



Updated: 2/25/2016

BRIGHT FUTURES INFORMATION SYSTEM (BFIS)

How to Submit a Registered Home Re-Application

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IMPORTANT!!

A reminder that your certificate is expiring will be sent via email 60 days prior.

You must submit a COMPLETED re-application BEFORE your certificate expires. If your completed re-application is not received before your expiration date your certificate will expire.

Without a certificate you may legally provide care to children from **no more** than 2 families.



License Re-Application

A walkthrough of what you need for your re-application, and how to enter it into BFIS.



Before You Get Started (Part 1 of 3)

- Make sure you have your username and password. If you do not, please see the [BFIS Fact Sheet](#).
- Have a heating system inspection completed. You are not required to submit the receipt, but please keep it on file.
- Confirm you are in good standing with the Vermont Department of Taxes. You can contact them at 802-828-2505.
- If applicable, confirm your Child Support Obligation Status with the Office of Child Support. You can contact them at 1-800-789-3214 or at OCSCSU@vermont.gov.
- Complete the [Record Check Authorization & Census forms](#). If you have questions on who should submit a record check authorization form, please contact the Licensor On Duty (LOD) AT 1-800-649-2642, option 3.

Before You Get Started

(Part 2 of 3)

- Complete the Essential Maintenance Practice (EMP) Compliance Statement form if your home or building was built before 1978. The Vermont Department of Health (VDH) manages the EMP Compliance Statements. If you have questions, please see their [FAQ](#) page. It is the applicants responsibility to submit their EMP compliance statements directly to VDH.
 - **Property Owners and Managers** - Complete the EMP Compliance Statement form [online](#).
 - **Renters** - Please call Ed Daudelin or Cora Fauser at 802-652-0357 for information. Even if your landlord completed the form online, child care providers who rent need to complete a separate form by paper.
- Please have your annual professional development, and specialized care (if applicable) training hours completed.

Before You Get Started (Part 3 of 3)

