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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 2015-02**

To: Certified Operators

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 Background Information Disclosure (BID) forms annually. The requirement to collect a BID form prior to certification remains in effect for all certification applicants, household members at least 12 years of age and older, and for all caregivers.

Effective immediately, certified operators, household members, and caregivers in certified settings are no longer required to complete BID forms every 12 months. BID forms must still be submitted at initial application and by the next business day when:

- a person 12 years of age or older becomes a household member;
- a current household member turns age 12;
- a new prospective caregiver(s) is seeking approval from the certification agency; or
- there is a change in the board chairperson (i.e. certified school-age programs).

### **Annual Caregiver Background Checks**

The biennial budget bill did not change caregiver background check requirements. Certification agencies will continue to conduct all initial and annual caregiver background checks for applicants for certification, certified operators, adult household members, and other caregivers. Certification agencies will also continue to conduct background checks for all prospective employees/volunteers in certified settings before employment or volunteer work commences.

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

The biennial budget bill did not change the fingerprint requirement for providers receiving or wishing to receive Wisconsin Shares child care subsidy payments. All certified operators, adult caregiver employees, and adult household members of child care operators 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.

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

In November 2014, the reauthorization of the CCDBG was signed into law. The reauthorization 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.

Questions on the caregiver background check process for certified operators may be directed to [the certification agency](#).