Child Care Center Employee Fingerprint Check Requirements

* All licensed child care centers participating in Young Star or Wisconsin Shares are required to have fingerprint checks for caregiver employees on file.
* New federal requirements will require that all employees working in a child care setting have fingerprints background checks. Stay tuned for more information.

This requirement applies to background checks done by the Department on licensees and adult household members who are participating in YoungStar(YS). Licensees are expected to conduct fingerprint checks on caregiver employees. Programs that are not participating in Young Star are not required to have fingerprint checks completed. Any program not required to conduct fingerprint checks may do so by following the same procedures. Licensing staff will look for evidence of the required fingerprint check when reviewing staff files.

The requirement for an annual name-based Dept. of Justice (DOJ) check remains in place. You may use the fingerprint check to replace the name based check for 2015. In 2016 you would return to the annual name-based check. As always, licensing staff will review files to look for caregiver background checks. For non-YS programs, we will continue to look for name-based check results . For YS participating programs we will note the FBI results as well as the DOJ and response to caregiver background check letter when monitoring. **To reiterate, the requirement for a fingerprint check is a subsidy participation requirement, not a licensing requirement.**

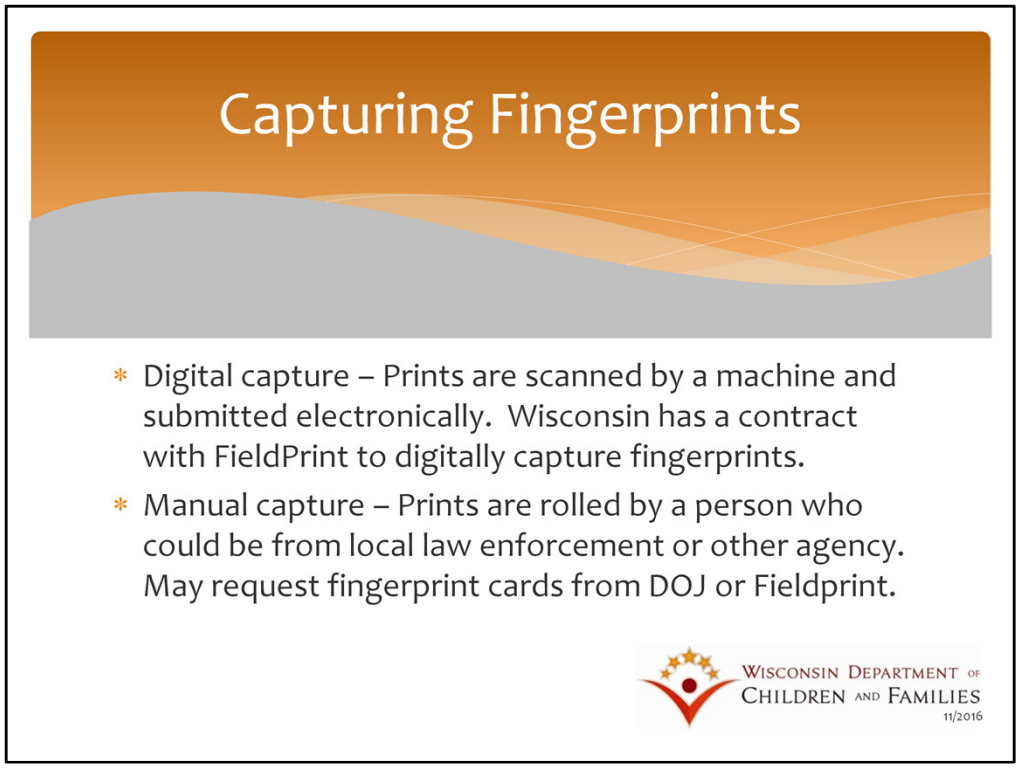
Time your scheduling of the fingerprint check so that it is done as close to (but prior to) the date the last name based check was done. If a fingerprint check is scheduled for after the last name-based check it will be longer than 1 year since a check was done and you will be in violation . If its done after the name-based check has been done, you will end up paying for both checks in the same year.

