



Process for Obtaining a Family Child Care License

1. Download Form DCF-F 2022 from the state website at:
<https://dcf.wisconsin.gov/files/forms/pdf/2022.pdf>.
2. Fill out and submit the form with cashier's check or money order (no personal checks accepted) requesting a Family Child Care Licensing Packet to address in Rhinelander, WI (on form).
3. Once you receive your packet, fill out and submit the Family Child Care Business Start-Up Worksheet to SFTA'S address in Madison (on form).
4. You will receive a packet of resourceful information from the Child Care Information Center (CCIC) in Madison.
5. Based on your center's geographical location you will be assigned a Pre-Licensing Technical Consultant and the TC will send you an introduction letter with accompanying enclosures requesting completed policies and a completed policy checklist (DCF-F 2356). The Policy Checklist - Family Child Care Centers can be found at:
<https://dcf.wisconsin.gov/files/forms/pdf/2356.pdf>.
6. Sample policies are online at: <https://dcf.wisconsin.gov/cclicensing/ccformspubs>. If you choose to adopt this policy as your own, be sure to read it thoroughly and adjust it to your center as necessary. No fill in the blank policies are accepted. Once you have printed out the policies you should fill in the policy checklist (DCF-F 2356) with page numbers and send both, via postal mail to your Pre-Licensing Technical Consultant.
7. Meanwhile you should read your DCF 250 "Licensing Rules for Family Child Care Centers" rule book and go thru the Initial Licensing Checklist for Family Child Care Centers (DCF-F 2241). The checklist is available at:
<https://dcf.wisconsin.gov/files/forms/pdf/2241.pdf>. You will need to have all required items on the checklist at your home/center at the time of the site visit.
8. Once the Technical Consultant has received and read your policies she will contact you to ask if you're ready to schedule a site visit. On the day of the visit the center must be set up as if you were ready to open for business and all items on the Initial Licensing Checklist available for review.
9. After the PL TC's site visit you will need to fill out and send in the application that your Pre-Licensing Technical Consultant will leave with you and any other items deemed necessary to your regional licensing office including Background Check Request Forms (BCR) (DCF-F-5296) for every person living in the home ages 12 and older including applicants, licensees, adult household members and employees of a child care center.
10. Once the licensing office receives your packet with all other required paper-work they will conduct the background checks. This process could take up to 45 days.
11. After the background checks have been completed and all other required paperwork has been received a licensing specialist will contact you via phone or mail to schedule a licensing visit with you.
12. The entire process from start to finish can take several months. There are many factors involved in this process and it is important you read through all correspondence sent to you.



Process for Obtaining a Group Child Care License

1. Download Form DCF-F 2022 from the state website at:
<https://dcf.wisconsin.gov/files/forms/pdf/2022.pdf>.
2. Fill out and submit the form with cashier's check or money order (no personal checks accepted) requesting a Family Child Care Licensing Packet to address in Rhinelander, WI (on form).
3. Once you receive your packet, fill out and submit the Group Child Care Business Start-up Worksheet to SFTA'S address in Madison (on form).
4. You will receive a packet of resourceful information from the Child Care Information Center (CCIC) in Madison.
5. Based on your center's geographical location you will be assigned a Pre-Licensing Technical Consultant and the TC will send you an introduction letter with accompanying enclosures requesting completed policies and a completed policy checklist (DCF-F 2048). The Policy Checklist – Group Child Care Centers can be found at:
<https://dcf.wisconsin.gov/files/forms/pdf/2048.pdf>.
6. At this time you want to be writing the policies for your center. No fill in the blank policies are accepted. Once you have printed your policies you should fill in the policy checklist (DCF-F 2048) with page numbers and send both, via postal mail to your Pre-Licensing Technical Consultant.
7. Meanwhile you should read your DCF 251 "Licensing Rules for Group Child Care Centers" rule book and go thru the Initial Licensing Checklist for Group Child Care Centers (DCF-F 2242). The checklist is available at:
<https://dcf.wisconsin.gov/files/forms/pdf/2242.pdf>. You will need to have all required items on the checklist at your center at the time of the site visit
8. Once the Technical Consultant has received and read your policies she will contact you to ask if you're ready to schedule a site visit. On the day of the visit the center must be set up as if you were ready to open for business and all items on the Initial Licensing Checklist available for review.
9. After the PL TC's site visit you will need to fill out and send in the application that your Pre-Licensing Technical Consultant will leave with you and any other items deemed necessary to your regional licensing office including Background Check Request Forms (BCR) (DCF-F-5296) for applicants, licensees, adult household members and employees of a child care center.
10. Once the licensing office receives your packet with all other required paper-work they will conduct the background checks. This process could take up to 45 days.
11. After the background checks have been completed and all other required paperwork has been received a licensing specialist will contact you via phone or mail to schedule a licensing visit with you.
12. The entire process from start to finish can take several months. There are many factors involved in this process and it is important you read through all correspondence sent to you.