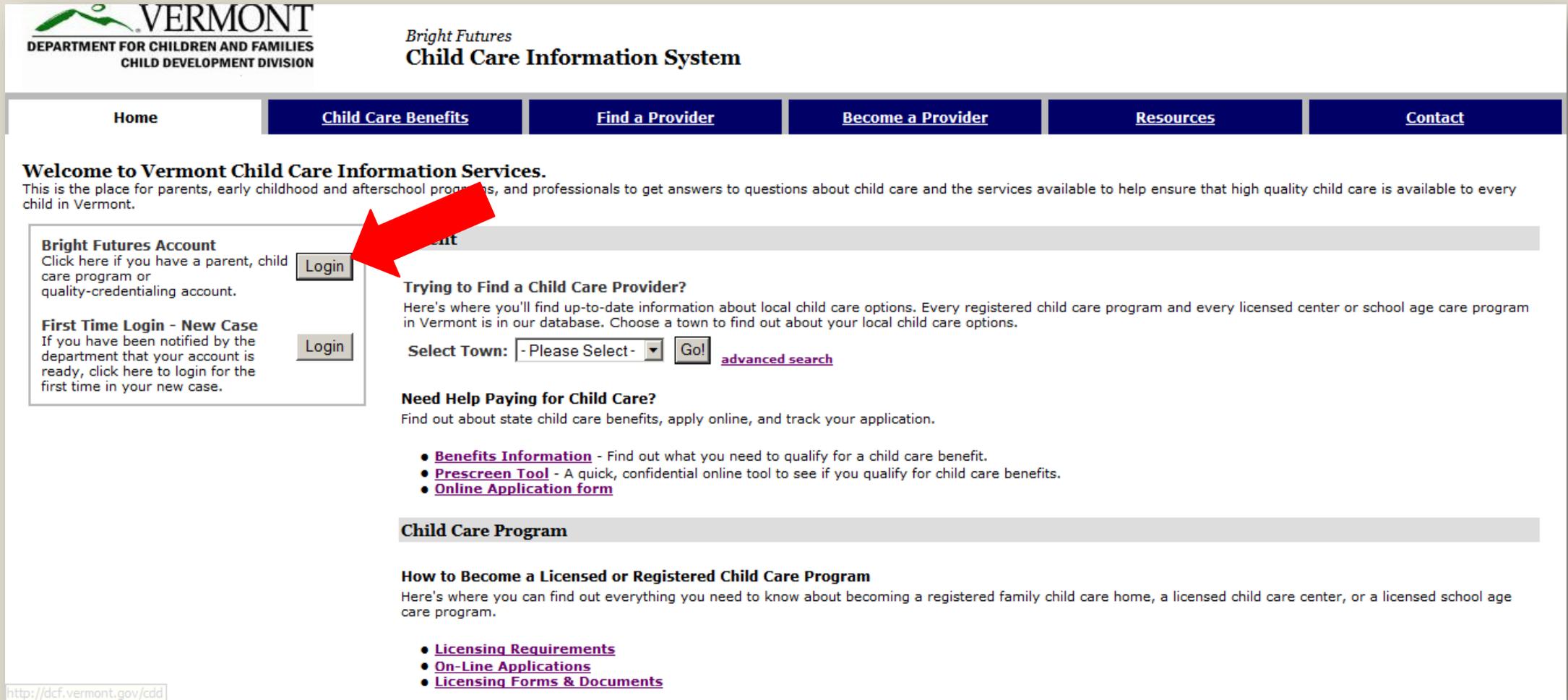
- To add trainings to your Quality-Credentialing Account you will need to complete the [Professional Development Verification Cover Sheet](#), and mail your certificates to Northern Lights Career Development Center (NLCDC). If the trainings are already listed, and verified in your account you do not need to resubmit the information.
- If you have taken professional development that is not verifiable by NLCDC, you will need to email, fax, or mail the information to your [Licensing Technician](#).
- If you have questions in regards to what trainings are verifiable, please contact NLCDC at professional.development@ccv.edu, or at 802-828-2800.
- For additional information in regards to your Quality-Credentialing Account, see the [BFIS Quality-Credential Account Fact Sheet](#).
- The same username and password are used for both the Child Care Program Account, and your Quality-Credentialing Account.

Now lets get started entering your re-application into BFIS...

In your browser, please navigate to:

<http://www.brightfutures.vermont.gov>

Click the **Login** button next to *Bright Futures Account*.



VERMONT
DEPARTMENT FOR CHILDREN AND FAMILIES
CHILD DEVELOPMENT DIVISION

Bright Futures
Child Care Information System

Home **Child Care Benefits** Find a Provider Become a Provider Resources Contact

Welcome to Vermont Child Care Information Services.
This is the place for parents, early childhood and afterschool programs, and professionals to get answers to questions about child care and the services available to help ensure that high quality child care is available to every child in Vermont.

Bright Futures Account
Click here if you have a parent, child care program or quality-credentialing account. **Login**

First Time Login - New Case
If you have been notified by the department that your account is ready, click here to login for the first time in your new case. **Login**

Trying to Find a Child Care Provider?
Here's where you'll find up-to-date information about local child care options. Every registered child care program and every licensed center or school age care program in Vermont is in our database. Choose a town to find out about your local child care options.

Select Town: **Go!** [advanced search](#)

Need Help Paying for Child Care?
Find out about state child care benefits, apply online, and track your application.

- [Benefits Information](#) - Find out what you need to qualify for a child care benefit.
- [Prescreen Tool](#) - A quick, confidential online tool to see if you qualify for child care benefits.
- [Online Application form](#)

Child Care Program

How to Become a Licensed or Registered Child Care Program
Here's where you can find out everything you need to know about becoming a registered family child care home, a licensed child care center, or a licensed school age care program.

- [Licensing Requirements](#)
- [On-Line Applications](#)
- [Licensing Forms & Documents](#)

<http://dcf.vermont.gov/cdd>

Click the **Login** button under *Child Care Program Account*.

