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Governor Scott Walker
Secretary Eloise Anderson

Division of Early Care and Education
Bureau of Early Care Regulation

December 19, 2013

To: Family Child Care Licensees
Group Child Care Licensees
Day Camp Licensees

BECR MEMO 2013-07

From: Erin Mancoske-Anderson, Acting Director
Bureau of Early Care Regulation

A handwritten signature in black ink, appearing to read "Erin Mancoske-Anderson".

RE: 2013 Wisconsin Act 20 Changes to Caregiver Background Checks
Fingerprint-based Criminal Background Checks

On June 30, 2013, Governor Walker signed Wisconsin Act 20 into law, which is the executive budget for the 2013 legislature. The law took effect on July 2, 2013 and included, in part, a change to the caregiver law that requires a one-time fingerprint-based criminal background check for licensees, adult household members and caregiver employees of programs that are receiving or eligible to receive payments from Wisconsin Shares.

One-Time Fingerprint-based Criminal Background Check Requirement

- **Licensee(s) and Adult Household Members** – Under the provisions of the new law, all licensees and adult household members of a child care center currently receiving or eligible to receive Wisconsin Shares payments will be required to submit fingerprints to the Department for the purpose of a national and state criminal background check. If the individual had a fingerprint check conducted by the department due to residing out of state, they will not be required to submit fingerprints again to meet this new requirement.
- **Employees** – Licensees of a family or group child care center or day camp that is receiving or eligible to receive Wisconsin Shares payments will be responsible for obtaining and submitting fingerprints for all adult caregiver employees to the Wisconsin Department of Justice for the purposes of the one-time national and state criminal background check.

Implementation of the provisions of the new law

The department intends to begin implementation of the fingerprint provision in 2014 and will provide the detailed information ahead of time for licensed child care programs subject to the new law to comply. If you have questions about this change to the caregiver background check law, please contact the Caregiver Background Unit at (608) 266-8001 or DCFplicBECRCBU@wisconsin.gov.