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Governor Scott Walker  
Secretary Eloise Anderson

Division of Early Care and Education  
Bureau of Early Care Regulation

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

BECR Memo 2018-11

To: License Exempt Public School 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: Background Check Update

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 child care licensees and license exempt public school programs, 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, license exempt public school programs participating in the YoungStar Quality Rating and Improvement System conduct all employee background checks, including the one-time only fingerprint-based 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 employees of public school programs participating in YoungStar. If a public school program intends to hire a new employee on or after October 1, 2018, the program will need to submit a background check request to DCF and DCF will make the determination as to whether an individual is eligible to work for the public school child care program.

Persons seeking employment must have completed the fingerprint-based background check initiated by DCF and received preliminary eligibility approval from DCF prior to beginning work under supervision at the child care program. 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 program as to whether an individual may continue working at the program.

## **REQUIREMENTS FOR EMPLOYEES CURRENTLY WORKING IN A PUBLIC SCHOOL PROGRAM, BEGINNING IN 2019**

Beginning in 2019, DCF will begin conducting background checks on current employees (individuals hired prior to 10/1/18) and will notify programs when these background checks are due. DCF recommends that public school programs continue conducting the annual name-based background checks on current employees until notified that DCF will begin taking over the background checks for the program.

Please refer to the [DCF Background Check Fact Sheet](#) for more information on the new requirements.

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

Starting on October 1, 2018, all programs 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, programs may return to the portal to obtain preliminary and final eligibility determinations. The individual and the program will receive a written notification of eligibility as well. For those without internet access, requests may also be made through the Department's Caregiver Background Unit.

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

A 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 in a program 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 [dcfclireg@wisconsin.gov](mailto:dcfclireg@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.