



Updated: 2/25/2016

BRIGHT FUTURES INFORMATION SYSTEM (BFIS)

How to Submit a Licensed Program's Re-Application

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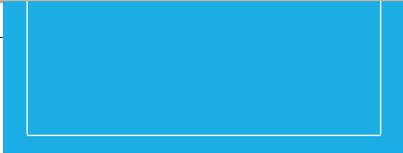
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IMPORTANT!!

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 cannot legally provide care to children.



License Re-Application

A walkthrough of what you need for the 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](#).
- 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.
- Get a copy of your insurance certificate. You will need to enter the information into BFIS.
- 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.
- Ensure the Director has completed their annual professional development, and specialized care (if applicable) training hours.

Before You Get Started

(Part 3 of 3)

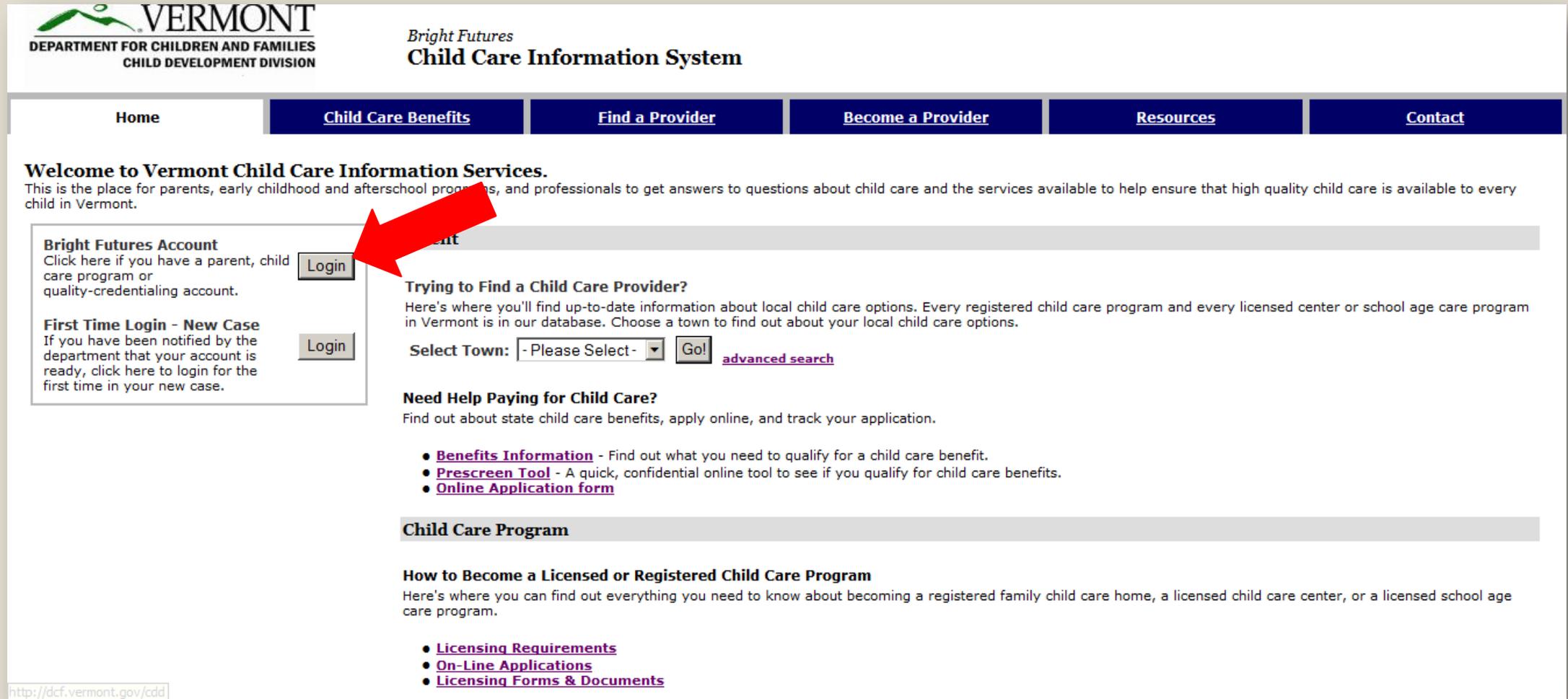
- To add trainings to their Quality-Credentialing Account the Director needs to complete the [Professional Development Verification Cover Sheet](#), and mail their certificates to Northern Lights Career Development Center (NLCDC). If the trainings are already listed, and verified in their account they do not need to resubmit the information.
- If the Director has taken professional development that is not verifiable by NLCDC, you will enter the information into [Section 12 of 12](#) of the re-application.
- 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 the Quality-Credentialing Accounts, see the [BFIS Quality-Credential Account Fact Sheet](#).
- The same username and password are used for both the Child Care Program Account, and the Quality-Credentialing Account.

Now lets get started entering the 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.

< Go Back BFIS Help Desk

? System Login

Username:

Password:

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

IMPORTANT: Do not use someone else's login information. Username and passwords are individual specific.