The Federal Child Care and Development Block Grant provides funding to the state for child care activities such as subsidy, TEACH scholarships, licensing program, etc. This block grant was recently reauthorized and contains many new provisions. One of the new provisions would require that **all** persons working in a child care center have a fingerprint background check. We still have many questions about what the federal requirements will be , so stay tuned for more information.

We use the DCF child care list serve to send out information so if you are not signed up already, please go to our website at http://dcf.wisconsin.gov/childcare/licensed/index.htm and click on the link to the list serve on the right side of the page.

The DOJ coordinates all fingerprint background checks whether done through FieldPrint or on fingerprint cards submitted directly to the DOJ. In order to request a fingerprint check, you must have a DOJ customer account. If you previously used a DOJ account to be billed for the background check, you may continue to use this account for the fingerprint checks. However, you must complete the application as a qualified entity under the National Child Protection Act https://www.doj.state.wi.us/sites/default/files/dles/cib-forms/record-check-unit/vca-reg-form.pdf in order to be approved for fingerprints. Call DOJ at **608-266-7780** or email them at CIBRecordCheck@doj.state.wi.us if you have questions about this process.

In the past, you may have paid for name-based checks using a credit card or personal check. This option is not available for fingerprint checks. The $34.50 charge for a fingerprint check is billed to the center attached to the account number and you access the results by signing into your account at DOJ.



There are 2 ways that fingerprints may be captured. Fingerprints can be captured digitally by placing each finger on a scanning machine or manually by having someone use ink to highlight your fingertips and roll each fingertip onto a card.

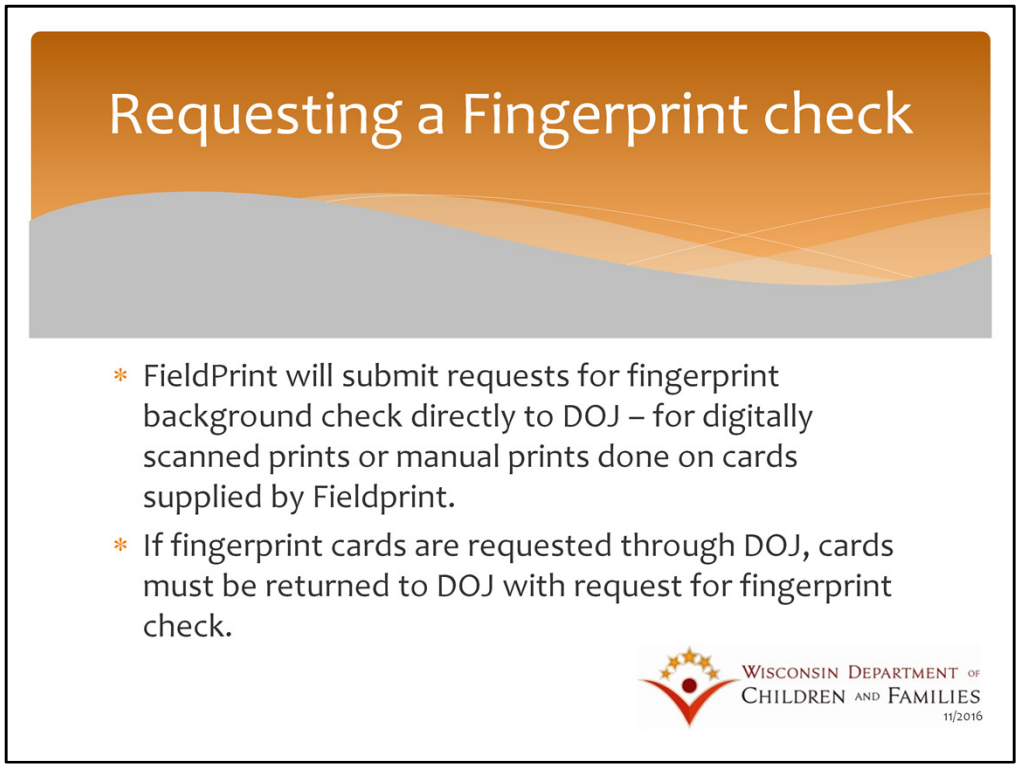
Digital captures are preferred for a variety of reasons including

- More accurate capture of print
- Don't have to worry about smearing the prints as with ink
- Can resubmit the print if necessary without having to go back and have them captured again
- Some people have fingerprints that it is difficult to capture with ink, however because the digital scan is more sensitive, you have a better chance of the print being able to be read with a digital scan.

