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Governor Scott Walker
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Division of Early Care and Education
Bureau of Early Care Regulation

December 27, 2018

BECR Memo 2018-26

To: Licensed Child Care Programs Who Have Never Undergone FBI Background Checks

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

A handwritten signature in blue ink, appearing to read "Mark E. Andrews".

RE: Background Checks for Child Care Individuals Active Prior to 10/1/18

PREVIOUS MEMOS

In the last year, DCF has released multiple memos outlining the various steps we have taken to address new background check requirements attached to the Child Care Development Block Grant. These memos are located here: <https://dcf.wisconsin.gov/ccregulation/memos> and should be reviewed if you are unfamiliar with the recent changes.

WHY YOU ARE RECEIVING THIS MEMO?

If you have received this memo it means you are among those licensed child care programs identified by DCF that has not yet completed FBI fingerprint-based background checks conducted by DCF.

WHAT WILL HAPPEN NEXT?

Starting January 1st 2019, when a program's current licensees, caregivers, household members and noncaregiver employees are selected to undergo fingerprint-based background checks, a 60-day notice will be mailed to the program's facility location or mailing address. This notice will inform the program of all household members age 18+ and staff who need a fingerprint-based background check in the next 60 days. The notice provides basic instructions outlining the steps a child care program must follow in order to be compliant with the new background check policy. The provider should follow these instructions and access the Child Care Provider Portal (CCPP) to ensure all active caregivers, noncaregiver employees, and household members are listed in the CCPP. Programs will also receive a 30-day reminder prior to these background checks taking place. The intent of both the notice and the reminder is to allow child care programs as much time as possible to verify their staffing, household members, and ready their budget in preparation for these background checks.

WHAT SHOULD I DO NOW?

If you are unfamiliar with the new background check requirements:

Be sure to familiarize yourself with the changes and the new requirements by using the resources listed under the **Information and Training Materials** tab at <https://dcf.wisconsin.gov/cclicensing/cbc>.

If you do not have access to the Child Care Provider Portal:

Be sure to visit <https://dcf.wisconsin.gov/childcare/provider-portal/info> in order to learn about its uses. You can acquire a DWD login and password, which is required to get access to the portal, at <https://www.dwd.state.wi.us/accountmanagement/default.aspx>. If you have a DWD login and password already, you can request Child Care Provider Portal access at <https://ccpi.wisconsin.gov/AccountRequest/AccountRequest.aspx>. The Child Care Provider Portal is the easiest and most efficient way to manage background checks and eligibility letters for individuals in your program.

Prepare for DCF contact:

DCF will send the 60-day notice and 30-day reminders to each program before they perform their background checks. Once programs have access to the Child Care Provider Portal, they can add any current individuals in their program. Once they do, they may also enter the individual's information in the Background Check Request form.

Still have questions?

Email the Child Care Background Unit (CBU) at DCFPLicBECRCBU@wisconsin.gov, or call the CBU at 608-422-7400, for more information, or with any questions or concerns.

HELPFUL LINKS AND RESOURCES

DCF has developed a web page that contains information on the new background checks process. We encourage licensed child care programs 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-updates>

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>