System Login

Child Care Program Account

Quality - Credentialing Account

Parent User Login

BFIS Help Desk? [Click Here](#)



Enter your username and password, then click **Submit**.

• Authorization to this page is required. Please login for access.

? System Login

Username:

Password:



Forgot username? [Click Here](#) Forgot password? [Click Here](#)

At the bottom of the page click **License Re-Application**.

Account Summary [Provider Demographics](#) [Payment & Financial Info](#) [Attendance & Invoicing](#) [Resources](#) [Contact](#)

Provider Case ID: 184282 Provider Type: Registered Home
Location Address: 1 Grimm Lane Provider Status: Licensed
Waterbury, VT 05671
City: Waterbury
Last Site Visit: Latest Application: 01/01/2016
Application Status: Approved

License Information

Certificate No	Program Type	License Start/End Dt	Capacity
69734	Registered	01/10/2016-02/20/2016	

Staff/Associated Parties
Select a name below to view detailed information; select "Add Staff/Associated Party" under Account Options below to add a staff member or other associated party.

Name	Position	Start Date
Charming, Prince	Applicant/Provider	02/16/2016

Account Options

- [Add Staff/Associated Party](#)
- [Documents](#)
- [File an Incident Report](#)
- [Non-Subsidized Enrollment](#)
- [Notification of Closure](#)
- [Notification of Unexcused Absences](#)
- [Referral Agreement](#)
- [Program Director Changed](#)
- [License Re-Application](#)
- [Service Requests](#)
- [Variance Requests](#)
- [Violation History](#)



IMPORTANT: If you have to leave in the middle of the re-application click the **Save** button found at the bottom of the page in each section. You will be able to pick up where you left off at a later date.

This License Re-Application link will appear 60 days before your re-application is due.

Enter the required information, when complete click **Next**.

Registered Family Child Care Home Application: Part 1 of 8

Applicant Information

*** Indicates Required Info**

* **Application Receipt Date:** Date you started the re-application.
(mm/dd/yyyy)

Previous License Information

Has applicant applied for a child care license, registration, or certificate from Vermont or any other state within the last five (5) years?
No

If the answer to the previous question is yes, please fill out the following:

Which State?
License/Registration Outcome:

Applicant Information

Has applicant ever been convicted for a violation of any law or ordinance (except parking violation)?
No

Conviction Description: (if yes)
Signature Present? **Yes**
Signature Date: (if yes)
(mm/dd/yyyy)

Electronic Participation Information

Web Site Address:

Electronic Participation: **Yes**

Participation Request Date: (Required if Electronic Participation)
(mm/dd/yyyy)

E-mail: (Required if Electronic Participation)

You can update your Web Site Address, or E-mail in these boxes.

If any of the information has changed, please **Save** your work and contact the [Licensing Unit](#) before continuing. If there are no changes, click **Next**.

Registered Family Child Care Home Application: Part 2 of 8 Home

*** Indicates Required Info**

*** Applicant's Home Is:** **Owned** **Rented**

If renting, does applicant have the approval of their landlord to provide child care in this apartment or house? **Yes** **No**

Number of Floors:

*** Directions to Site from Waterbury:**
(Use street names and any landmarks.)

Description of House/Building:

1 Grimm Lane, Waterbury, VT to Waterbury, VT.

Red brick house, with a gray steel roof.

< Back Save Next >

Your registered home is licensed based on your location address. **If you move your certificate is no longer valid.** Please inform your Licensing Technician immediately if you plan to move from your current location. You will need to start the process of applying for a new Registered Home Certificate.



Update the heating system inspection information. When complete click **Next**.

Registered Family Child Care Home Application: Part 3 of 8 Heating System Inspection

* Indicates Required Info

* **Date of Inspection:**
(mm/dd/yyyy)

01/01/2016

* **Name of Qualified Inspector:**

Sleeping Beauty

* **Firm Name:**

Fairytale Heating Service

* **Heating System(s) and chimney(s) being used are installed properly and operating safely:**

Yes No

Recommendations:

By checking yes, you confirm the information is true, and accurate.

