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**State of Wisconsin
Governor Jim Doyle**

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

DCF/DECE OPERATIONS MEMO					
No: 10-03					
DATE: 01/08/2010					
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					

SUBJECT: Changes in Child Care Provider Certification (CCPC) System

CROSS REFERENCE: Child Care Provider Certification (CCPC) User Guide/
Certification Policy Manual

EFFECTIVE DATE: 01/11/2010

PURPOSE:

The purpose of this memo is to inform the certifying agencies about an upcoming change in the CCPC system as well as to define 'complete application' for certification applicants.

BACKGROUND:

The certification administrative rule change on 6/1/08 changed the language pertaining to certification approvals. Also, the rule change added a definition for 'fit'. DCF 202.04(3)(e) now reads as follows:

(e) *Approval.* Within 60 days after receiving a completed application for certification or recertification **and** satisfactory investigation and determination that the applicant is fit, the county or tribal agency shall either approve the application and issue a certificate or deny the application. Fit means the applicant displays the capacity to successfully nurture and care for children.

The current "Application Received Date" has been changed to "Date Complete Application Received". Also, the system now has a new field "Date the Applicant Determined Fit" to be used

once the background screening has been completed. The "Application Begin Date" (automatically created when the application is started in CCPC) has remained the same.

The current system send an alert within 60 days of the 'Application Begin Date' to remind the certifiers about the pending application. This alert will now run from the "Fit" date.

DATE COMPLETE APPLICATION RECEIVED

There has been some inconsistency pertaining to the definition "complete application" throughout the state. This memo will establish a definition for this.

"A completed application" means that the following forms (completed and signed) have been submitted to the certifying agency:

1. New applicant:

- Application for Family and In-home Child Care Certification
- BID forms for provider and all individuals subject to the background check
- Certification fees (if applicable)
- Shaken Baby Syndrome (SBS) Prevention training verification (if the provider is caring for children under age 5).

Once the above items have been received, the certifier must start an application in CCPC. DCF 202 does not specify a time frame when the entire application process must be complete, however, most agencies require the applicant to complete it between 60 and 120 days. Since the application process timelines vary widely throughout the state, the system has been modified so that most of those timelines can be met. After 1/11/10, the system requires the application process be completed within 60 days of the 'Fit' date or the "Begin Date", which ever is latest. If the application is not approved within that time frame, alerts are sent and the system closes the application.

The following documents must be submitted before the site visit:

- TB test (provider)
- Landlord Permission to operate child care business (if the child care is operated in a rental property)
- Regulatory Agency Approval/Acknowledgement to Operate Child Care Business (if the applicant also holds a license/certificate to care for other adults/children)
- Water test (if the home does not have public water)
- Training verification (if regular certified)
- References (agency discretion)

After the above documents have been reviewed and the background checks conducted, the agency must make a determination of the applicant is 'fit'. The 'fit' date needs to be entered into CCPC and must be within 120 days of the "Complete Application Date". The 60-day time frame starts running from the "fit" date. The agency must either deny or approve the certificate within that time.

2. Re-Certification:

Completed application:

- Application for Family and In-home Child Care Certification
- BID forms for provider and all individuals subject to the background check
- Fees (if applicable)

The provider must submit the following before certification can be granted:

- TB test (provider)
- Continuing education verification (Regular certified only, agency discretion)
- Water test (if the home does not have public water)

There is no need to collect the Landlord Permission unless the provider also relocated to a new address. Also, the Regulatory Approval form is needed only once.

Rest of the process follows the same outline as under #1.

3. Relocation to a new address:

- Application for Family and In-home Child Care Certification
- BID forms if residents have changed from the previous address
- Fees (if applicable)

The provider must submit the following before certification can be granted for the new site:

- Landlord Permission (if the new home is a rental property)
- Water test (if the home does not have public water)

Rest of the process follows the same outline as under #1.

BACKDATING CERTIFICATION

DCF 202.04(3)(f) allows the certification agency to back date the certificate to the date that the agency received the **completed application** for certification. It is recommended that the certifier asks the provider at the site visit if s/he has any children enrolled who are receiving child care subsidy. If yes, the certificate should be back-dated to the date the provider submitted a complete application as defined above (providing that the standards under DCF 202 are met).

RECERTIFICATIONS/RELOCATIONS

When a provider moves to a new address, it is very important that the provider submits a new **complete** application **prior to** the move to assure payment. If there is a gap between the actual move date and the date the provider submitted a complete application, the subsidy cannot pay for the gap because the provider is not considered regulated during the gap.

The agencies mail the re-certification packets to the providers 2-3 months prior to the expiration date. The provider must return the complete re-certification materials to the certifying agency at least 30 days prior to the expiration date (or a date specified by the certifying agency).

CONTACT

Please contact pirkko.moilanen@wisconsin.gov with further questions on this topic.