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

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

Provider Case ID: 184283 Provider Type: Licensed Provider
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
69735	Early Childhood Program	01/10/2016-02/20/2016	8

Staff/Associated Parties
Select a name below to view details Add a staff member or other associated party.

Name	Position	Start Date
Charming, Prince	Init Applicant	02/18/2016

Account Options

- [Add Staff/Associated Party](#)
- [Documentation](#)
- [File an Incident Report](#)
- [License Re-Application](#)
- [Non-Subsidized Enrollment](#)
- [Notification of Closure](#)
- [Notification of Unexcused Absences](#)
- [Referral Agreement](#)
- [Program Director Changed](#)
- [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 Application Receipt Date. When complete click **Next**.

License Re-Application - Section 1 of 12
Application and Applicant Information

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

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:
Name of Child Care Facility or Family Child Care Home Registration applied for:

Name of Agency Applied to:
Which State?
License/Registration Outcome:

Applicant Information
Has applicant ever been convicted for a violation of any law or ordinance (except parking violation)?

Conviction Description: (if yes) This section is from the original application. There is no need to change the information.

Yes No

Signature Present?
Signature Date:
(mm/dd/yyyy)

Yes No

Ownership Information
Type of Business: Sole Proprietorship
Non Profit Business? No
Doing Business As:



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

License Re-Application - Section 2 of 12

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

02/18/2016

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**.

License Re-Application - Section 3 of 12
Child Support Obligations

* **Child Support Obligation Status:**

Child Support Status Date:

(mm/dd/yyyy)

If not in good standing, applicant wishes to:

N/A

02/18/2016

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 >



License Re-Application - Section 4 of 12 Program Information

* Indicates Required Info

Program Applying for:

Employer Supported Program?

Early Childhood Program

Yes No

School Exemption?

Yes No

Exemption Date:
(mm/dd/yyyy)

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?

Yes

No

A child care program opened specifically to benefit staff within a company. An example is IBM opened a child care program for their staff's children.

These are currently not being used.

See [page 36](#) for information in regards to these programs.

Program Capacity

Please indicate below the provider preferred number of children for each age category:

Infant (6 wks to 23 mths):

Toddler (24 to 35 mths):

Preschool (3 yrs to 5 yrs):

School Age (5 yrs to 12 yrs):

Current Capacity:

Total Capacity:

Before increasing capacity you need to have Licensing's approval. You may also be required to update permits. Please contact your [Licensor](#) if you have any questions.

Hours / Days of Operation

For licensing purposes only, please indicate below the earliest start time and latest end time the site will be open and check all days of operation:

Sunday:

Yes No Program Start Time: hh:mm Program End Time: hh:mm

Monday:

Yes No Program Start Time: 8:00am Program End Time: 12:00pm

Tuesday:

Yes No Program Start Time: hh:mm Program End Time: hh:mm

Wednesday:

Yes No Program Start Time: 8:00am Program End Time: 12:00pm

Thursday:

Yes No Program Start Time: hh:mm Program End Time: hh:mm

Friday:

Yes No Program Start Time: 8:00am Program End Time: 12:00pm

Saturday:

Yes No Program Start Time: hh:mm Program End Time: hh:mm

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Update the information as necessary. When complete click **Next**.

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

License Re-Application - Section 5 of 12 Insurance

* Indicates Required Info

Program Insured?

Yes No

Policy Holder Name:

Grimm Preschool

Insurance Agency Name:

Fairytale Insurance

Policy Date:

01/01/2016

(mm/dd/yyyy)

Policy Effective Date:

01/01/2016

(mm/dd/yyyy)

Policy Expiration Date:

01/01/2017

(mm/dd/yyyy)

Policy Number:

123456789

Insurance Location Address:

1 Red Hood Lane

Address Line 2:

City:

Waterbury

Town:

Waterbury

State:

Vermont

Zip Code:

05671

Insurance Contact Phone:

(800)000-0000

Section Note

Note Text:

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

Note Last Updated:

(mm/dd/yyyy)

< Back

Save

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License Re-Application - Section 6 of 12
Interior Space

Complete Description:

Floor Description

Floor of Building:	First Floor
Room 1 - Size:	1000 sq ft
Room 1 - Planned Use:	Preschool Classroom
Room 2 - Size:	
Room 2 - Planned Use:	
Room 3 - Size:	
Room 3 - Planned Use:	
Room 4 - Size:	
Room 4 - Planned Use:	
Room 5 - Size:	
Room 5 - Planned Use:	
Room 6 - Size:	
Room 6 - Planned Use:	
Exit 1 - Physical Location:	Front Door
Exit 2 - Physical Location:	Back Door
Exit 3 - Physical Location:	Exit through the windows.
Number of Lavatories:	2
Number of Toilets:	2
Number of Bathroom Sinks:	
Number of Diaper Changing Stations:	
Number of Food Prep Sinks:	

Before removing, adding, or changing your child care space you need to have Licensing's approval. You may also be required to update permits. Please contact your Licensor if you have any questions.

