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Governor Scott Walker  
Secretary Eloise Anderson

Division of Early Care and Education  
Bureau of Early Care Regulation

August 12, 2015

**BECR Memo 2015-01**

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

From: Mark Andrews, Director  
Bureau of Early Care Regulation

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

RE: Caregiver Background Check Updates

### **Annual Background Information Disclosure (BID) Form**

On July 13, 2015, Governor Walker signed the biennial budget bill for state fiscal years 2015-2017. The budget included a provision that immediately eliminated the requirement to complete BID forms annually. This provision applies to BID forms submitted annually to the Department of Children and Families and the BID forms completed annually by caregiver employees of licensed programs. **The requirement to collect a BID form prior to licensure or employment remains in effect for all applicants for a license, household members 12 years of age and older, and all caregiver employees.**

***Effective immediately***, licensees, household members, and child care center staff are no longer required to complete BID forms every 12 months. ***BID forms must still be completed and submitted to the department by the next business day when:***

- there is a change in the board chairperson;
- a minor between 12-17 becomes a household member;
- there is a new adult household member; or
- a current household member turns age 12.

Additionally, centers must continue to obtain a completed BID form prior to allowing a new employee to begin working with children.

### **Annual Caregiver Background Checks**

The biennial budget bill did not change caregiver background check requirements. Licensed child care centers and day camps must continue conducting complete caregiver background checks within 60 days of employment and annually thereafter for all adult caregiver employees. The department will continue to conduct all initial and annual caregiver background checks for applicants, licensees, household members, and minor caregiver employees between 12 and 17 years of age.

### **One-Time Fingerprinting Requirements**

The biennial budget bill did not change the one-time fingerprint background check requirement for providers receiving or wishing to receive Wisconsin Shares child care subsidy payments. All licensees, adult caregiver employees, and adult household members of child care and day camp programs participating in YoungStar must complete a one-time fingerprint-based background check **by December 31, 2015**, to continue receiving or remain eligible to receive Wisconsin Shares payments. For information on how to conduct fingerprint-based background checks, please visit our website: <http://dcf.wisconsin.gov/clicensing/cbc>.

**Federal Child Care and Development Block Grant (CCDBG) Background Checks**

In November 2014, the reauthorization of the CCDBG was signed into law. It contains provisions that will affect Wisconsin's current criminal background check process and requirements. The impact and implementation of these changes is currently under review. The department will provide additional information as it becomes available.

If you have any questions on the Caregiver Background Check process, please contact the Caregiver Background Unit at 608-266-8001 or [DCFPlcBECRCBU@wisconsin.gov](mailto:DCFPlcBECRCBU@wisconsin.gov).