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Division of Early Care and Education
Bureau of Early Care Regulation

September 27, 2018

BECR Memo 2018-17

To: License Exempt Public School Programs Participating in YoungStar

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 employees of license exempt public school child care programs. 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 Memo 2018-11 (issued 08/2018), beginning on October 1, 2018, DCF will start conducting background checks on employees of license exempt public school child care programs. 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.

License exempt public school child care programs that intend to hire a new employee on or after October 1, 2018 will need to submit the background check request to DCF through the Child Care Provider Portal (<https://mywchildcareproviders.wisconsin.gov/login>) and receive a preliminary eligibility determination from DCF before the individual may begin working under supervision in the child care program.

Beginning in January 2019, DCF will be phasing in the new background check requirements for current employees (hired prior to 10/1/18). Programs will be notified by DCF when these background checks are due. DCF recommends that programs continue conducting the annual name-based background checks on current employees (hired prior to 10/1/18) until notified that DCF will begin taking over the background checks for existing employees. The cost of these background check fees for all employees should be considered 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 program employees that will include a 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 work in the center.

Please take note that the following Fieldprint codes will not work after September 30, 2018 and cannot be used to schedule a Fieldprint fingerprint scan appointment: FPWIDCFHHMember and FPWICHildCareEmployee.

The cost of the FBI fingerprint-based background check will be \$37.75. The individual will pay the cost of the background check at the time that the fingerprint appointment is scheduled 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 background check (\$30.00).

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 of 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. DCF will no longer accept BID forms for background check purposes.

How to Request a Background Check from DCF

Starting on October 1, 2018, all license exempt public school child care programs will need access to the Child Care Provider Portal (CCPP) (<https://mywchildcareproviders.wisconsin.gov/login>) to request background checks. Many programs already have access to the CCPP and have used it to view MYWICHildCare 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 (<https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>) and become familiar with the portal.

Through the CCPP, programs can submit information on prospective employees, update an existing individual's record and return to the portal to obtain preliminary and final eligibility determinations in real time. Providers may update information in the portal at any time.

The CCPP can be accessed using a smartphone. Background check request forms may also be obtained by accessing the forms page on the DCF website or by contacting the DCF Caregiver Background Unit (608-422-7400).

The Registry Program Profile

For those programs that have established a Registry program profile, information on child care staff contained in the program profile will initially be used by DCF to identify the employees of the program in the new background check database. 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 the social security numbers are correct. This will help ensure that the correct information is transmitted to the CCPP after October 1, 2018.

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>. However, programs are not required to have a Registry program profile to initiate a background check. Also note that after October 1, 2018, any updates made in the CCPP related to staff are not automatically transmitted to the Registry nor are updates made to the Registry program profile automatically transmitted to the CCPP.

Child Care Center Policy and Procedure Updates

DCF urges child care programs to update their hiring and background check policies and procedures to outline how the recent background check changes will impact employees. In addition, each child care program's policies should address 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 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: <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, 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.