



Caregiver Background Unit  
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Governor Scott Walker  
Secretary Eloise Anderson

Division of Early Care and Education  
Bureau of Early Care Regulation

June 30, 2014

**BECR Memo 2014-04**

**TO:** Licensed Child Care Providers receiving or wishing to receive Wisconsin Shares Child Care Subsidy Payments

**FROM:** Mark Andrews, Director  
Bureau of Early Care Regulation

**RE:** Fingerprint-based background checks for licensees and adult household members

A handwritten signature in blue ink that reads "Mark Andrews".

Beginning July 9 and continuing through August 2014, all child care licensees currently participating in the YoungStar program will receive information on how to submit fingerprints to conduct a background check.

#### **New Law**

In 2013, a law was enacted that requires all regulated child care programs serving or wishing to serve children in the WI Shares child care subsidy program to submit to a one-time only fingerprint check for the licensee and all adult household members. (Licensees are required to conduct fingerprint checks on all employees as instructed in BECR memo 2014-03 dated June 23 2014.)

#### **Timeframe for Compliance**

No later than December 31, 2015, all licensees and adult household residents in child care programs either currently receiving or wishing to receive Wisconsin Shares Child Care subsidy payments must have a one-time only fingerprint-based background check on file with the Department of Children and Families (DCF) Caregiver Background Unit.

#### **What You Need To Do Next**

DCF currently conducts a name-based Department of Justice (DOJ) background check for all licensees and household members annually. The letter you will receive this summer will identify the date of the last DOJ check for the licensee and any adult household members associated with the center. These dates will be indicated on the last page of the letter as shown below. Prior to when the next annual background check is due, you may choose to have the one-time only fingerprint check done instead of the annual name-based check. If you do so, you will pay \$34.50 and save the additional \$10 cost associated with the name-based check.

If you would like to use the one-time only fingerprint check in place of the annual name-based check, please make sure that fingerprints are submitted at least 2 weeks prior to the date when

the next name-based check is due to be run. (That is one year after the date of the last check, as indicated on the form).

<b>Name:</b> APPLICANT, ANDY	<b>DOB:</b> 01/01/1981
<b>Fieldprint Code:</b> FPWIDCFLicensee	<b>Reference Code:</b> AP2000029
<b>Date of last DOJ:</b> 12/03/2013	

  

<b>Name:</b> APPLICANT, ANNA	<b>DOB:</b> 01/01/1966
<b>Fieldprint Code:</b> FPWIDCFLicensee	<b>Reference Code:</b> AP2000028
<b>Date of last DOJ:</b> 10/29/2013	

When you receive the letter, please review the listed name(s) for accuracy. If the individuals listed on the last page are incorrect for any reason, please contact the Caregiver Background Unit (CBU) to update our records with the correct information. For corporations and churches, if the individual listed is no longer the board president or chairperson or, the individual is no longer a board member who was designated by the broad president or chairperson, please contact the CBU with updated information.

DCF has posted the answers to some frequently asked questions related to fingerprint-based checks as well as guides on how to schedule fingerprint appointments on its website at the following link: <http://dcf.wisconsin.gov/cclicensing/cbc>. Please contact the CBU with any additional questions at [DCFPLicBECRCBU@wisconsin.gov](mailto:DCFPLicBECRCBU@wisconsin.gov) or 608-266-8001.