Child Care
Background Checks
The child care background check process changed on October 1, 2018.
Starting October 2018, DCF required providers to obtain DCF run FBI fingerprint-based background checks on new caregivers and noncaregiver employees.

In January 2019, DCF began slowly bringing individual providers into full compliance by having all caregivers and noncaregiver employees active at their program undergo the new background check process.

By September 2019 all providers will have received a Background Check Notice, and be somewhere in the process of having their entire staff in full compliance.
Who Needs a DCF Background Check?

- Applicants for licensing or certification
- Household members age 10 and older who reside in a childcare program
- Caregiver employees
- Noncaregiver employees and contractors with opportunity for unrestricted access
Caregiver Definition

Proposed Definitions

**Caregiver** means any of the following:

- A person who is an employee or contractor of a child care program and involved in the care or supervision of children in care
- A person who has direct contact and unsupervised access to children in care
- A person who has or is seeking, a license, certification, or contract to operate a child care program
Proposed Definitions

Caregivers also include:

- Student Teachers
- Substitutes and Substitute Teachers (Including those in 4K Collaborations)
- Household Members
- Volunteers Counted in ratio
Noncaregiver Definition

Proposed Definitions

Noncaregiver employee means:

a person who provides services to a child care program as an employee or a contractor and is not a caregiver, but whose work at the child care program provides the ability to move freely throughout the premises and opportunities for interactions with clients of the child care program.
Who Needs a DCF Background Check?

As of October 1, 2018, the Child Care Development Block Grant requires the State of Wisconsin to conduct background checks on individuals associated with a child care program. Under the new requirements, all caregiver and non-caregiver employees must undergo a DCF fingerprint-based background check every five years to be eligible to operate, work at, or reside in a child care center. Due to the number of background checks DCF now has to run, we are only running priority background checks at this time.

The questionnaire below is a tool to help providers determine who needs a priority background check. **However, it is the provider’s responsibility to ensure they are in compliance with background check requirements.**

The following definitions apply to the terms on this form, and exist solely for the purpose of determining who requires a priority fingerprint-based background check:

**Caregiver:**

1. an employee or contractor of a child care program who is involved in the care or supervision of clients;
2. a person who has direct contact and unsupervised access to clients of a child care program.
3. a person who has, or is seeking, a license, certification, or contract to operate a child care program.

**Non-caregiver Employee:** a person who provides services to a child care program as an employee or a contractor and is not a caregiver, but whose work at the child care program provides the ability to move freely throughout the premises and opportunities for interactions with clients of the child care program.

Is the individual a caregiver or household member?

- [ ] Yes
- [ ] No
Who Needs a Background Check?

Determine Whether a Background Check Is Needed

### CHILD CARE BACKGROUND CHECK ROLE CHART

The table below is not an exhaustive list of possible roles in child care, it is meant to provide examples and additional clarification regarding who is required by DCF to have a background check under the new background check requirements in Wisconsin State Statute 48.886.

#### DEFINITIONS

- **Caregiver** means any of the following:
  1. A person who is an employee or contractor of a child care program and involved in the care or supervision of children in care.
  2. A person who has direct contact and unsupervised access to children in care of a child care program.
  3. A person who has, or is seeking, a license, certification, or contract to operate a child care program.

- **Household Member**: A person who is age 10 or older, who resides, or is expected to reside, at a child care program, and who is not a client of the child care program or caregiver.

- **Noncaregiver Employee**: Individuals who provide services to a child care program as an employee or as a contractor and is not a caregiver, but whose work at the child care program provides the ability to move freely throughout the premises and opportunities for interactions with clients of the child care program.