WI has a contract with a company called Fieldprint (FP) to capture fingerprints and submit them to DOJ for processing. There is information on the DCF website on how to schedule an appointment to have fingerprints captured using FP. https://dcf.wisconsin.gov/files/ccregulation/cbc/how-to-employees.pdf FP capture locations are around the state. If you schedule an appointment and find that there isn't a FP office within a reasonable distance, you can request fingerprint cards from FP. You then take these cards to the local law enforcement agency to have them roll your prints. You will return the prints to Fieldprint who will submit them to DOJ.

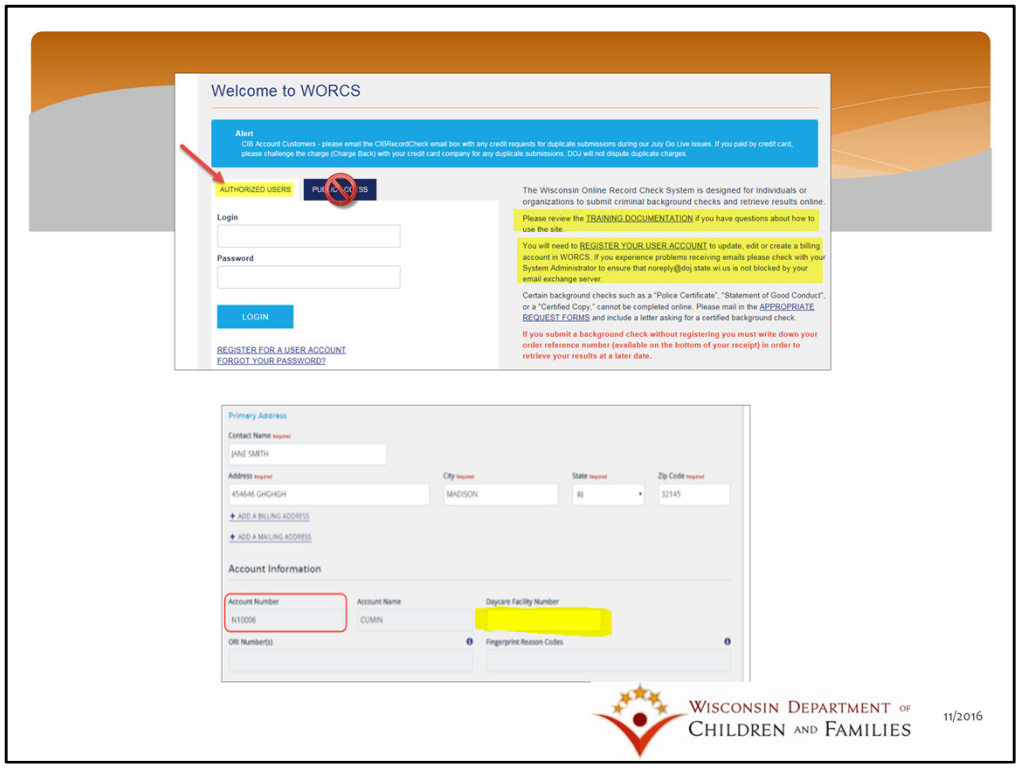
You may decide to work with your local law enforcement agency to manually capture fingerprints. If you choose to do so, recognize that even if the law enforcement agency has the capacity to capture fingerprints digitally, you will not be able to get the results of the fingerprint check. If you want to go to your local law enforcement agency, you request the fingerprint cards through DOJ, have your fingerprints rolled at the law enforcement agency and YOU must return the cards to the DOJ to request the fingerprint check. This is the only way that you will get the results of the check using manual fingerprints (unless you work with Fieldprint to obtain the cards). Law enforcement agencies are not required to offer a fingerprinting service to the public.

The cost of capturing fingerprints can vary. Fieldprint charges $7.75 to capture the prints. If you use local law enforcement to capture prints manually, you will pay any costs associated with the capture. We have heard that some law enforcement agencies charge up to $25 for each set of fingerprints rolled.



