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Governor Scott Walker
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Division of Early Care and Education
Bureau of Early Care Regulation

May 18, 2018

BECR Memo 2018-02

To: Certified Child Care Operators

From: Mark E. Andrews,
Director
Bureau of Early Care Regulation

RE: Changes to Background Checks

A handwritten signature in blue ink that reads "Mark E. Andrews". The signature is written in a cursive style with a long horizontal flourish at the end.

In 2014, Congress reauthorized the Child Care and Development Block Grant (CCDBG) for the first time since 1996. In response to the new federal rules the department began planning for changes related to background checks required for child care certification. The purpose of this memo is to provide you with information about these changes.

Currently, local certification agencies conduct background checks on all individuals subject to background check requirements, including applicants, certified operators, household members and other caregivers in certified child care programs. In Milwaukee County, background checks are conducted by the department's Bureau of Early Care Regulation. Additionally, certified child care programs participating in the YoungStar Quality Rating and Improvement Program are required to do a one-time fingerprint-based background check for all those subject to a background check.

NEW REQUIREMENTS

Under the new federal requirements, the department will conduct all background checks required for certified operators, household members, applicants, employees and other caregivers in certified child care programs. The department will conduct the background checks and review the results to determine if an individual is eligible to be certified, reside in or work in a certified child care program.

Beginning on October 1, 2018, any new prospective employees or new prospective household members requesting to reside or work in an existing certified child care program must complete a fingerprint-based background check and receive, from the department, a preliminary eligibility approval prior to residing in or beginning to work with supervision in a certified child care program. A final determination that includes additional background checks will be made within 45 days of the background check request. An individual may begin residing in or working in a certified program without supervision once the final eligibility determination has been made.

Certified operators will request a background check for prospective employees and prospective household members by contacting their local certification agency. The local certification agency

will submit the request and information required for a background check to DCF. DCF will provide the individual instructions for completing a fingerprint-based background check. When the results of the check have been reviewed, DCF will provide the local certification agency, and the subject of the search, the preliminary and final background check eligibility determination.

Beginning in the summer of 2019, the department will begin conducting background checks, including fingerprint-based background checks and annual name-based checks on all existing certified operators, household members, employees, and other caregivers currently working in certified child care programs.

DCF has developed a web page that contains information on the new background checks process. We encourage certified child care operators to visit the web page frequently to learn more about the coming changes. The web page can be found here:

<https://dcf.wisconsin.gov/cclicensing/cbc-updates>

More information will be coming as we get closer to the October 1, 2018, implementation date. If you have not yet signed up to receive DCF emails you can subscribe here:

<https://dcf.wisconsin.gov/childcare/email-signup>