- **Student teachers, practicum students, household members, and volunteers counted in ratio are all considered caregivers.**

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>5-Year Fingerprint-Based FBI Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Staff</td>
<td>Someone working at a separate building, reception desk, office space, or somewhere in the facility who does not provide care for children, does not have the ability to move freely throughout the premises and does not have the opportunity to interact with children in care.</td>
<td>No</td>
</tr>
<tr>
<td>Administrative Staff</td>
<td>Someone providing administrative support or acting as office staff for a program or provider who does not provide care for children but does have the ability to move freely throughout the premises and the opportunity to interact with children in care.</td>
<td>Yes</td>
</tr>
<tr>
<td>Administrator</td>
<td>Someone overseeing administrative staff who has the ability to move freely throughout the premises and could potentially interact with children in care.</td>
<td>Yes</td>
</tr>
<tr>
<td>Applicant / Licensee</td>
<td>Anyone applying to start a licensed child care center or certified child care program.</td>
<td>Yes</td>
</tr>
<tr>
<td>Director</td>
<td>Anyone acting as the director of a child care facility or program.</td>
<td>Yes</td>
</tr>
<tr>
<td>Director - Assistant</td>
<td>Someone providing assistance or support for the director of a facility or program who cannot move freely throughout the premises and does not have the opportunity to interact with children in care.</td>
<td>No</td>
</tr>
<tr>
<td>Director - Assistant</td>
<td>Someone providing assistance or support for the director of a facility or program who can move freely throughout the premises and does have the opportunity to interact with children in care.</td>
<td>Yes</td>
</tr>
<tr>
<td>Facilities Staff</td>
<td>Facilities, maintenance, or grounds keeping staff who cannot move freely throughout the premises and do not have the opportunity to interact with children in care.</td>
<td>No</td>
</tr>
<tr>
<td>Facilities Staff</td>
<td>Facilities, maintenance, or grounds keeping staff who can move freely throughout the premises and have the opportunity to interact with children in care.</td>
<td>Yes</td>
</tr>
<tr>
<td>Household Member (18 or Older)</td>
<td>Any member or non-client resident of a household that is also a child care program or center who is 18 years of age or older.</td>
<td>Yes</td>
</tr>
</tbody>
</table>
How Do We Get Started?

- Use the **Child Care Provider Portal (CCPP)** to enter the information needed to trigger fingerprint-based checks.

- The Child Care Provider Portal is the fastest way to submit individuals for a background check, and to receive results.

- For more information on the Child Care Provider Portal and how to gain access, visit [https://dcf.wisconsin.gov/childcare/provider-portal/info](https://dcf.wisconsin.gov/childcare/provider-portal/info)

- More detailed information can be found at [https://dcf.wisconsin.gov/ccbgcheck](https://dcf.wisconsin.gov/ccbgcheck)
Adding Individuals to the Portal

STEP ONE: Select the Individuals tab
# Adding Individuals to the Portal

**STEP TWO: Select “Add Individual”**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role(s)</th>
<th>Employment Period</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addie Administrator</td>
<td>Teacher - Assistant</td>
<td>08/01/18</td>
<td></td>
</tr>
<tr>
<td>Dina Director</td>
<td>Director</td>
<td>06/13/18</td>
<td></td>
</tr>
<tr>
<td>Dina Director</td>
<td>Employee</td>
<td>06/13/18</td>
<td></td>
</tr>
<tr>
<td>Henny Quarter</td>
<td>Employee</td>
<td>04/20/16</td>
<td></td>
</tr>
<tr>
<td>Sarah Simon</td>
<td>Driver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simple Simon</td>
<td>Applicant/Licensee</td>
<td>05/01/06</td>
<td></td>
</tr>
<tr>
<td>Tammy Teacher</td>
<td>Employee</td>
<td>05/01/12</td>
<td>Infant A</td>
</tr>
</tbody>
</table>

...Less
Adding Individuals to the Portal

STEP THREE: Enter the individual’s basic details.

If an individual is not in our system, more information will be required, and a Background Check Request form automatically started.
STEP ONE: Fully answer each section of the Background Check Request form.

