



Child Care Background Unit
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Governor Tony Evers
Secretary Emilie Amundson

Division of Early Care and Education
Bureau of Early Care Regulation

March 3, 2021

BECE Memo 2021-1

To: All Certified, Licensed and Licensed-Exempt Public School Child Care Programs

From: Kath McGurk, Acting Director
Bureau of Early Care Regulation

A handwritten signature in black ink that reads "K. McGurk".

RE: Fingerprint Background Checks – ACTION REQUIRED

FINGERPRINT BACKGROUND CHECKS RESUME MARCH 15, 2021

Last year during the COVID-19 pandemic, it became difficult for many child care providers, caregivers, non-caregiver employees, and household members to complete their fingerprint background check requirements. Many Fieldprint fingerprinting locations were closed temporarily due to the public health crisis. To help providers during this challenging time, DCF paused fingerprint monitoring and conducted interim name-based background checks so individuals could receive temporary eligibility to work or reside in a child care center.

With the majority of Fieldprint locations once again open to the public, the FBI fingerprint requirements can now resume under the Caregiver Background Check Law, Wisconsin Statute § 48.686. Open Fieldprint sites can be found by online search at www.fieldprintwisconsin.com. A copy of the fingerprint instruction letter is available in the [Child Care Provider Portal \(CCPP\)](#).

Beginning **March 15, 2021**:

- New individuals submitting a background check request will no longer automatically receive the name-based DOJ check. They will need to complete a Fieldprint appointment before they can receive eligibility to work or reside at a child care program.
- Existing individuals who have not yet completed a Fieldprint appointment or who have received temporary name-based background check eligibility should also schedule their Fieldprint fingerprint appointments. The eligibility of the employees with name-based background checks will **expire June 1, 2021**.

DCF will send reminders to providers to notify them of which individuals still require a fingerprint background check and the deadline to complete them. Providers can also check background check status in the Child Care Provider Portal (CCPP) at <https://mywchildcareproviders.wisconsin.gov>. If you do not have access to CCPP or have questions regarding background check requirements, you can contact the Child Care Background Unit by calling 608-422-7400 or emailing DCFPLicBECECBU@wisconsin.gov.