id Not Found

## DOR Results on Business (Applicant/Licensee) Level

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



The information on the Applicant level screen is displayed below:

DOR Requests List						
Type	Name	Tax ID	Date	Reference #	Response	
Business	Mary's Little Feet	395888888 FEIN	11/29/13	2000000281/001	Exception	

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

**DOR Response**

Response Date 1/29/2014

**Response Status** Id Not Found

Id Not Found

Name/Id Mismatch

Skipped

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 DOR. 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.

## ***DOR Results on Individual Level***

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

Applicants/Licensees			
<a href="#">Import Applicant/Licensee</a>			
Name	DOB	SSN	Role
<a href="#">La La Drumm</a>	09/21/80		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>			

This screen will display DOR 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 DOR.

## **Records on 'Hold' Status:**

When an 'Under DOR Review' (DR) is received for an applicant, a "case" has been created at DOR. From this point on, DOR 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 DOR.

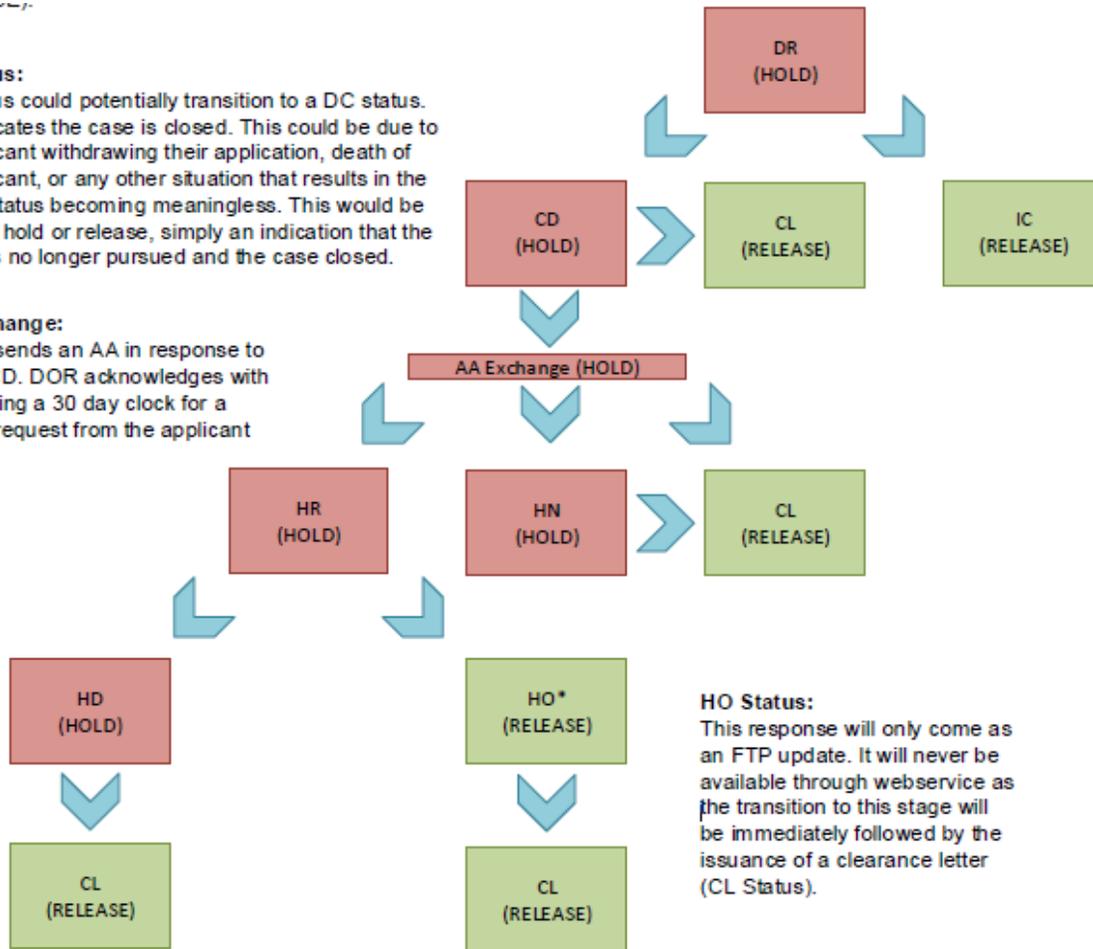
Below is a diagram that explains the process. Please see the 'List of Responses' table for explanations of the abbreviations.

**DC Status:**

Any status could potentially transition to a DC status. This indicates the case is closed. This could be due to the applicant withdrawing their application, death of the applicant, or any other situation that results in the license status becoming meaningless. This would be neither a hold or release, simply an indication that the license is no longer pursued and the case closed.

**AA Exchange:**

Agency sends an AA in response to DOR's CD. DOR acknowledges with AA, starting a 30 day clock for a hearing request from the applicant



**HO Status:**  
 This response will only come as an FTP update. It will never be available through webservice as the transition to this stage will be immediately followed by the issuance of a clearance letter (CL Status).

**For any Green Status:**

After a CL, HO, or IC status is sent, the applicant's license should be issued/released. Subsequent checks on this applicant will result in an OK status (assuming no new delinquencies have arisen).

## Security Clearance – DOR Module

The DOR related screens have the following security profiles:

1. Update: The Central Office staff will be able to modify the DOR records.
2. View: BECR regional staff will be able to view the DOR results

Certification agency users will not be able to see the DOR Requests and Responses link on the Home screen and the DOR Results link on the Individual screen. If they click on the DOR Requests link in the navigation menu, the system will display 'Error – Authorization Failed (You are not authorized to perform this action)'.

## Change/Tax ID Changes

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

Status	Sent to DOR as closed
Denied Application	Yes
Denial DHS 12	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 - DHS 12 – 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 – DOR-related

As soon as a DOR related enforcement is entered into WISCCRS, the interface will notify DOR. The following values are sent to DOR:

- Revocation – Tax Delinquency
- Denial – DOR
- Date of Enforcement Action Mailed

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

## **Delinquency/Clearance Documents**

Certificates of Delinquent Tax or Clearance Certificates that were previously sent to DCF via fax, 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 DOR folder. The staff will check the DOR 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\DOR folder. The DOR documents are named using the licensee's/applicant's Tax ID.

When DCF issues DOR-related enforcements, the enforcement letters must be forwarded to CBU. CBU then will upload them into the DOR secure drop-off folder.