1. Have you been discharged from a branch of the U.S. Armed Forces, including any reserves duty?
   - Yes
   - No
   - Military Discharge Date
   - Comments
   - Upload Document
   - Document Comments
   - Save Documents

Next
Submitting a Background Check Request

STEP TWO: Sign and submit the Background Check Request Form.

**Form completed by**  
 proxy  [ ]  self  [ ]

**SIGN HERE IF YOU ARE COMPLETING THIS FORM FOR YOURSELF.**

I understand that by providing my signature below I am attesting, under penalty of law, that the information provided above is truthful and accurate to the best of my knowledge. I understand that knowingly providing false information or omitting information may result in my not being eligible to hold a license or certificate to operate, reside at or be employed at a child care center, and that I may be subject to forfeitures and other sanctions as provided by law.

**Signature Date**  
10/1/2018

**Electronic Signature**
## Obtaining Fingerprint Code

A Fingerprint Code is immediately available in the “Individual Details” section of anyone who has had a BCR submitted.

<table>
<thead>
<tr>
<th>Individual Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Primary Phone</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>County/Tribe</td>
</tr>
</tbody>
</table>

- **Aliases Names**
- **Background Checks**
- **Background Check Request Form**
- **Individual Documents**
- **Fingerprint Code**

© Wisconsin Department of Children and Families

DCF.Wisconsin.Gov
Obtaining Fingerprint Code

Select “Generate/View Fingerprint Code” to have it immediately created.

Confirmation of Individual Information

**Individual**

**Name**  Test Testington

**Employment Period**

**Confirmation of Individual Information**

You have successfully added the individual and all necessary background check information.

Generate/View Fingerprint Code
Obtaining Fingerprint Code

A code and instructions are immediately displayed.

Fingerprint Code

Carefully review the information to ensure accuracy. Inaccuracies can lead to background check delays and additional expense.

Name: Testington, Test  
DOB: 1/1/1901  
Fieldprint Code: FPWIDCFLicensee  
Reference Code: TE2001149

How to schedule a Fieldprint® LiveScan fingerprint capture appointment:

1. Access the Fieldprint® website at [http://fieldprintwisconsin.com](http://fieldprintwisconsin.com)  
2. Click Schedule an Appointment.  
3. Follow the onscreen instructions to register with Fieldprint® or log-in if you are an existing user.  
4. Submit the unique Fieldprint® Code provided below for the individual being fingerprinted.  
5. Complete the demographic information.  
6. Under Additional Information, enter the unique 9-character Reference Code provided below for the individual being fingerprinted. This Reference Code is customized for each individual and is linked to his or her criminal search results. Please verify the Reference Code was entered correctly before proceeding.  
7. Complete the rest of the screens, choose a location, schedule the appointment and submit payment using a credit/debit card or e-check.

**Note:** The codes provided at the end of this letter are unique for each individual listed. Individuals must only use the codes provided below when scheduling a Fieldprint® appointment and may not share these codes with other individuals.

To avoid any delays in completing the full background check, please schedule a Fieldprint® appointment immediately. The preliminary background check begins as soon as the individual completes the digital fingerprint. The final eligibility determination may take up to 45 days to complete. If the individual has lived out of state in the last five years or checks are needed in multiple states, the final determination of eligibility may exceed 45 days.

For additional information about fingerprint-based background checks and answers to frequently asked questions, visit our website at [https://dcf.wisconsin.gov/ctclicensing/tbc](https://dcf.wisconsin.gov/ctclicensing/tbc). Should you need further assistance, you can contact the Child Care Background Unit by calling (608) 422-7400 or emailing DCPFlicBECRCBU@wisconsin.gov

[Individuals]
Making a Fingerprint Appointment

STEP ONE: Fingerprint Instruction Letter is received

- Provider receives a fingerprint instruction letter with the Fieldprint ID code and individual reference code

