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

August 13, 2018 (Amended 8-17-18)

BECR Memo 2018-09

To: Family Child Care Licensees  
From: Mark E. Andrews, Director  
Bureau of Early Care Regulation  
RE: Background Check Update

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

In 2014, with the reauthorization of the federal 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 family child care center licensees, household residents and employees. The purpose of this memo is to provide information regarding these changes, which will be phased in beginning October 1, 2018.

### **BACKGROUND CHECK CHANGES BEGINNING ON OCTOBER 1, 2018**

Currently, DCF conducts background checks on all applicants for a family child care license, licensees, household residents and minor employees. Licensees conduct background checks on employees. Programs participating in the YoungStar Quality Rating and Improvement System have been required to conduct a one-time only fingerprint-based background check for all those subject to a background check. This is about to change.

As described in the [Background Check Memo 2018-03 Issued 05/2018](#), beginning October 1, 2018, DCF will begin conducting background checks for all family child care employees while continuing to conduct checks of family child care license applicants, licensees, and household residents. If a family child care licensee intends to hire a new employee or have a new person reside in the family child care home on or after October 1, 2018, the licensee will need to submit a background check request to DCF. **This background check will be initiated with a fingerprint capture for any new employee or household resident, regardless of whether the program is participating in YoungStar.**

DCF will make the determination as to whether an individual is eligible to work for or reside in a child care program. Persons seeking employment or household residence must have completed the fingerprint-based background check initiated by DCF and received preliminary eligibility approval from DCF prior to residing in or beginning work under supervision at a child care center. Preliminary eligibility should be determined within 7 days of receipt of the fingerprint results by DCF and a final eligibility determination based on additional checks will be made by DCF within 45 days of receipt of the fingerprint results. Once the final eligibility determination has been made, DCF will inform the licensee as to whether an individual may continue to reside or work in a program.

## **REQUIREMENTS FOR INDIVIDUALS CURRENTLY LICENSED, RESIDING IN OR WORKING AT A CENTER, BEGINNING IN 2019**

Beginning in 2019, DCF will be phasing in the new background check requirements for existing family child care licensees, household residents and employees. DCF will begin conducting background checks on current employees (hired prior to 10/1/18) and will notify licensees when these background checks are due. Licensees should consider the costs of these background check fees for all employees when budgeting for 2019-2020.

DCF recommends that family child care licensees continue conducting the annual name-based background checks on current employees until notified that DCF will begin taking over the background checks for the center.

The [DCF Background Check Fact Sheet](#) has more detailed information on the new requirements.

### **HOW TO REQUEST A BACKGROUND CHECK FROM DCF**

Starting on October 1, 2018, all licensees will need to have access to the Child Care Provider Portal (CCPP) to request background checks (<https://mywchildcareproviders.wisconsin.gov/login>). After submitting a request, licensees may return to the portal to obtain preliminary and final eligibility determinations. The individual and the center will receive a written notification of eligibility as well. For those centers that do not have internet access, requests may also be made through the Department's Caregiver Background Unit.

### **WHAT YOU CAN DO NOW**

A licensed program that anticipates having new employees after October 1, 2018 and 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 Registry 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 Registry program profile and that names, birthdates and last five digits of a social security number are correct. This will help ensure that the correct information is transmitted to the Child Care Provider Portal after October 1, 2018.

### **WHERE TO FIND OUT MORE**

For more information on how the changes in the background check process will affect your child care program and the implementation timeline for these changes, please visit our website at <https://dcf.wisconsin.gov/cclicensing/cbc-updates>. We will continue to provide updates and add additional detail to the FAQs 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>.

DCF is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, contact the Bureau of Early Care Regulation at [dcfclicreg@wisconsin.gov](mailto:dcfclicreg@wisconsin.gov), 608-421-7550 (general), or the Wisconsin Relay Service (WRS) 711. For civil rights questions call 608-422-6889 (general) or the Wisconsin Relay Service (WRS) 711.