Directions on how to schedule an appointment for fingerprint capture with Fieldprint are on our website at https://dcf.wisconsin.gov/files/ccregulation/cbc/how-to-employees.pdf.
Things to keep in mind as you schedule the appointments

1. You will need the REASON CODE **FPWIChildCareEmployee** as on the instructions for scheduling a Fieldprint LiveScan Appointment.
2. You will need the center's DOJ account number
3. You will need the correct contact information for the business (as entered when you set up the account)
4. You will need a credit or debit card to cover the $7.75 cost of the fingerprint capture. There will be no refunds if an appointment is missed.
5. If an appointment needs to be canceled, be sure to do so at least 24 prior to the scheduled time or the $7.75 charge will not be refunded or applied to the rescheduled appointment.



In July 2016 the Department of Justice (DOJ) launched a new system for submitting and retrieving background checks. The new "Wisconsin Online Record Check System" (WORCS) allows account customers to:

- manage their account online (add users, update emails, etc.)
- pay bills online
- view and retrieve results for up to 6 months from the date of submission
- save the background check results as a pdf file

- ***Note: The Department of Justice is no longer sending paper invoices to programs to cover the costs of background checks. Invoices are only available on the WORCS website. Accounts may be suspended for unpaid invoices if providers do not remember to check the WORCS website for current invoices.***

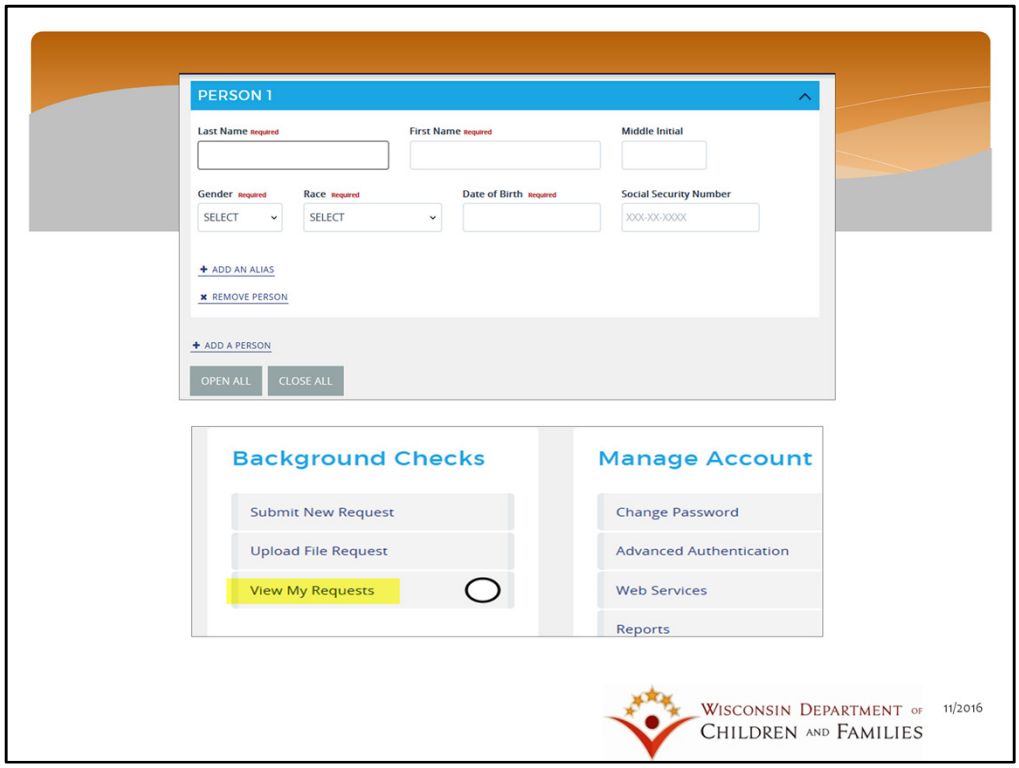
Conducting a name-based check using the PUBLIC ACCESS tab on the WORCS home page will not provide user with an option for conducting "Daycare" checks, as required, but rather "General" and "Caregiver" only. Licensees must use the "AUTHORIZED USERS" tab and select "Day care" as the request type. Although the steps for conducting an online request are outlined below, it is recommended licensees review the Department of Justice Training Documentation page for detailed instructions on setting up an account, submitting requests, managing users, etc. Training Documentation webpage: https://recordcheck.doj.wi.gov/Home/TrainingDocsGeneral

If your program/agency is establishing a DOJ online account for the first time, an account

administrator for your program will need to register for a user account: https://recordcheck.doj.wi.gov/and must follow the instructions in the billing account request link on the WORCS Training Documentation webpage: https://recordcheck.doj.wi.gov/Home/TrainingDocsGeneral.