- Individual goes to the Fieldprint website to schedule a fingerprint appointment at https://fieldprintwisconsin.com/
Making a Fingerprint Appointment

STEP TWO: Schedule a Fingerprint Appointment

- Individual enters the Fieldprint reason code FPWIDCFLicensee

- Individual enters the individual reference code

NOTE: Reference codes are specific to the individual and should not be shared or re-used
STEP THREE: Schedule and Attend the appointment

- Individual enters payment information for the background check fees: $39.00 total ($31.25 DOJ and $7.75 fingerprint collection)

- Individual goes to the appointment and submits digital fingerprints (or ink prints if digital is unavailable)

- Two forms of ID are required to be presented at the appointment

  * Please note: it is up to the individual and the provider to decide how this fee is paid for.
The Background Check Process

STEP ONE: Preliminary Eligibility

• DCF receives and reviews the FBI and WI DOJ criminal history results.

• DCF provides preliminary results in 5-7 business days.

• If there are no barred offenses, the provider and individual receive notice of preliminary eligibility.

• **Preliminary eligibility** means the individual can work in a child care setting under supervision of someone with a completed DCF background check.

• **Supervision** for preliminary eligibility is defined as **periodic direct observation**.

• If there are barred offenses, the provider and individual receive notice of **preliminary ineligibility**. The person cannot work or reside in a child care center.

• A list of barred offenses is available at [https://dcf.wisconsin.gov/files/publications/pdf/5206.pdf](https://dcf.wisconsin.gov/files/publications/pdf/5206.pdf)
STEP TWO: Final Eligibility

• DCF conducts the rest of the background check:
  - Child abuse and neglect history
  - Sex offender registries (state and federal)
  - Consolidated Court Automation Programs (CCAP)
  - Out-of-state criminal and child abuse history
  - Court and police records

• The provider and individual receive a final eligibility notice, which may take up to 45 days depending on the complexity of the background check.

• **Final eligibility** means the individual can work or reside in a child care center.

• **Final ineligibility** means the individual cannot work or reside in a child care center. The individual receives information about the reasons for ineligibility and appeal rights.
By September 1, 2019, all programs will be in the process of bringing all staff into compliance.
DCF will monitor all providers to ensure that:

- All caregivers and noncaregiver employees added to a location after October 1, 2018 have obtained eligibility through a DCF run fingerprint-based background check.

- All caregivers and noncaregiver employees active with a provider prior to October 1, 2018 have a completed and submitted Background Check Request and have completed a fingerprint appointment.

- The certified owner or licensee has signed and submitted a Child Care Background Check Attestation Letter.
Background Check Notice:

Background Check Notices Contain:

- Provider Location Information
- The Fieldprint Code Release Date
- Contact Information
- A List of Individuals Currently Attached to the Center in DCF’s System

You are receiving this notice because the Department of Children and Families (DCF) will begin conducting background checks on existing individuals associated with your program prior to October 1, 2019. The law requires DCF to conduct a fingerprint-based criminal record search every five years on any individual who is:

1. A child care applicant or licensee/operator
2. A household member 18 years or older residing on the premises of a proposed or licensed/certified child care center
3. An employee 18 years or older of a child care program in a caregiver or non-caretaker role
4. An applicant, licensee/operator, caregiver or employee of a child care who has not been a resident of Wisconsin at any time within the last five years
5. A household member 18 years or older who has not been a resident of Wisconsin at any time within the last five years
6. DCF determined the individual's employment, licensing or state court records provide a reasonable basis to require a fingerprint-based criminal record check

We will begin the background check process on 09/30/2019. Access the Child Care Provider Portal (CCPP) at mychildcareproviders.wisconsin.gov to review your list of individuals for accuracy, to add individuals, make changes and submit or update Background Check Request forms. Background checks will be initiated from the individuals listed in CCPP. Any applicant/licensee or household member who had a fingerprint check run by DCF in the past five years does not need a new fingerprint check until five years from their last check.

