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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 2018-03

To: Family Child Care Licensees
Group Child Care Licensees
Day Camp Licensees
School District operated programs participating in YoungStar

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

A handwritten signature in blue ink, appearing to read "Mark E. Andrews".

RE: Changes to Background Checks

In 2014, with the reauthorization of the Child Care and Development Block Grant (CCDBG), the Department of Children and Families (DCF) began planning for changes to the background checks that are required for child care center licensees, non-client residents and employees. The purpose of this memo is to provide information about these changes.

Currently DCF does background checks on all applicants for a license, household residents and minor employees. Licensees and license-exempt school district operated programs do background checks on employees. Programs participating in the YoungStar Quality Rating and Improvement System are required to do a one-time only fingerprint based background check for all those subject to a background check.

NEW REQUIREMENTS

Under the new CCDBG requirements, DCF will conduct all background checks required for licensees, household residents and employees of a licensed child care program and for any license-exempt school district operated programs that are participating in YoungStar. DCF will determine if an individual is eligible to hold a license to operate, reside in or work for a child care program.

Beginning October 1, 2018, any prospective employee or new or prospective household member must have completed a fingerprint-based background check and received preliminary eligibility approval from DCF prior to residing in or beginning to work under supervision at a child care program. A final determination that includes additional checks will be made within 45 days after DCF receives the fingerprint check results. An individual may begin working at or residing in a program without supervision once the final eligibility determination has been made. Programs may request a background check for prospective employees though the Child Care Provider

Portal (<https://mywchildcareproviders.wisconsin.gov/login?DcfReturnUrl=%2F>) and may return to the portal to obtain preliminary and final eligibility determinations. For those centers that do not have internet access, requests may also be made through the Department's Caregiver Background Unit. The individual and the center will receive a written notification of eligibility as well.

WHAT TO DO NOW

All licensees who anticipate having new employees after October 1, 2018 will need to have access to the Child Care Provider Portal (CCPP) to request background checks. The CCPP is used to view any Wisconsin Shares authorizations. A program that does not currently have access to the CCPP may request access at <https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>

Information contained in The Registry's provider profile related to child care program staff will be used to populate the list of employees at a child care center in the new background check database. If your program does not currently have a program profile, we encourage you to create one on the Registry's website: <http://www.the-registry.org/ProgramProfile/Overview.aspx>. Please check that all staff who have Registry accounts are listed in your program profile and that names, birthdates and last five digits of a social security number are correct. This will help ensure the correct information is transmitted to DCF.

DCF has developed a fact sheet that describes the changes to the background check process beginning October 1, 2018. A copy of the fact sheet is attached. In addition, DCF developed a web page that contains information on the new background check process. We encourage programs to visit the web page frequently to learn 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 child care emails, you can subscribe here: <https://dcf.wisconsin.gov/childcare/email-signup>