If you have already been approved to change your space, please include the information in the *Note Text* box. There is no need to contact your Licensor.

Section Note

Note Text:

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

Note Last Updated:
(mm/dd/yyyy)

< Back Save Next >



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**.

If applicable, provide updated information in the *Note Text* box. When complete click **Next**.

License Re-Application - Section 7 of 12
Outdoor Space

Play Area Size:	1000 sq ft
Barrier Description:	There is a fence around the play area.
Cushioning Material Under Equipment:	Wood chips
Equipment Description:	Sand table, playhouse, climbing structure, and play shells.
Hazard Description:	
Shade Description:	Sun and shade available.

Section Note

Note Text:

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

Note Last Updated:
(mm/dd/yyyy)



If applicable, provide updated information in the *Note Text* box. When complete click **Next**.

License Re-Application - Section 8 of 12
Zoning

Zoning Approval Required? **Yes**
Zoning Permit Date: 01/01/2016
(mm/dd/yyyy)

If zoning approval is not required, indicate below any related information such as who the applicant spoke with and when to find out zoning approval is not required:

Section Note

Note Text:

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

Note Last Updated:
(mm/dd/yyyy)



If applicable, provide updated information in the *Note Text* box. When complete click **Next**.

License Re-Application - Section 9 of 12
Fire Prevention

Building Name:	Grimm Preschool
Site Number:	12345
Fire Marshal Name:	Bo Peep
Hazard Index:	2
Inspection Date: <small>(mm/dd/yyyy)</small>	01/01/2016
Number of Children:	8
Number of Staff:	3
Occupancy Granted?	Yes
Occupancy by Floor:	1
Owner's Name:	Prince Charming
Home/Location Address:	2 Avenger Lane
Address Line 2:	
City:	Waterbury
Town:	Waterbury
State:	Vermont
Zip Code:	05671
Contact Phone:	(802)000-0000

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)

If applicable, provide updated information in the *Note Text* box. When complete click **Next**.

License Re-Application - Section 10 of 12
Water and Wastewater

Wastewater Management Permit:	Yes
Evaluation Date: <i>(mm/dd/yyyy)</i>	01/01/2016
Permit/Approval Date: <i>(mm/dd/yyyy)</i>	01/01/2016
Permit Number:	12345
Number of Children:	8
Ages of Children:	3

Section Note

Note Text:

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

Note Last Updated:
(mm/dd/yyyy)

< Back

Save

Next >



If applicable, provide updated information in the *Note Text* box. When complete click **Next**.

License Re-Application - Section 11 of 12
Asbestos

Asbestos Assessment Determination:

Yes

Assessment Date:

01/01/2016

(mm/dd/yyyy)

Assessment Description/Summary:

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)

< Back

Save

Next >



License Re-Application - Section 12 of 12

Lead

Year of Building Construction:

(yyyy)

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

Affidavit Date:

(mm/dd/yyyy)

01/01/2016

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.

Required Information:

- * 1. List the Program Director's Name, the professional development activities (including hours and dates) that the Director has participated during the past 12 months.

If you are an applicant or a new director with less than one year employment as the director please write - Not Applicable - in the box below.:

If the director has been with the program for less than a year, please include the hire date.

All training information is in Directors Quality-Credential Account.

- * 2. 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 days from today.:

Yes No

Section Note

Note Text:

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

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

Note Last Updated:

(mm/dd/yyyy)

< 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**.

The Next Steps

- After submitting your re-application the [Licensing Unit](#) 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 the programs 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: 184283 Provider Type: Licensed Provider
Location Address: 1 Grimm Lane Provider Status: Licensed
Waterbury, VT 05671
City: Waterbury Latest Application: 01/01/2016
Last Site Visit:
Application Status: Approved

License Information

Certificate No	Program Type	License Start/End Dt	Capacity
69735	Early Childhood Program	01/10/2016-02/20/2016	8

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	Init Applicant	02/18/2016

Account Options

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



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

Service Requests				Sort by: Date Submitted ▾	Go!
<i>Displaying 1-1 of 1 Items</i>					
Date Submitted	Request ID	Request Type	Status		
02/18/2016	162944	Licensed Center Re-Application (Provider Portal)	Submitted		[Details]

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

? Service Request Details

Request Type:

Licensed Center Re-Application (Provider Portal)

Request ID:

162944 [\[View Request\]](#)

Date Submitted:

02/18/2016

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: 184283 Provider Type: Licensed Provider
Location Address: 1 Grimm Lane Provider Status: Licensed
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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	Init Applicant	02/18/2016

Account Options

- [Add Staff/Associated Party](#)
- [Documents](#)
- [File an Incident Report](#)
- [License Re-Application](#)
- [Non-Subsidized Enrollment](#)
- [Notification of Closure](#)
- [Notification of Unexcused Absences](#)
- [Referral Agreement](#)
- [Program Director Changed](#)
- [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 1-1 of 1 Items

Document Date	Description	E-mailed?	Created By	
02/18/2016	Record Check Approved Notification	Notify Success	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.