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Governor Scott Walker  
Secretary Eloise Anderson

Division of Early Care and Education  
Bureau of Early Care Regulation

December 14, 2018

BECR Memo 2018-21

To: **Certified Operators**

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

### **FEDERAL REQUIREMENTS HAVE CHANGED**

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. These changes require DCF to perform fingerprint-based background checks on all regulated child care providers, including household members age 18 and older, caregivers and noncaregiver employees.

As of October 1, 2018, DCF has begun to perform the federally mandated fingerprint-based background checks on all **NEW** household members, caregivers and noncaregiver employees. It is important to note that even if you or someone working with you has not needed a background check in the past, they now might. Please examine our resources section below for assistance in determining who now needs a background check.

### **BACKGROUND CHECKS FOR NEW HOUSEHOLD MEMBERS, CARGIVERS AND NONCAREGIVER EMPLOYEES**

As of October 1, 2018, all new household members, caregivers and noncaregiver employees are required to undergo a fingerprint-based background check, performed by DCF, in order to establish eligibility to reside or work in child care. All new household members, caregivers and noncaregiver employees who became part of a program after October 1, 2018, must undergo a background check. Background checks can now be requested through the Child Care Provider Portal (CCPP). A link to information about the CCPP is located in the resources section below.

DCF has already begun successfully receiving and processing background check requests for new individuals across the state. Please examine the resources section below for information about who qualifies as a caregiver or noncaregiver employee, as well as a link to step-by-step checklists that can be followed to make sure that each individual goes through the background check process correctly.

## **BACKGROUND CHECKS FOR CURRENT CERTIFIED OPERATORS, HOUSEHOLD MEMBERS, CAREGIVERS AND NONCAREGIVER EMPLOYEES BEGIN SUMMER 2019**

Starting in summer 2019, DCF will begin to perform fingerprint-based background checks on all existing certified operators, household members, caregivers and noncaregiver employees who began working or residing at a center before October 1, 2018. To ensure timely processing of the large number of anticipated background checks, DCF will be performing them in small batches. Certified operators will receive a 60 day notice letter, and a 30 day notice letter, prior to receiving the fingerprint instruction letter outlining steps they and their household members, caregivers and noncaregiver employees must follow to undergo the required background checks.

### **FBI FEE INCREASES JANUARY 1, 2019**

FBI has increased their fee by \$1.25 due to the staffing and labor costs of performing background checks. This will result in an increase of the total cost collected by Fieldprint when an individual schedules their fingerprint appointment. The cost will continue to be \$37.75 until January 1, 2019, at which point it will increase to \$39.00.

### **CONCERNS AND QUESTIONS**

DCF has received multiple requests from providers to answer a few specific questions. The questions and answers are listed below:

#### **Who is responsible for paying the background check fees?**

The new law does not specify who is responsible for the fees. An applicant for certification, certified operator and all individuals subject to the background check requirements must be prepared to pay \$37.75 online when scheduling their Fieldprint fingerprint appointment. Certified operators are free to adjust their policies to address paying for the fees for any employees as they choose. It is important to note, that no matter who is responsible for payment, a Fieldprint appointment cannot be scheduled without paying the fee on the Fieldprint website.

#### **How long will it take to receive a preliminary eligibility decision for a new household member or employee?**

Preliminary eligibility is determined within 5 to 7 days of DCF receiving the fingerprint results. The preliminary eligibility appears instantly in the CCPP once eligibility has been determined. A preliminary eligibility letter is also mailed to the certified operator's mailing address, and the mailing address on file in the CCPP of the individual who underwent the background check.

#### **How long will it take to gain final eligibility for a new household member or employee?**

DCF makes every effort to deliver a final eligibility determination within 45 days of the submittal of an individual's fingerprints. It is uncommon for final eligibility determination to take 45 days. However, it can take longer depending on an individual's records and residential history. Once DCF determines final eligibility results will be posted in the CCPP, mailed to the certified operator's address, and to the address on file for the individual.

## **HELPFUL LINKS AND RESOURCES**

The Child Care Provider Portal is a vital tool for completing the new background check process. Information on the portal can be found here:

<https://dcf.wisconsin.gov/childcare/provider-portal/info>

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/cccertification/caregiver>

Checklists with step-by-step instructions for performing background checks can be downloaded from the “Information and Training Materials” tab located here:

<https://dcf.wisconsin.gov/cclicensing/cbc>

An interactive web tool for assistance in deciding who needs a background check can be found here:

<https://dcf.wisconsin.gov/ccregulation/background-check>

More information will be coming as we continue to perform background checks. If you have not yet signed up to receive DCF emails you can subscribe here:

<https://dcf.wisconsin.gov/childcare/email-signup>