

## Caregiver Background Check Process Brief Summary For Licensed Child Care Centers

Acronyms / abbreviations used in this document:

- BID = Background Information Disclosure form
- CBC = Caregiver Background Check
- CBU = Caregiver Background Unit
- DCF = Department of Children and Families
- DOJ = Department of Justice
- WI Shares = Wisconsin Shares Child Care Subsidy Program

### I. CAREGIVER BACKGROUND CHECKS RUN BY THE DEPARTMENT OF CHILDREN AND FAMILIES

#### A. BID Request Process for licensees, persons residing on the premises and minor employees:

- ❖ Once a year the CBU sends a memo to each licensee. It includes three forms: *BID*, *Household Member / Minor Caregiver Information* and *Permission to Deduct CBC Fees from WI Shares Subsidy Payments*.
- ❖ A separate BID is to be completed for the licensee, for each person living on the premises who is 12 years of age and older and for each minor employee age 12-17. The licensee will need to make additional copies of the BID form as needed.
- ❖ BIDs must be completed every year when you get the memo.
- ❖ It is important that the person completing the BID disclose any pending crimes and convictions every time they complete the BID even if he or she has previously disclosed that information. Failure to do so could result in the loss of the license.
- ❖ Do not submit fees with your BIDs and other forms. Do not mail your CBC forms to the regional office or your licensing specialist.
- ❖ Mail the completed forms to the CBU at the address below by the date specified in the memo.

Caregiver Background Unit  
P.O. Box 8916; Room E200  
Madison, WI 53708-8916

#### B. Fees:

- ❖ Do not submit fees with your completed forms. Once the CBC is complete an invoice will be sent or your WI Shares account will be billed.
- ❖ The fee for each CBC run by the CBU is \$10.00.
- ❖ Bills / invoices for CBCs run by the CBU are processed after the CBC is run.
  - Licensees who participate in WI Shares, and who have signed the *Permission to Deduct* form, will have the CBC fees due deducted directly from their WI Shares payments.
  - Licensees who do not participate in WI Shares, and licensees who do participate in WI Shares but who have not yet signed the *Permission to Deduct* form, will be sent an invoice for the CBC fees due.

#### C. Frequency:

- ❖ Licensees: BID collected annually; CBC run every 3 months (4 times a year).
- ❖ Adults living on the premises: BID collected annually; CBC run at least once per year.
- ❖ Children 12 years of age and older living on the premises: BID collected annually; CBC run only if there are concerns.
- ❖ Minor employees 12-17 years of age: BID collected annually; CBC run at least once per year.
- ❖ Adult employees: Not run by DCF. See instructions on page 2 for CBCs run by the licensee.

## II. CAREGIVER BACKGROUND CHECKS RUN BY THE LICENSEE

### A. Adult Employee CBC:

- ❖ Licensees are required to conduct CBCs through the DOJ on adult employees and volunteers counted in ratios within 60 days of employment and at least once per year thereafter. Pending receipt of the CBC results, new staff may work with supervision only if they have answered “no” to all questions in sections A and B of the BID form. Supervision shall include, at a minimum, periodic direct observation of the person.
- ❖ It is the licensee’s responsibility to obtain the BID form from the employee and request the CBC using DOJ forms. Payment is required at the time of the request. If desired, it is possible to create an online account and run the CBC electronically. DOJ forms are available at: [http://www.doj.state.wi.us/dles/cib/forms/record\\_check\\_forms.asp](http://www.doj.state.wi.us/dles/cib/forms/record_check_forms.asp)
- ❖ Persons who have lived out-of-state within the previous 3 years are also required to have a CBC from the state in which they previously lived. See <http://www.doj.state.wi.us/dles/cib/sclist.asp> for out-of-state information.
- ❖ Regardless of how you obtain the results, they are required to be kept on-site so they may be reviewed by your licensing specialist. Items on file at your center should include the BID, the DOJ results, the Integrated Background Information System (IBIS) letter, the results of any out-of-state CBC and the results of any investigations (if applicable).

### B. CBC Crimes:

- ❖ When the findings indicate that an employee has a pending charge or a conviction for a crime, check the CBC Child Care Crimes Table located at: [http://dcf.wisconsin.gov/childcare/licensed/pdf/2010\\_02\\_crimes\\_list.pdf](http://dcf.wisconsin.gov/childcare/licensed/pdf/2010_02_crimes_list.pdf). If the crime is on the list, follow the guidelines in the table.
- ❖ Check the BID. Did the employee disclose on their BID? If not, it may be grounds for dismissal. Ask the employee to complete a new BID and tell you what happened both verbally and in writing.
- ❖ Review the optional form, Caregiver Background Checks Substantially Related Investigation Report located at [http://dcf.wisconsin.gov/forms/doc/DCF\\_f\\_cfs2261\\_e.doc](http://dcf.wisconsin.gov/forms/doc/DCF_f_cfs2261_e.doc). Is the crime related to the care of children? If you believe so, suspend the employee and consider consulting an attorney. You may also want to obtain additional information, e.g., police reports or information from the Wisconsin Circuit Court Access Program <http://wcca.wicourts.gov/index.xsl>.
- ❖ Licensees are required to report to their licensing specialist when they or an employee has law enforcement contact or is the subject of an investigation by a governmental agency if the contact or investigation relates to the care of children.

### C. Personnel Policy Requirements:

- ❖ Wisconsin administrative code requires child care policies to include a procedure requiring staff to notify the center administration / licensee and the center administration / licensee to notify the department as soon as possible but no later than the next business day when a person:
  - Has been convicted of a crime.
  - Has been or is being investigated by a governmental agency.
  - Has a substantiated governmental finding of abuse / neglect or misappropriation of a client’s property.
  - Has a professional license denied, revoked, restricted or otherwise limited.
- ❖ It is recommended that programs include a policy statement that it may be grounds for dismissal if a person withholds or provides inaccurate information.

For more information about the Caregiver Background Check process, refer to the department’s website at <http://dcf.wisconsin.gov/childcare/licensed/CBC.HTM> or call the Caregiver Background Unit at (608) 266-8001.

The Department of Children and Families (DCF) is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, contact the Bureau of Early Care Regulation at (608) 266-9314 (general) or (888) 692-1382 (TTY). For civil rights questions call (608) 266-5335 or (866) 864-4585 (TTY).