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Governor Scott Walker
Secretary Eloise Anderson

Division of Early Care and Education
Bureau of Early Care Regulation

November 12, 2015

BECR Memo 2015-03

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, appearing to read "Mark Andrews".

RE: Department Will Discontinue Paying Fieldprint Fingerprint Capture Fee

Beginning in 2013 and continuing throughout 2014 and 2015, the Department of Children and Families (DCF) issued memorandums regarding the one-time fingerprint-based caregiver background check requirement for all licensees, adult caregiver employees, and adult household members of child care and day camp programs participating in YoungStar. **This requirement must be met by December 31, 2015 to continue receiving or remain eligible to receive Wisconsin Shares payments.** DCF contracted with Fieldprint to collect digital fingerprints to meet this requirement and has covered the cost (\$7.75 per set of fingerprints) for those providers using Fieldprint's digital fingerprint capture service.

Because all licensees, current caregivers and adult household members should be in compliance with the one-time fingerprint check requirement, DCF will discontinue paying Fieldprint's fingerprint capture fee as of December 31, 2015. This means that DCF will not cover the fingerprint capture fee of \$7.75 per set of fingerprints for any Fieldprint appointments scheduled on or after January 1, 2016.

Licensees are urged to complete the required one-time fingerprint-based background checks as soon as possible and no later than December 31, 2015 to avoid any disruption in eligibility to receive Wisconsin Shares payments.

If you have any questions, please contact the Caregiver Background Unit at 608-266-8001 or send an email to DCFplicBECRCBU@wisconsin.gov. Information on scheduling an appointment with Fieldprint can be found at <http://fieldprintwisconsin.com/>.