The program's licensed Facility Number must be entered on the "Manager Account" screen in the "Daycare Facility Number" box. This will ensure any requests submitted under the program's DOJ account number are eligible to conduct "Day Care" background checks.

Once the account is established (with the "Daycare Facility Number") the administrator may add multiple users to the account. All users will need their own login ID and passwords. Do not share login IDs and passwords. Review DOJ's Training Documentation materials for step by step instructions before attempting to register for an account or add users: https://recordcheck.doj.wi.gov/Home/TrainingDocsGeneral.



Once an account with authorized users has been established, the user is able to submit name-based requests and view/retrieve name-based results and fingerprint-based results. Remember, users will be asked additional security questions in order to access fingerprint results.

Users submitting background check results should follow DOJ's instruction for submitting new requests located on the Training Documentation webpage:

https://recordcheck.doj.wi.gov/Home/TrainingDocsGeneral

If the name-based request is submitted online the requestor must log into WORCS to retrieve the results electronically. When submitting the name-based request online the results are typically available for printing immediately unless the name entered is so common that manual intervention is required. In that case, the response is generally received within 24 hours. The DOJ matches the information submitted with the adult criminal database (and juvenile criminal database, when appropriate) and electronically returns the form to the requestor's online account with either a designation of, "No Criminal History", or with an attachment that provides information about hits / records found.

Click on View My Requests:

Users retrieving results should follow DOJ's instructions for viewing my requests located on the Training Documentation webpagehttps://recordcheck.doj.wi.gov/Home/TrainingDocsGeneral.

Obtaining the results

* Results **must** be retrieved by going to your DOJ account and accessing the results for up to 6 months after the check was run.
* 3 different results will be shown. All 3 results will comprise the fingerprint-based background check.
* Results of the fingerprint check will replace the name-based check for the year in which the check was done.

11/2016

Fingerprint check results are usually available within 24 hours after the fingerprints were submitted. All fingerprint check results (whether the request was submitted through Fieldprint or directly to the DOJ) are available on the DOJ website. Remember to go into your account and print the copies of the results as the results will only be available on the DOJ website for 6 months after the check was completed.

- DOJ WORCS

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STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Request Date: 11/12/2016
Report Date: 11/12/2016

This criminal background check was performed by searching the following data submitted to the Crime Information Bureau

Name: [redacted]
Date of Birth: [redacted]
Alias Names: [redacted]

NOTICE TO EMPLOYERS

It may be a violation of state law to discriminate against a job applicant because of an arrest or conviction record. Generally speaking, an employer may refuse to hire an applicant on the basis of a conviction record only if the circumstances of the offense for which the applicant was convicted substantially relate to the circumstances of the particular job. For more information, see Statute 111.335 and the Department of Workforce Development's publication, Arrest and Conviction Records Under the Law.

- DOJ WORCS

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Scott Walker
Governor

Linda Seemeyer
Secretary DHS

State of Wisconsin
Department of Health Services

DIVISION OF ENTERPRISE SERVICES
1 WEST WILSON STREET
P.O. BOX 7850
MADISON WI 53707-7850
dhs.wisconsin.gov

Date: November 12, 2016
From: The Department of Health Services,
The Department of Children and Families and
The Department of Safety and Professional Services

Re: **Response to Caregiver Background Check**
[redacted]

On November 12, 2016, we received notice from the Department of Justice (DOJ) that you requested

