



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*

---

October 1, 2018

BECR Memo 2018-18

To: Child Care Center Contractors

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

RE: Background Check Updates

In 2014, the reauthorization of the Child Care and Development Block Grant (CCDBG) led the Department of Children and Families (DCF) to begin planning for changes to the background checks that are required for child care center licensees, household residents, and employees. The purpose of this memo is to provide information about these changes as it pertains to contractors placed at a child care center.

#### **NEW REQUIREMENTS**

Under the new CCDBG requirements, DCF will conduct all background checks required for applicants, licensees, practicum students, household residents, and employees of a licensed or certified child care center, as well as for any license-exempt public school district operated centers participating in YoungStar. Individuals who are providing services to a child care center under an express or implied contract or subcontract are considered employees of the child care center. DCF will determine if an individual is eligible to hold a license to operate, reside in, or work for a child care center.

Beginning October 1, 2018, any prospective employee (including contracted employees) or prospective household resident must have completed a fingerprint-based background check and received preliminary eligibility from DCF prior to providing services to, or working or residing in a child care center. Preliminary eligibility will be determined within 5-7 days of DCF receiving the fingerprint check results; if an individual is preliminarily eligible, he or she may work or reside at a child care center under supervision. Supervision shall include at a minimum periodic direct observation by an individual with a completed a background check. The intent is that the person is supervised during the time they have access to children. For example, a bus driver would need to have another individual on the bus who has completed a background check until the bus driver has received final eligibility. Within 45 days from when DCF receives the fingerprint results, DCF will make a final eligibility determination that includes additional checks. Once DCF has made the final eligibility determination, an individual may begin working or residing at a center without supervision.

The cost of the FBI fingerprint-based background check is \$37.75; this covers the cost of the fingerprint capture through Fieldprint (\$7.75) and the cost of the fingerprint background check (\$30.00). Individuals needing to complete a Fieldprint appointment will be required to pay \$37.75 online when scheduling their appointment. Entities may pay the fee associated with the fingerprint check or require the individuals pay the fee. If entities choose to pay the fee for their employees or students, Fieldprint may allow an entity to set up subaccount billing if they have the volume of requests required by Fieldprint. The entity will need to contact the Caregiver Background Unit (CBU) of the Bureau of Early Care Regulation to determine if they can set up sub-account billing with Fieldprint. To contact the CBU, please call (608) 422-4700 or email [DCFPLICBECRCBU@wisconsin.gov](mailto:DCFPLICBECRCBU@wisconsin.gov).

DCF will begin conducting background checks on *existing* students, employees, household members, and contractors beginning January 2019.

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

You will need a provider number in order to gain access to the Child Care Provider Portal (CCPP) and submit requests for background checks. Fill out the Program Provider Number Request (<https://dcf.wisconsin.gov/childcare/provider-number-request>) form to obtain a provider number. Once DCF creates a provider number, you will receive an email with your provider number and instructions on how to request access to the CCPP. You will not be able to request a provider number and obtain access to the CCPP prior to October 1, 2018.

After submission of the Child Care Provider Portal Request Form, you will receive an email when you have been granted CCPP access. You will then be able to add individuals to your Provider Portal profile and complete the Background Check Request (BCR) for each individual; the information provided on the BCR will be used to initiate required background checks.

While it is important to note that it is the *child care provider's* responsibility to ensure their employees have the necessary background checks completed, it does make your employees more marketable to centers by having this requirement completed prior to contracting with the center.

### **WHERE TO GET MORE INFORMATION**

DCF has developed a fact sheet that describes the changes to the background check process beginning October 1, 2018. The Background Check FAQs can be located at <https://dcf.wisconsin.gov/files/ccregulation/cbc/contractor-faq.pdf>. In addition, DCF developed a web page that contains information on the new background check process. We encourage you to visit the web page frequently to learn about the coming changes. The web page is located at <https://dcf.wisconsin.gov/cclicensing/cbc-updates>. 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 [dfeclicreg@wisconsin.gov](mailto:dfeclicreg@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.