



CCPP Access Request Process Change – Child Care Providers

The Child Care Provider Portal (CCPP) Access Request form and process (formerly [DWS-12552](#) – soon to be [DCF-F-5305](#) (*online only form*)) **for child care providers and center staff** is changing.

Effective December 15, 2018, the Department of Children and Families (DCF) is taking over the approval process **for providers only**.

After filling out the access request form, providers will now submit the form directly to the Caregiver Background Check Unit for review and approval.

Starting December 15, 2018, completed forms should be sent to:
DCF Caregiver Background Check Unit
PO Box 8916
201 E. Washington Ave, Room E200
Madison, WI 53708-8916
Email: DCFPLicBECRCBU@wisconsin.gov

The [Gaining Access to the Provider Portal](#) web page (<https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>) and instructions will be updated to reflect these changes as we get closer to December 15, 2018.

Tribal, county and state staff will continue to use form [DWSW-13358](#) (<https://dcf.wisconsin.gov/files/forms/doc/13358.docx>) to request access to the [Provider Portal](#) (<https://mywchildcareproviders.wisconsin.gov/login>).

For more information about the DCF Child Care Provider Portal, please visit the [Child Care Provider Portal Information web page](#) (<https://dcf.wisconsin.gov/childcare/provider-portal/info>).