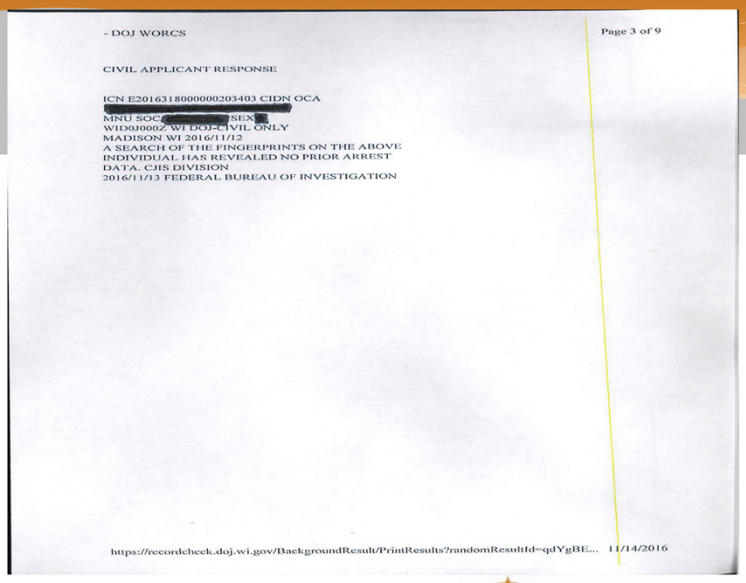
WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES 11/2016

You will see the results available for printing. All results are available for printing by clicking the results button. The results will include one document with three different documents included.

- The Department of Justice Crime Information Bureau report that is the report from the Criminal History Database maintained by the DOJ.
- The Department of Health Services Response to Caregiver Background Check that is the results of checks of various other databases maintained in WI.

(NOTE: Previously when retrieving results you needed to print each result separately. In the WORCS system, all results are printed consecutively by hitting the “Print Results” button.)

These 2 reports were required to show that a name-based check was done. While the results may look slightly different than previous, they contain the same information as before.



- DOJ WORCS

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CIVIL APPLICANT RESPONSE

ICN E201631800000203403 CIDN OCA
[redacted]
MNU SOC [redacted] SEX [redacted]
WIDOJ000Z WI DOJ-CIVIL ONLY
MADISON WI 2016/11/12
A SEARCH OF THE FINGERPRINTS ON THE ABOVE
INDIVIDUAL HAS REVEALED NO PRIOR ARREST
DATA. CJIS DIVISION
2016/11/13 FEDERAL BUREAU OF INVESTIGATION

https://recordcheck.doj.wi.gov/BackgroundResult/PrintResults?randomResultId=qdYgBE... 11/14/2016

WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES

11/2016

With a fingerprint check, when you click the Retrieve results button, you will also get the FBI results in a document that says DOJ WORCS CIVIL APPLICANT RESPONSE at the top. This result contains information from all states on any criminal convictions for that individual contained in the FBI database.

Print the results of the fingerprint check and place them in the file as proof that the fingerprint check was conducted. Because the results include the DOJ report as well as the DHS Response to Caregiver Background Check, a name-based check will not need to be completed for the year following the date of the fingerprint check. Resume conducting the annual name-based check the following year.

Cost for fingerprint check

* Each fingerprint check done will cost $30. This includes the DOJ name-based check, the Report from the Department of Health Services and the FBI check. Cost for each check done will be billed to the DOJ account for the licensee.
* Fingerprint capture fees vary depending on who does the capture.

Wisconsin Department of Children and Families

11/2016

If you use FieldPrint to capture fingerprints digitally, the fingerprint capture cost is $7.75. This fee will need to be paid by credit or debit card at the time the appointment is made. The fee is non-refundable unless the appointment is canceled more than 24 hours prior to the original appointment time. Fingerprint capture fees charged by other agencies may vary and are the responsibility of the center.

