

**Chapter HFS 45****APPENDIX E****INSTRUCTIONS FOR OBTAINING DEPARTMENT FORMS  
FOR FAMILY CHILD CARE CENTERS** Revised March 1, 2005

The Department forms listed below are arranged in two categories: 1) those that the Department requires family child care centers to use are designated as "REQUIRED"; and 2) those that the family child care center may use, at their option, if they do not use their own forms to record the same information required by the licensing rules. Forms designated as "REQUIRED" shall be used by licensees.

Applicants and licensees may obtain copies of these forms from the Department's website:

[http://www.dhfs.wisconsin.gov/rl\\_dcfs/INDEX.HTM](http://www.dhfs.wisconsin.gov/rl_dcfs/INDEX.HTM) (click on Forms & Publications.) Forms on the website will require use of Adobe Acrobat to view.

Applicants and licensees may complete the form online at the Department's website, save the file to their hard drive and print a copy for their records. Licensees without Internet access, or if you want to request a form from the Department, please send Forms/Publications Requisition, DMT-25 to the address below. **The Department will send only one copy of each form to each applicant or licensee.** Applicants and licensees may reproduce as many paper and electronic forms as they need. To avoid problems with filling the request, be sure to indicate the form number and the form title on the DMT-25 and fill in your name and address in the "SHIP TO" area of the requisition. This information shall be provided in order for the request to be filled. The completed Forms/Publications Requisitions should be sent to the following address:

Department of Health and Family Services  
Division of Children and Family Services  
Forms Manager  
P.O. Box 8916  
Madison, WI 53708-8916

| <b>FORM #</b> | <b>FORM TITLE</b>  | <b>REQUIRED?</b> |
|---------------|--|------------------|
| CFS-0052      | Vehicle Safety Inspection  | YES              |
| CFS-0053      | Child Care Staff Record  | YES              |
| CFS-0053A     | Child Care Staff Continuing Education Record                                   |                  |
| CFS-0054      | Child Care Provider Staff Health Report  | YES              |
| CFS-0055      | Child Care Accident/Death Report   |                  |
| CFS-0056      | Child Care Center Transportation Permission                                    |                  |
| CFS-0058      | Child Care Field Trip or Other Activity Notification / Permission              |                  |
| CFS-0058A     | Notificación / Permiso Para Excursiones O Otra Actividad De Guardería De Niños |                  |
| CFS-0059      | Authorization to Administer Medication   |                  |
| CFS-0059A     | Autorización Para Administrar Medicamentos                                     |                  |
| CFS-0060      | Child Health Report – In-Home, Family Child Care, Child Care Centers           | YES              |
| CFS-0060A     | Reporte de Salud del Niño en el Hogar, Guardería Familiares, Guardería Grupal  | YES              |
| CFS-0061      | Child Care Intake for Child Under 2 Years                                      | YES              |
| CFS-0062      | Child Enrollment   | YES              |
| CFS-0104      | Child Care School-Age Agreement (Reverse side of CFS-56)                       |                  |
| CFS-0460      | Family Child Care Center Fire and Safety Report                                |                  |
| CFS-0462      | Family Child Care Center Compliance Study                                      |                  |
| CFS-0865      | Child Care Center Safety Checklist   |                  |
| CFS-1675      | Child Care Child Record Checklist  |                  |
| CFS-2255      | Family Child Care Orientation Checklist  | YES              |
| CFS-2345      | Health History and Emergency Care Plan   | YES              |
| DMT-0025      | Forms / Publications Requisition   |                  |
| DPH-4192      | Child Care Immunization Record   |                  |
| DPH-4192S     | Registro De Immunizacion Para Guardería de Niños                               |                  |
| HFS-0064      | Background Information Disclosure  | YES              |