If you have questions about accessing the Child Care Provider Portal, visit the CCPP information page at https://childcareproviderportal.wisconsin.gov.

For additional information about fingerprint-based background checks and answers to frequently asked questions, visit our website at https://dfe.wisconsin.gov/cgi licensing/cbc. Should you need further assistance, you can contact the Child Care Background Unit by calling (608) 422-7400 or emailing DCFPRcWBCCU@wisconsin.gov.
Attestation Letter:


DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

CHILD CARE BACKGROUND CHECK ATTESTATION

Use of form: In accordance with Wisconsin Statute 48.686, the Department of Children and Families (DCF) requires child care providers to submit employees and household members for fingerprint background checks. Providers may use the form below to attest they have completed the background check submission for all individuals who are employed at, contract with or reside at the center. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

LICENSEE / CERTIFIED OPERATOR / PROVIDER INFORMATION

<table>
<thead>
<tr>
<th>Facility ID / Provider Number / Location Number</th>
<th>Child Care Facility / Business Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Licensee / Certified Operator / Provider Name</th>
<th>Facility / Location Address (Street, City, State, Zip Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ATTESTATION

By signing this form, I hereby attest to all of the following:

☐ Existing Individuals — I confirm that all caregivers, noncaregiver employees (including contractors) and household members age 10 and older have been submitted to DCF for background check if they began employment, contracted with or resided at the above named child care center prior to October 1, 2018. Background Check Request forms have been submitted for each individual either by entering them in my Child Care Provider Portal (CCPP) account or by submitting them to DCF or the certification agency.

☐ New Individuals — I understand that all new caregivers, noncaregiver employees (including contractors) and household members age 10 and older associated with the center after October 1, 2018 must be submitted to DCF for background check. All individuals must have an eligible preliminary background check decision before they may begin employment, contract with or reside at the child care center.

☐ I understand that individuals age 18 and older must submit fingerprints for their initial background check and every five years thereafter. Individuals who do not complete the required fingerprint background check may subject the center to enforcement action.

☐ I acknowledge that I am aware of, and in full compliance with, the new requirements for background check submission. Failure to comply with these requirements may result in enforcement action.

☐ I affirm that I am the licensees or certified operator of the above named child care center, or that I have been delegated the authority to sign this attestation form on behalf of the center.

SIGNATURE

<table>
<thead>
<tr>
<th>Licensee / Certified Operator / Provider Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
iChildCare Portal:  [https://ichildcare.wisconsin.gov/](https://ichildcare.wisconsin.gov/)

Allows an individual to request their own background check and manage their own information.

![iChildCare Portal](image-url)
iChildCare Portal:

An individual can manage their contact information directly, and it will automatically be updated in the Child Care Provider Portal.

Create Account

<table>
<thead>
<tr>
<th>Account Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong> *</td>
</tr>
<tr>
<td><strong>Middle Initial</strong></td>
</tr>
<tr>
<td><strong>Last Name</strong> *</td>
</tr>
<tr>
<td><strong>Suffix</strong></td>
</tr>
<tr>
<td><strong>Email Address</strong> *</td>
</tr>
</tbody>
</table>

Enter your email address.

<table>
<thead>
<tr>
<th><strong>Primary Phone Type</strong> *</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Home</td>
</tr>
</tbody>
</table>

| **Primary Phone Number** * |

<table>
<thead>
<tr>
<th><strong>Secondary Phone Type</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Home</td>
</tr>
</tbody>
</table>

| **Secondary Phone Number** |

| **Address** * |

| **Address Line 2** |

| **City** * |

| **State** * |

| **County/Tribes** * |

| **Zip Code** * |
**iChildCare Portal:**

Located at: [https://ichildcare.wisconsin.gov/](https://ichildcare.wisconsin.gov/)