* **Applicant Certification:**

All recommendations regarding proper installation and safe operation have been completed
 No recommendations were made regarding proper installation and safe operation

* **Signed Certification:**

Yes No

Date Signed:
(mm/dd/yyyy)

02/16/2016

Date you certified the information is true, and accurate.

Per [Licensing Rule V.17](#) your heating inspection must be completed by a qualified inspector, and are required annually.



< Back

Save

Next >

Update the required information. When complete click **Next**.

**Registered Family Child Care Home Application: Part 4 of 8
Lead Exposure Assessment**

*** Indicates Required Info**

- * Has any resident of the home ever been treated for lead poisoning? Yes No
- * Does any resident have a job or hobby that involves exposure to lead? Yes No
- * Is the applicant planning to renovate the home in the next year? Yes No
- * Is the applicant planning to paint the interior or exterior of the home in the next 12 months? Yes No
- * Do children play on an exterior porch? Yes No
- * Is the outdoor play area within 6 feet of the foundation of the home? Yes No

Year of Building Construction: 1900

The following information is required if the building was constructed in 1977 or earlier:
Required to comply with VT Lead Paint Law and Essential Maintenance Practices: Yes No

Essential Maintenance Practices Date: (mm/dd/yyyy) 01/01/2016

Essential Maintenance Compliance Statement submitted to the Department of Health? Yes No

Section Note

Check here if the information in this section has changed from current information on record

Note Text:

Note Last Updated: (mm/dd/yyyy)

Per [VT law](#), an EMP is required annually if your home or building was constructed before 1978.

Note: Renovations do not exclude buildings from an EMP. To be exempt you must go through an extensive site evaluation, and receive an exemption letter/certificate from VDH.



If any of the information has changed, please **Save** your work and contact the [Licensing Unit](#) before continuing. If there are no changes, click **Next**.

Registered Family Child Care Home Application: Part 5 of 8

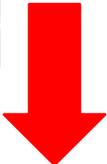
Exits

Select the levels of the home where children receiving care will be allowed. For each area selected, describe the exits (at least two (2) in each area) that meet Section V.19 regulations. Additional requirements may apply if children receiving child care are allowed on the third floor or above.

<input type="checkbox"/>	Basement	Exit 1:	<input type="text"/>
		Exit 2:	<input type="text"/>
<input checked="" type="checkbox"/>	First Floor	Exit 1:	Front door
		Exit 2:	Back door
<input checked="" type="checkbox"/>	Second Floor	Exit 1:	Down the stairs to the front or back door.
		Exit 2:	Out the deck doors, and down the stairs.
<input type="checkbox"/>	Third Floor or above	Exit 1:	<input type="text"/>
		Exit 2:	<input type="text"/>

If you choose to use additional floors for your child care, please contact your Licensor. You will need to have licensing's approval.

If you have already been approved for additional floors, please update the information. There is no need to contact your Licensor.



Please choose the appropriate *Tax Standing Status*, and update the *Tax Standing Date*. When complete click **Next**.

Registered Family Child Care Home Application: Part 6 of 8
Tax Standing

Tax standing applies to your VT taxes only.

*** Indicates Required Info**

* Tax Standing Status:

Tax Standing Date:
(mm/dd/yyyy)

If not in good standing, applicant wishes to:

In Good Standing Not in Good Standing

02/16/2016

Date you confirmed your Tax Standing Status.

If you are not in good standing, complete the re-application and the Licensing Unit will be in contact with you regarding any next steps.

- Arrange with the Vermont Department of Taxes to bring owner into good standing.
- Seek a determination from the Child Development Division that immediate payment would impose an unreasonable hardship.

< Back

Save

Next >



Please choose the appropriate *Child Support Obligation Status*, and update the *Child Support Status Date*. When complete click **Next**.

