



DEPARTMENT OF
CHILDREN AND FAMILIES
Secretary Reggie Bicha
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov

State of Wisconsin
Governor Jim Doyle

DEPARTMENT OF HEALTH SERVICES
Secretary Karen Timberlake
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhs.wisconsin.gov

DCF/DECE OPERATIONS MEMO

No: 10-52

DATE: 07/09/10

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	CC	<input checked="" type="checkbox"/>
W-2	<input type="checkbox"/>	FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
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PRIORITY: HIGH

TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators/Certifiers

FROM: Laura Saterfield, Bureau Director
Bureau of Early Childhood Education
Division of Early Care and Education

SUBJECT: Child Care Provider Certification (CCPC) System Changes - New Caregiver Law

CROSS REFERENCE: CCPC User Guide, Operations Memo 09-81

EFFECTIVE DATE: 07/12/2010

PURPOSE

The purpose of this memo is to inform the county/tribal provider certification agencies about upcoming changes in the CCPC system.

BACKGROUND

The new Caregiver Law, Act 76 that went into effect on 2/1/10 was explained in operations memo 09-81. The new law changed the frequency of DOJ/DHS checks as follows:

- **Provider/certification operator:** Caregiver Background Checks must be conducted every 3 months instead of once every 4 years
- **Household members, employees, substitutes, volunteers:** Caregiver Background Checks must be conducted annually instead of once every 4 years.

CPS, Child Protective Services checks must be conducted at initial certification and if new household member(s) moves into the certified home. Also, the certifying agency must conduct the CPS on new employees, substitutes and volunteers.

AUTOMATION

The CCPC system has now been changed to reflect the new Caregiver Law. Below is a list of the changes that will go into production on 7/12/10.

Provider Background Check/Individual Background Check screens:

DOJ/DHS checks: The 'date of next check' field has now been modified so that the next check date defaults to either 3 months (applicant/provider) or 12 months (individuals) in the future.

CPS checks: when the worker enters the CPS check date, the system will leave the 'date of next check' blank because no ongoing checks are required. DCF conducts monthly matches with eWisAcwis (CPS) database and any future substantiated child abuse/neglect cases should be caught during the match process. If the agency receives indications that there might be a CPS concerns with a certified provider, the agency should immediately contact the CPS unit for updates instead of waiting for the monthly matches.

Record found: There is a new mandatory field that must be completed when the background check is entered. If there is a record, please click on the 'yes' button and enter a comment indicating the source of the record.

Alerts:

Due to the frequency of the checks, the alerts tied to the 'date of next check' have been eliminated. The agencies are asked to use the Background Checks Due report on a monthly basis to indentify providers/individuals who must have a check done. The report has been modified to include both the providers and individuals associated with the location.

Background Checks Due Report:

The report has been modified to include both the providers and individuals associated with the location. Also, the system now only uses the 'date of next check' that was entered last.

Denials/Revocations:

The Application Status field on the CCP Decision screen will include the new categories as listed on the Serious Crimes list at

http://dcf.wisconsin.gov/childcare/licensed/pdf/2010_02_crimes_list.pdf.

If the agency denies a provider due to one of the barred offenses, the worker must choose the correct reason from the pull down menu. The options are:

- Permanent Bar
- 5-Year Bar
- Permanent Bar – Provider
- Bar with Rehab

The same has been added to the Modify Category screen to be used if a provider is revoked due to one of the reasons above.

CONTACT

Please email questions on CCPC functionality to Pirkko.moilanen@wisconsin.gov.