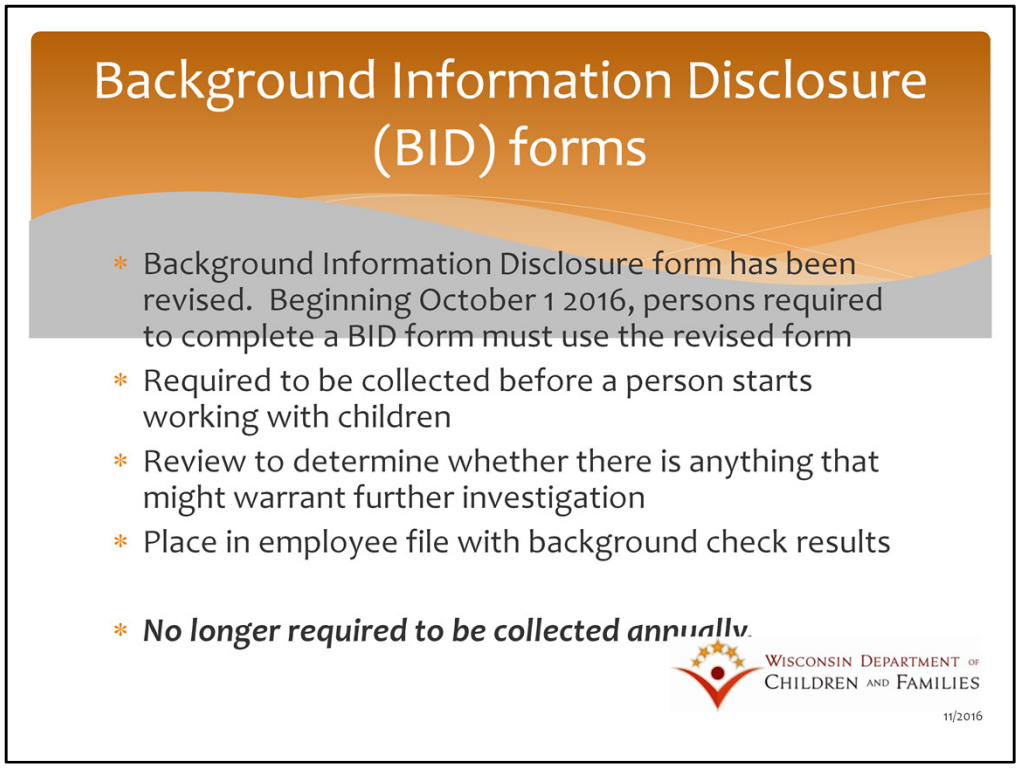
Interpreting the Results

- Use the crimes table found on DCF internet website to look for any convictions that would bar a person from working in a child care center.
- Consider whether other convictions that do not result in a bar are substantially related to the job the person will do.
- Convictions that happen somewhere other than WI must be investigated same as WI convictions.

Wisconsin Department of Children and Families

11/2016

- The Crimes Table can be found at this link: https://dcf.wisconsin.gov/files/ccregulation/cbc/crimes-table.pdf. The Department has developed a form called the Caregiver Background Checks – Substantially Related Investigation Report to help determine whether a conviction substantially relates to the job the person will preform for the center. While not required, a center may use this form to document the investigation that was conducted when a conviction appears on a person's record. The form can be found at this link: https://dcf.wisconsin.gov/files/forms/pdf/2261.pdf
- The Department of Justice has information on reading a DOJ report on their website at this link: https://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information#readrecord
- DCF has a website that includes the responses for frequently asked questions regarding background checks and links to other information. The DCF Caregiver Background Check website may be found at this link: https://dcf.wisconsin.gov/files/ccregulation/cbc/cbc-faq-cbcs.pdf



Effective with the passage of the budget in July 2015, collection of an annual BID form is no longer required. This means that centers no longer have to collect a completed BID form from employees every year and licensees and household members no longer need to submit a BID form annually to the Department. However, the requirement for an annual background check remains in place. Centers must continue to conduct a name-based background check on all employees every year even though they no longer must collect the BID form.

The BID form has been revised. Beginning Oct 1 2016 any person required to complete a BID form must use the revised form that can be found at this link: https://dcf.wisconsin.gov/cclicensing/cbc-forms-pubs

Remember that the fingerprint check will replace the name-based check for the year after the fingerprint check was done. After that a name-based check is required annually.

Where to go for help

* DCF caregiver background check – CBU phone 608-266-8001 or website: https://dcf.wisconsin.gov/cclicensing/cbc
* DOJ record check phone 608-266-7780 or website https://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information
* Fieldprint phone 877-614-4364, email customerservice@fieldprint.com or website: http://www.fieldprintwisconsin.com/

Wisconsin Department of Children and Families 11/2016