Registered Family Child Care Home Application: Part 7 of 8
Child Support

* Indicates Required Info

* Child Support Obligation Status:

Child Support Status Date:
(mm/dd/yyyy)

If not in good standing, applicant wishes to:

N/A

02/16/2016

If you are not in good standing, complete the re-application and the Licensing Unit will be in contact with you regarding any next steps.

Date you confirmed your Child Support Obligation Status. If you chose N/A for status, put today's date.

- Arrange with the Office of Child Support to bring owner into good standing.
- Seek a determination from the Child Development Division that immediate payment would impose an unreasonable hardship.

< Back Save Next >



Registered Family Child Care Home Application: Part 8 of 8
Program Information

* Indicates Required Info

Head Start Program: No
Early Head Start Program: No
Head Start Partner Program: No
Early Head Start Partner Program: No
Pre-K Program: No
Food Program Participation? No

For information about these programs, please see [page 32](#).

* Program:
(Regulations Section II. 4 & 5 pg.2)

Describe what the children's daily routine would be. This would include quiet and active play, with indoor and outdoor activities appropriate to the development of the children in care.

* Supervision:
(Regulations Section II. 2, 4, & 6 pg.2)

Describe strategies for providing supervision (during rest time, outside play, etc.) to all children in care.

* Guidance:
(Regulations Section III. 1 & 2 pg.4)

Describe strategies for providing guidance and discipline for children in care.

NOTE: Once you submit the re-application you will not be able to go back and change the information.

Required Information:

* The record checks for all parties associated with the program are up-to-date or will be sent to the Child Development Division within Five business days today.:

Yes No

URL: [Forms & Literature download page](#)

< Back Save Submit Re-Application

Enter/update the required information. If you need to review previous sections click **Back**. If you need to submit your re-application at a later date click **Save**. Otherwise, click **Submit Re-Application**.

A *Request ID* number displays when your re-application has successfully submitted.

New License Re-Application Submitted

A service request for license re-application has been submitted to Child Development Division.

Below is your request ID for future reference:

Request ID: 162943

You may check the status of your request at any time by viewing the [Service Request Status](#) page.

The Next Steps

- After submitting your re-application your [Licensing Technician](#) will review it for completeness.
- If your re-application is missing an item, a *Missing Items Letter* will be generated in your BFIS account, under [Documents](#). You will be notified of this via email.
- When your re-application is approved your *Registered Certificate* will be generated in your BFIS account, under Documents. You will be notified of this via email. The Division is no longer mailing certificates unless requested by the provider.



Service Requests

This function contains a copy of your re-application, and the ability to view the status.



In the **Account Summary** tab, scroll to the bottom right of the page, and click **Service Requests**.

Account Summary	Provider Demographics	Payment & Financial Info	Attendance & Invoicing	Resources	Contact
Provider Case ID: 184282			Provider Type: Registered Home		
Location Address: 1 Grimm Lane Waterbury, VT 05671 City: Waterbury			Provider Status: Licensed		
Last Site Visit:			Latest Application: 01/01/2016		
Application Status: Approved					
License Information					
Certificate No	Program Type	License Start/End Dt	Capacity		
69734	Registered	01/10/2016-02/20/2016			
Staff/Associated Parties					
Select a name below to view detailed information; select "Add Staff/Associated Party" under Account Options below to add a staff member or other associated party.					
Name	Position	Start Date			
Charming, Prince	Applicant/Provider	02/16/2016			
Account Options					
<ul style="list-style-type: none">Add Staff / Associated PartyDocumentsFile an Incident ReportNon-Subsidized EnrollmentNotification of ClosureNotification of Unexcused Absences			<ul style="list-style-type: none">Referral AgreementProgram Director ChangedLicense Re-ApplicationService RequestsVariance RequestsViolation History		



To view the details of a service request click the **Details** button to the far right.

? Service Requests Sort by: Date Submitted ▾

Displaying 1-1 of 1 Items

Date Submitted	Request ID	Request Type	Status	
02/16/2016	162943	Registered Home Re-Application (Provider Portal)	Submitted	 Details

To view, save, and/or print your re-application, click **View Request**. You can also see your Licensing Technician (caseworker), and the status of your re-application.

