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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: Jill D. Chase, Director
Bureau of Early Care and Regulation
Division of Early Childhood Education

BEPS/DFS OPERATIONS MEMO

No: 11-26-REVISED

DATE: 05/20/2011

FS ☐	MA ☐	BC+ ☐
SC ☐	CTS ☐	FSET ☐
BC+ Basic ☐	BC+ CORE ☐	
CC ☒	W-2 ☐	EA ☐
CF ☐	JAL ☐	JC ☐
RAP ☐	WIA ☐	Other EP ☐*

SUBJECT: **Compliance Statement for Certified Child Care**

CROSS REFERENCE: ***BECR Memo 2011-03 and OPS Memo 11-25***

EFFECTIVE DATE: JUNE 6, 2011

***PURPOSE*:**
The purpose of this memo is to inform certifying agencies about changes to the existing Child Care Search website, a new Compliance Statement form and posting Correction Plans on the newly revised Regulated Child Care and YoungStar Public Search website.

BACKGROUND:
In continuing the Department of Children and Families' goal of ensuring families have access to quality early care and education the department will be expanding the existing Child Care Search website to include both certified family child care and certified school age programs effective June 6, 2011. The new Regulated Child Care and YoungStar Public Search website will pull the providers' regulatory information from the Wisconsin Child Care Regulatory System (WISCCRS).

For licensed providers, the website will show compliance information within last two years. For certified providers, the compliance information will be displayed from 6/6/11 forward. New features added to the website will include a copy of noncompliance statements and correction plans, as well as compliance statements for licensed providers.

In an effort to provide consumers access to equivalent information regarding certified programs, certifying agencies should scan Non-Compliance Statements and Correction Plans (DCF-F-CFS0294-E) in WISCCRS. If the Certifying agency is unable to scan Non-Compliance Statements and Correction Plans the agency's phone number where consumers may call to obtain this information will be posted on the Regulated Child Care and YoungStar Public Search website. In order to provide consumers and all regulated providers with comparable information, the department has modified an existing licensing Compliance Form for certifying agencies to use to indicate when there were no violations of the administrative rules observed during a site visit.

The Compliance Statement for Certified Child Care (DCF-F-2664 and DCF-F-2665) shall be used in lieu of an Exit Interview when it is determined that no rule violations were observed for specific administrative rules for which the provider was monitored. Completion of this form is a mechanism that will inform consumers, the public and certified child care programs of compliance with those specific administrative rules monitored during a site visit by the certifying agency. A similar form is used with licensed child care programs.

The department will issue a memo to certified providers/programs notifying them of the change to the public website in May.

POLICY/PROCESS CHANGES

A monitoring visit to a certified program is an on-site visit conducted by a certification worker for any purpose, including visits made for the following reasons: initial certification, certification renewal, ongoing routine monitoring, verification that a violation has been corrected, complaint investigation or provision of technical assistance.

When to Use a Compliance Statement

A Compliance Statement is used to recognize compliance when, during a monitoring visit, the certification worker observes no violations for the selected administrative rules under review at that time. The certification worker completes the identifying information on the form and checks the administrative code topic areas that were reviewed during the monitoring visit. At the certification worker's discretion, s/he may also specify the exact administrative code number that was monitored.

There are two versions of the Compliance Statement, one for certified family and in-home child care (DCF-F-2665) and one for certified school age programs (DCF-F-2664). Each of these forms categorizes the child care administrative code by topic areas. The Compliance Statement is a duplicate form that is available in hard copy by ordering through the Department of Administration.
http://www.doa.state.wi.us/subcategory.asp?linksubcatid=525&linkcatid=266&linkid=49&locid=2

The Compliance Statement shall replace the Exit Interview when no violations were observed or documented. Certifying agencies shall use the Compliance Statement form to indicate to certified family, in-home and school age programs that there were no violations of the administrative rules observed during the certification visit.

Completing, Delivering and Recording the Compliance Statement

The certification worker can carry a supply of these forms when doing monitoring visits. Usually, the form will be completed at the facility and presented at the conclusion of the site visit.

The certification worker shall check the administrative code areas that were observed to have no rule violations. The certification worker may also reference the administrative code numbers that were monitored. If a full review of the entire topic area of administrative rule is not completed, the certification worker shall indicate specific rules monitored under the respective topic area.

The certification worker enters the provider/program information, signs and dates the form and has the certified operator or designee sign the form. The original copy of the form is given to the provider and the other copy is retained for the certification file.

The certification worker may, alternatively, complete the form no later than 10 business days from the date of the site visit. The certification worker mails or hand delivers one to the provider/program and files the other in the certification file. In this case, the certification file copy does not require the operator or designee's signature. The Compliance Statement should not be emailed because of the possibility that an electronic copy can be altered.

A Compliance Statement Should Not Be Issued If:

- The site visit is for providing technical assistance only and no other monitoring occurred.
- The site visit is for purposes of investigating a complaint that does not result in a violation(s) and no other monitoring occurred.
- A violation(s) is cited but immediately corrected, even when all violations are immediately corrected; a Non-compliance Statement (DCF-F-CFS0294-E) noting the violations and immediate corrections is issued under these circumstances.
- The site visit is made for the purpose of verifying whether corrections have been made for violations cited on a previously issued Non-Compliance and all violations cited on the previously issued 294 have been corrected. Compliance should be documented on the previously issued 294.

Issuing a Compliance Statement Does Not Mean That:

- There are no rule violations existing in the home/program.
- Violations would not have been identified had the certification worker monitored a different topic area of the administrative rules during the current site visit.
- There were no violations of the same or different rules cited in a previous monitoring visit.
- There will not be a violation of the same or different rules at a subsequent visit.

Certifying agencies should continue to use the Exit Interview Form when violations are suspected or documented with a non-compliance statement to be issued.

AUTOMATION CHANGES

The WISCCRS user guides will be posted at http://dcf.wisconsin.gov/childcare/wisccrs/userguide.htm after 6/6/11. How to enter site visits is explained in the Creating New Providers Module. How to upload documents is explained in the Documents Module.

It is advised that certifying agencies have access to scanners in order to upload these and other required documents into WISCCRS.

CONTACTS:

Please contact Jolene Ibeling at 608-267-2079 or Jolene.ibeling@wisconsin.gov if you have further questions regarding the Compliance Statement.