

Date Correction Plan Due 8/5/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 262-446-7800
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Use of Form: This form is used by certification / licensing staff to identify statute and / or administrative rule violation(s) and to outline imposed plans of correction, if applicable. This form is used by certified operators / licensed centers to meet the requirements of DCF 202.065, DCF 250.04(2)(i) and (3)(d), DCF 251.04(2)(L) and (3)(f), DCF 252.41(1)(L) and (2)(k). Failure to submit an appropriate correction plan by the due date listed above may result in sanctions identified in the statute and / or administrative rule. Public Schools may submit plans of correction however are not required to do so.

Instructions: The Noncompliance Statement below identifies the violation(s) of child care statute and / or administrative rule identified by the certification / licensing specialist. Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your certification / licensing specialist for approval and retain a copy. If this is a licensed child care, post your copy of the noncompliance statement and correction plan near the license in accordance with Wis. Stat. 48.657. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center Sarah's Littles	Provider Number / Facility ID Number 7000589997 / 001 - 2004808
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Address - Facility (Street, City, State, Zip Code) S37w25065 Wesley Dr Waukesha WI 531897847	Telephone Number 262-719-6262	Date - Regulation Visit 6/24/2024
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	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	250.05(2)(b) Staff File - Background Check Results Description: Documentation from the department, either paper or electronic, that indicates that a child care background check was completed in compliance with the timelines and requirements specified in s. 48.686, Stats., and ch. DCF 13, and the person is eligible to work in a child care program was not on file for Staff B.	Staff B is a state funded summer intern and not an employee of Sarah's Littles. In addition, Staff B is not counted in the staff to child ratio nor has unsupervised access to the children. For these reasons, it was my understanding of DCF 250.05(2) that the background check was recommended and not required. Sarah's Littles did submit a request on 06.04.24, however results were not posted and not on file at the 6.24.24 regulation visit. It was later determined that while Staff B is not a direct employee of Sarah's Littles, they are being paid to be here, therefore their role title requires that a	06.26.24	

background check be on file prior to their first day (6.10.24). Staff B was present a total of 4 days with direct supervision prior to background check results being on file.

NAME - Agency Worker
Crescenta Sabree

Date Issued
7/22/2024

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Sarah J Cohan

Date Signed
07.29.2024