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Governor Scott Walker  
Secretary Eloise Anderson

Division of Early Care and Education  
Bureau of Early Care Regulation

September 27, 2018

BECR Memo 2018-16

To: Certified Family Child Care Operators  
Certified School-Age Programs

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

A handwritten signature in black ink that reads "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 certified child care applicants/operators, household residents and employees. This memo is the third in a series of informational memos regarding these changes, which will be phased in beginning October 1, 2018.

**Background Check Changes are Coming Soon**

As described in the Background Check Memos 2018-13 and 2018-12, starting October 1, 2018, DCF will begin implementing the new background check requirements by conducting background checks for certification applicants, new household residents and new employees. At the time of the initial background check and then every five years thereafter, an FBI fingerprint-based background check will be conducted on persons subject to the background check requirement, regardless of whether they have had a fingerprint check done in the past.

Existing certified child care programs that intend to hire a new employee or have a new person reside in the family child care home on or after October 1, 2018 will need to submit the background check request to DCF through the Child Care Provider Portal (CCPP) and receive a preliminary eligibility determination from DCF before the individual can reside in or begin working under supervision at the child care program.

Beginning in summer of 2019, DCF will be phasing in the new background check requirements for existing certified operators, existing household residents and existing employees. Certified operators will be notified by DCF when these background checks are due and will provide instructions at that time.

Certified operators will be responsible for the cost of the background check and should consider the costs when budgeting for 2019-2020.

### **Changes to Fieldprint Codes**

As the new background check changes are phased in, DCF will send updated Fieldprint instructions to applicants, operators, adult household members and employees that will include a new Fieldprint code and a unique Reference Code that is to be used only by the specific individual named in the instructions. If an individual schedules a Fieldprint appointment using a Reference Code that is not assigned to them in the Fieldprint instructions document, or enters an incorrect Reference Code, the background check will not be processed and this will delay the preliminary eligibility determination needed to reside or work in the certified child care program.

**Please take note that the Fieldprint code currently used to schedule a fingerprint scan appointment (FPWICertification) cannot be used to schedule a Fieldprint fingerprint scan appointment after September 30, 2018.**

The cost of the FBI fingerprint-based background check is \$37.75. The individual will pay the cost of the background check at the time the fingerprint appointment is made online at [Fieldprintwisconsin.com](http://Fieldprintwisconsin.com), using a credit card or electronic check. This covers the cost of the fingerprint capture through Fieldprint (\$7.75) and the cost of the fingerprint-based background check (\$30).

### **Background Check Request (BCR) Form**

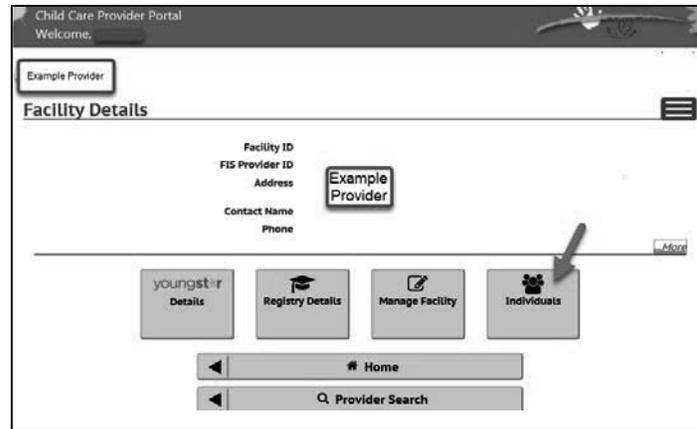
Effective October 1, 2018, the Background Information Disclosure (BID) form will be replaced with a Background Check Request (BCR) form [DCF-F-5296-E], and is required for individuals age 10 and over. The BCR form must be completed and submitted initially and every 5 years thereafter. The information provided on the BCR form will be used to initiate required background checks. Certified operators are strongly encouraged to use the Child Care Provider Portal when submitting a background check request to the department rather than submitting paper BCR forms to the certification agency. Using the portal to submit information needed to initiate a background check streamlines the background check process for the certified operator, subject of the search, certification agencies and the department's background check unit.

### **How to Request a Background Check from DCF**

Starting on October 1, 2018, all certified operators will access the [Child Care Provider Portal \(CCPP\)](#) to request background checks for prospective household residents and prospective employees. Many certified operators already have access to the CCPP and have used it to view MYWICChildCare EBT payment information, as well as regulatory and YoungStar information. Child care providers that do not yet have access to the CCPP should [apply for access](#) now and become familiar with the portal: [www.dcf.wisconsin.gov/childcare/provider-portal/ccpp-access](http://www.dcf.wisconsin.gov/childcare/provider-portal/ccpp-access).

Through the CCPP, certified operators can submit a Background Check Request for a new individual, update an existing individual's record, and return to the portal to obtain preliminary and final eligibility determination notices in real time. Certified operators may update information in the portal at any time. This functionality in the portal and the Individuals button will be available October 1, 2018.

*New Child Care Provider Portal Functionality Coming 10/1/18:*



For those certified operators that do not have computer access, the CCPP can be accessed using a smartphone. Background Check Request forms may also be obtained by accessing the certification forms page on the DCF website ([www.dcf.wisconsin.gov/cccertification/ccformspubs](http://www.dcf.wisconsin.gov/cccertification/ccformspubs)), by contacting the DCF Caregiver Background Unit (608-422-7400) or your certification agency.

### **Child Care Program Policy and Procedure Updates**

Although not required, DCF urges certified child care programs with employees to create or update hiring and background check policies and procedures to outline how the new background check changes will impact employees and to clarify who is responsible for the background check fees.

### **Where to Get More Information**

Please visit our website at [www.dcf.wisconsin.gov/cclicensing/cbc-updates](http://www.dcf.wisconsin.gov/cclicensing/cbc-updates) 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. It is important to check the website frequently as we will continue to provide updates and add additional detail to the FAQs. If you have not yet signed up to receive DCF child care emails, you can subscribe here: [www.dcf.wisconsin.gov/childcare/email-signup](http://www.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.