



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

December 14, 2018

BECR Memo 2018-25

To: **Child Care Center Contractors**

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

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 regulated child care programs. These changes require DCF to perform fingerprint-based background checks on all individuals working or residing in regulated child care programs, including household members, caregivers, and noncaregiver employees. Individuals providing contract services to a child care center may qualify as a caregiver or noncaregiver employee.

As of October 1, 2018, DCF has begun to perform the federally mandated fingerprint-based background checks on all **NEW** child care licensees, applicants, household members, caregivers, and noncaregiver employees. It is possible for a contracted employee to count as a caregiver or noncaregiver employee. It is important to note that even if a contractor working with a program has had a background check, they will still need to undergo one through the new process.

Child care center contractors can determine whether their staff qualify as noncaregiver employees using the interactive tool located here:

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

BACKGROUND CHECKS FOR NEW CONTRACTED CAREGIVER AND NONCAREGIVER OF CHILD CARE PROGRAMS

As of October 1, 2018, all new caregiver, noncaregiver employees, and certain contractors affiliated with a child care center are required to undergo a fingerprint background check, performed by the DCF, to establish eligibility to work or reside in a child care program. Background checks can be requested through the Child Care Provider Portal (CCPP). A link to information about the CCPP is located in the resources section below.

BACKGROUND CHECKS FOR CONTRACTED CAREGIVER AND NONCAREGIVER EMPLOYEES BEGIN JANUARY 1, 2019

Starting on January 1, 2019, DCF will begin conducting fingerprint-based background checks on all existing contracted caregivers and noncaregiver employees whose employment/residency begin date with a child care center is before October 1, 2018. To ensure timely processing of the large number of anticipated background checks, DCF will be conducting them in small batches. Child care centers and contracting agencies with CCPP access will receive a 60 day notice, and a 30 day notice, prior to receiving the fingerprint instruction letter outlining steps individuals must follow to undergo the required background checks.

GAINING ACCESS TO THE CCPP

The CCPP is the easiest way to manage the background check process. Contracting companies who do not have access to the CCPP may request access by following these steps:

1. Submit a Provider Number Request at <https://dcf.wisconsin.gov/childcare/provider-number-request>.
2. Obtain a DWD login at <https://www.dwd.state.wi.us/AccountManagement/accountcreation.aspx>.
3. Use the Provider Number and DWD login to complete a CCPP request form at <https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>.

FBI FEE INCREASES EFFECTIVE JANUARY 1, 2019

The FBI has increased their fee by \$1.25 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:

The new process includes multiple new letters and communications, which letter allows a contracted caregiver or noncaregiver employee begin employment at a program?

Individuals who have received their *Preliminary Background Check - Eligibility* notice may begin residing or working at a program as long as they are under periodic direct observation by someone who has had a DCF-approved background check. It is important to note the preliminary eligibility letter is different than the Fingerprint Instruction Letter. Preliminary Eligibility will not be received until after an individual's fingerprints are submitted and DCF has reviewed their criminal record for barred offenses. A *Final Background Check – Eligibility* notice will be provided after the complete background check has been conducted.

Who is responsible for the employees' background checks?

Providers are responsible for ensuring all of their caregivers, noncaregiver employees, and contractors have completed the required background check process. DCF is encouraging contracting services to be preemptive and request that DCF conduct background checks for

their employees as soon as possible. This will allow their employees to be placed at centers more quickly, since contractors may not begin working at a child care program until they have received a preliminary eligibility determination from DCF.

Who is responsible for paying the background check fees?

The new law does not specify who is responsible for the fees. Providers are free to adjust their policy to address who will be responsible for paying for the fees. It is important to note that no matter who is responsible for the payment, an appointment cannot be scheduled without paying the fee on the Fieldprint site.

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 contractor services to visit the web page frequently to learn more about the coming changes. The web page can be found here:

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

Checklists with step-by-step instructions for performing background checks can be downloaded from the “Background Check Checklists” 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>