



Caregiver Background Unit
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Governor Tony Evers
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Division of Early Care and Education
Bureau of Early Care Regulation

February 22, 2019

BECR Memo 2019-01

To: **Day Camp Licensees**

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

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

RE: Caregiver Background Check Requirement Changes for Day Camps

PREVIOUS MEMOS

In the last year, DCF has released multiple memos outlining the various steps we have taken to address the changing federal 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.

FIRST YEAR OF DAY CAMPS WITH NEW BACKGROUND CHECK REQUIREMENTS

On October 1, 2018 new requirements went into effect for all regulated child care programs in Wisconsin. This includes day camps, whether or not they have received Wisconsin Shares funding in the past. These changes impact the caregiver background checks required by DCF regulation including:

- How a camp may request a background check for an individual
- Which individuals require a caregiver background check
- When an individual may begin working at a day camp
- Timeframes for requesting background checks and receiving results

WHAT CHANGES DIRECTLY IMPACT DAY CAMPS?

Fingerprint-Based Background Check Required Prior to Working

Before any caregiver may begin working at a day camp, a DCF fingerprint-based FBI background check is required. If you need assistance determining who requires a background check, DCF has created a webpage and web tool located at <https://dcf.wisconsin.gov/ccregulation/background-check>.

It is important to note that day camps no longer have 60 days from the time of hire to complete the background check.

Any caregiver at a day camp must have, at a minimum, a preliminary eligibility determination before they may begin working.

Wis. Stat. 48.686(1)(ag) defines a “caregiver” as any of the following:

1. A person who is any of the following:
 - a. An employee or independent contractor of a child care program.
 - b. Involved in the care of supervision of clients of a child care program or has unsupervised access to clients of a child care program.
2. A person who has, or is seeking, a license, certification, or contract to operate a child care program.

Background Checks Must Be Completed by DCF to Meet the New Requirements

In the past, programs could perform background checks through different agencies or companies in order to be compliant with DCF regulations. This is no longer the case. All caregivers’ information must be submitted to the DCF for a finger-print based background check to determine eligibility to work in the camp. These requests can be submitted through the Child Care Provider Portal located at <https://mywchildcareproviders.wisconsin.gov/>.

The Cost and Fees of the New Background Checks

When an individual makes a fingerprint appointment for their background check, they must pay a fee of \$39 dollars. This represents \$7.75 for Fieldprint, the company who collects the fingerprint, and \$31.25 for the FBI background check fee. A background check cannot be scheduled if the fee is not paid.

The Timeline for Background Check Results

Once a fingerprint is collected, preliminary eligibility is determined within 5 – 7 days. Preliminary eligibility means that an individual caregiver can work in a day camp under periodic direct observation. Final eligibility is typically determined within 45 days, and allows a caregiver to work in a day camp without periodic direct observation. Be aware that background checks for individuals who have lived out of state in the last 5 years may take longer to process.

RECOMMENDED ACTION

If you are unfamiliar with the new background check requirements:

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 (CCPP):

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

You will need to request 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.

Take Action:

Begin the caregiver background check process for returning employees as soon as possible, and for new hires promptly upon hire. Allow extra time for background checks for individuals who have lived out of state. DCF recommends adjusting your employment and hiring policies to account for the new eligibility requirements.

Still have questions?

Email the Childcare Background Unit (CBU) at DCFPlcBECRCBU@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 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/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>