



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 2018-13

To: Certified Child Care Operators  
(Balance of State, Excluding Milwaukee)

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 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 you with information regarding these changes, which will be phased in beginning October 1, 2018.

Currently, local certification agencies (counties, tribes, and subcontracted 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. 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 those subject to a background check. This is about to change.

### **REQUIREMENTS FOR NEW INDIVIDUALS EFFECTIVE OCTOBER 1, 2018**

As described in [Background Check Memo 2018-02](#), issued 5/2018, beginning October 1, 2018 DCF will conduct the background checks required for new applicants and new household members, employees, and caregivers. If a certified operator intends to hire a new employee/volunteer/substitute or have a new person age 10 or older reside in the program on or after October 1, 2018, the operator will need to submit a Background Check Request form to the local certification agency who will submit the request to DCF for processing. This form replaces the Background Information Disclosure form. 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 as to 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**

Beginning in 2019, the department will start conducting annual background checks on all existing certified operators, household members, employees, and other caregivers currently working in certified child care programs. The department will notify existing operators when they or other individuals age 18+ associated with their child care program are due for a fingerprint-based background check. The fingerprint-based check is required initially (even if previously conducted to meet Wisconsin Shares requirements) and every 5 years thereafter.

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/clicensing/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>