### Personal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Randy Tester</td>
</tr>
<tr>
<td>Address</td>
<td>201 E Washington Ave, Madison WI, 53703-2556</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Primary Phone</td>
<td>(608) 422-6033</td>
</tr>
<tr>
<td>Secondary Phone</td>
<td></td>
</tr>
<tr>
<td>County/Tribe</td>
<td>Dane County</td>
</tr>
<tr>
<td>Date Of Birth</td>
<td>1/1/1973</td>
</tr>
<tr>
<td>SSN</td>
<td>XXX-XX-3333</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Race</td>
<td>Asian</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
<tr>
<td>Primary Role</td>
<td>Director</td>
</tr>
<tr>
<td>Secondary Role</td>
<td></td>
</tr>
</tbody>
</table>

**Modify Account Details**

**Home**

**Alias Names**
iChildCare Portal:

Individuals can update their Background Check Request (BCR), see Background Check Results, and request a Fingerprint Code the same day they submit a BCR.
If a code is needed an individual can select “Generate Code.”
Instructions and a code are immediately created.

### Fingerprint Code

Carefully review the information to ensure accuracy. Inaccuracies can lead to background check delays and additional expense. If the list requires updates, contact the DCF Child Care Background Unit by phone at [608] 422-7400 or e-mail at DCFPLcBECRCBU@wisconsin.gov

<table>
<thead>
<tr>
<th>Name:</th>
<th>Tester, Randy</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOB:</td>
<td>1/1/1973</td>
</tr>
<tr>
<td>Fingerprint Code:</td>
<td>FPWDCFLicensee</td>
</tr>
<tr>
<td>Reference Code:</td>
<td>TE2001084</td>
</tr>
</tbody>
</table>

How to schedule a Fieldprint® Livescan fingerprint capture appointment:

2. Click Schedule an Appointment.
3. Follow the onscreen instructions to register with Fieldprint® or log-in if you are an existing user.
4. Submit the unique Fieldprint® Code provided above for the individual being fingerprinted.
5. Complete the demographic information.
6. Under Additional Information, enter the unique 9-character Reference Code provided above for the individual being fingerprinted. This Reference Code is customized for each individual and is linked to his or her criminal search results. Please verify the Reference Code was entered correctly before proceeding.
7. Complete the rest of the screens, choose a location, schedule the appointment and submit payment using a credit/debit card or e-check.

**Note:** The codes provided at the end of this letter are unique for each individual listed. Individuals must only use the codes provided above when scheduling a Fieldprint® appointment and may not share these codes with other individuals.

To avoid any delays in completing the full background check, please schedule a Fieldprint® appointment immediately. The preliminary background check begins as soon as the individual completes the digital fingerprint. The final eligibility determination may take up to 45 days to complete. If the individual has lived out of state in the last five years or checks are needed in multiple states, the final determination of eligibility may exceed 45 days.

For additional information about fingerprint-based background checks and answers to frequently asked questions, visit our website at [https://df.clicensing chc]. Should you need further assistance, you can contact the Child Care Background Unit by calling [608] 422-7400 or emailing DCFPLcBECRCBU@wisconsin.gov
What Should Providers Do Now?

• Enter all active individuals into the Child Care Provider Portal.

• Keep track of the Fieldprint Code Release Date.

• Make sure all individuals complete a fingerprint appointment within 30 days of receiving a Fieldprint Code.

• Make sure all individual information is accurate and entered into the portal, including address, email and phone number.

• Make sure to keep a Final Eligibility letter for each caregiver and noncaregiver employee at your center on file, or ensure you can access their profile in the portal upon a licensing visit.

dcf.wisconsin.gov
Where To Go for More Information

Visit the DCF website for Frequently Asked Questions
https://dcf.wisconsin.gov/ccbgcheck

Subscribe to receive DCF child care emails
https://dcf.wisconsin.gov/childcare/email-signup

Email the DCF Caregiver Background Unit
DCFPllicBECRCBU@Wisconsin.gov