? Service Request Details

Request Type:

Registered Home Re-Application (Provider Portal)

Request ID:

162943 [\[View Request\]](#)

Date Submitted:

02/16/2016

Assigned Caseworker:

Le Tiffany

Assigned Group:

Tiffany

Status:

Submitted

Status Reason:

Status Notes:





Documents

All correspondence will be stored in this function, and you will be notified via email when a new item is added.



In the **Account Summary** tab, scroll to the bottom left of the page, and click **Documents**.

Account Summary | [Provider Demographics](#) | [Payment & Financial Info](#) | [Attendance & Invoicing](#) | [Resources](#) | [Contact](#)

Provider Case ID: 184282
Location Address: 1 Grimm Lane
Waterbury, VT 05671
City: Waterbury
Last Site Visit:
Application Status: Approved

Provider Type: Registered Home
Provider Status: Licensed
Latest Application: 01/01/2016

License Information

Certificate No	Program Type	License Start/End Dt	Capacity
69734	Registered	01/10/2016-02/20/2016	

Staff/Associated Parties

Select a name below to view detailed information; select "Add Staff/Associated Party" under Account Options below to add a staff member or other associated party.

Name	Position	Start Date
Charming, Prince	Applicant/Provider	02/16/2016

Account Options

- [Add Staff/Associated Party](#)
- [Documents](#)
- [File an Incident Report](#)
- [Non-Subsidized Enrollment](#)
- [Notification of Closure](#)
- [Notification of Unexcused Absences](#)
- [Referral Agreement](#)
- [Program Director Changed](#)
- [License Re-Application](#)
- [Service Requests](#)
- [Variance Requests](#)
- [Violation History](#)

The most recent document will appear on top. To view a document, click the **View** button to the far right. Once the document opens (may take a few minutes) you will have the ability to save and/or print it.

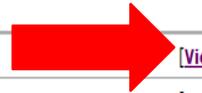
? Documents

Below are listed all the documents that have been generated.

Sort by: Document Date - Descending

Displaying 1-2 of 2 Items

Document Date	Description	E-mailed?	Created By	
02/16/2016	Missing Items Letter	Notify Success	Magee, Nya	[View]
02/16/2016	Record Check Approved Notification		Magee, Nya	[View]





Contact Information & Resources



Contact Information

Child Development Division
Department for Children and Families
280 State Drive, NOB 1 North
Waterbury, VT 05671-1040
Main Line: 800-649-2642
Fax: 802-769-2064
<http://www.dcf.vermont.gov/cdd>

Office of Child Support
Phone: 800-786-3214
Email: OCSCSU@Vermont.gov
<http://dcf.Vermont.gov/ocs>

Vermont Department of Taxes
Phone: 802-828-2505
<http://www.state.vt.us/tax/>

Vermont Department of Health
180 Cherry Street
Burlington, VT 05402
Phone: 800-464-4343, option 2
Fax: 802-865-7754
<http://www.healthvermont.gov/>

Northern Lights Career Development
Center
CCV, PO Box 489
Montpelier, VT 05601
Email: professional.development@ccv.edu
Phone: 802-828-2800
Fax: 802-828-2805
<http://northernlightscdc.org/>

Resources

- To receive the latest news from CDD via email you can go to our [website](#). Scroll to the bottom of the page, and click **SIGN UP!** under *CDD Email Updates*.
- Our [website](#) contains resources for Child Care Providers such as information in regards to: STARS, grants, professional development, regulations, the Child Care Financial Assistance Program, Specialized Child Care, health and safety, licensing forms, accreditations, and BFIS trainings.
- For information in regards to the Vermont Head Start Association, you can visit their [website](#).
- The Agency of Educations website contains information about the [Child and Adult Care Food Program](#) (CACFP), and implementing a [Prekindergarten Education Program](#).

Suggestions/Comments

We want this document to be as clear and helpful as possible. Please email suggestions, or comments to Nya Magee at nya.magee@vermont.gov.