



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) requesting a Group 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. Based on your center's geographical location you'll 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.
5. At this time you want to be writing the policies for your center. 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. The Policy Checklist – Group Child Care Centers can be found at:
<https://dcf.wisconsin.gov/files/forms/pdf/2048.pdf>.
6. Meanwhile you should read your DCF 251 "Licensing Rules for Group Child Care Centers" rulebook 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 before scheduling a site visit with your pre-licensing technical consultant.
7. Once the Technical Consultant has received and read your policies, she/he 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.
8. 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. This includes Background Check Request Forms (BCR) (DCF-F-5296) for every person who may be living at the center ages 10 and older including applicants, licensees, adult household members and employees of a childcare center.
9. Once the licensing office receives your packet with all required paperwork completed, signed and dated they will conduct criminal background checks. This process could take several weeks.
10. After the background checks have been completed and all required paperwork has been received a licensing specialist will contact you via phone or mail to schedule a licensing visit to your group childcare center.
11. The entire process from start to finish can take several months. There are many factors involved in this process and it's important you read through all correspondence sent to you and follow the appropriate channels.