



201 East Washington Avenue, Room E200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-421-7550
Fax: 608-422-7156
WRS: 711

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 2018-12

To: Certified Child Care Operators Located in Milwaukee

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

A handwritten signature in blue ink that reads "Mark E. Andrews".

RE: Background Check Update

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 related to background checks required for child care certification. The purpose of this memo is to provide certified child care operators in Milwaukee County with information regarding these changes, which will be phased in beginning October 1, 2018.

Currently only those certified child care programs participating in the YoungStar Quality Rating and Improvement Program are required to complete a one-time fingerprint-based background check for all individuals subject to a background check. This is about to change.

REQUIREMENTS FOR *NEW* INDIVIDUALS EFFECTIVE OCTOBER 1, 2018

DCF will continue to conduct the background checks required for new applicants, household members, employees, and caregivers. If a certified operator intends to hire a new employee/volunteer/substitute or have a new person reside in the program on or after October 1, 2018, the operator will need to submit a Background Check Request form, which replaces the Background Information Disclosure form. This form will be required for everyone age 10 and older and can either be submitted utilizing the Provider Portal, to the Caregiver Background Unit, or Southeastern Regional Office. After the request form is submitted, the department will send any individual who is age 18 or older instructions for completing a fingerprint-based background check. Effective October 1, 2018 the fingerprint-based background check is required regardless of whether the certified child care program is participating in YoungStar.

DCF will review the results of the fingerprint-based background check and other checks required under the law and make the determination as to whether an individual is eligible to work in or reside in a certified child care program. Persons seeking employment or household residence must have completed a fingerprint-based background check and received preliminary eligibility approval from DCF prior to residing in or beginning work under supervision at a 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 after receiving the fingerprint results. Once the final eligibility determination has been made, usually within 45 days, DCF will inform the certified operator whether an individual may continue to reside or work in a program.

REQUIREMENTS FOR INDIVIDUALS CURRENTLY CERTIFIED, RESIDING IN OR WORKING IN A CERTIFIED CHILD CARE PROGRAM BEGINNING IN 2019

The department will continue to conduct annual background checks on all existing certified operators, household members, employees, and other caregivers currently working in certified child care programs. The fingerprint-based check is required, under CCDBG, initially and every 5 years thereafter. The department will notify existing Milwaukee certified operators when they or other individuals age 18+ associated with their child care program are due for a fingerprint-based background check and will provide new/updated instructions for scheduling a Fieldprint appointment.

The current cost of a fingerprint-based background check is \$30 plus a Fieldprint fingerprint capture fee of \$7.75. Individuals needing to complete a Fieldprint appointment will be required to pay \$37.75 online when scheduling a Fieldprint appointment. The current cost of the annual name-based Department of Justice check is \$10. Certified operators should consider the cost of these background check fees when budgeting for 2019-2020.

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>