



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

April 3, 2019

BECR Memo 2019-02

To: **Certified Child Care Providers**

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

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

RE: Child Care Background Checks

PREVIOUS MEMOS

In the last year, the Department of Children and Families (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 (CCDBG). These memos are located here: <https://dcf.wisconsin.gov/ccregulation/memos> and should be reviewed if you are unfamiliar with the recent changes.

BACKGROUND CHECKS FOR CERTIFIED CARE OPERATORS AND INDIVIDUALS EMPLOYED OR IN RESIDENCE PRIOR TO OCTOBER 1, 2018

Due to the large number of background checks DCF is now required to run, we have decided to slowly phase in checks on existing certified operators and other individuals employed or in residence at a certified child care location prior to October 1, 2018. DCF anticipates that certified care operators will begin being phased in beginning in May or June of 2019. All certified operators will receive two notices up to 60 and 30 days before staff and residents who were active in their program prior to October 1, 2018 will be required to comply with the new background check regulations. The goal with these notices is to provide certified operators as much time as possible to prepare for the cost of these checks. Certifiers should expect to begin receiving these notices in the second-half of April 2019.

THE CHILD CARE PROVIDER PORTAL MAKES BACKGROUND CHECKS EASIER

DCF strongly urges all certified operators to gain access to the Child Care Provider Portal. The Child Care Provider Portal makes processing, reviewing, and validating background check information much simpler and greatly decreases the time it takes to receive eligibility results from the DCF run fingerprint-based background check. Child Care Provider Portal access is free, and can be acquired in a few simple steps. Instructions and links for obtaining access can be found at <https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>.

INDIVIDUALS WITH PROSPECTIVE STATUS IN THE CHILD CARE PROVIDER PORTAL

As more and more child care providers use the Child Care Provider Portal to request background checks for their employees, DCF noticed an increase in individuals who are never moved from “prospective” status when their final eligibility determination is made. It is important that providers change an individual to either “Current” when hired, or “Not Employed” and add an end date if they decide not to hire the individual. This is important for two reasons:

1. The individual’s eligibility only lasts if they have been attached to a facility in the last 180 days. If they never leave “prospective” status, they will lose eligibility 180 days from their final eligibility determination.
2. Providers will still be charged for annual background checks on individuals attached to their center with “prospective” status.

These problems can only be avoided if an individual is set to the proper status by the programs they are attached to. DCF asks that providers please double check that the individuals in their Child Care Provider Portal profile have been set to the proper status.

HELPFUL LINKS AND RESOURCES

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/cclicensing/cbc-updates>

An updated FAQ addressing common provider questions can be found here:

<https://dcf.wisconsin.gov/ccregulation/backgroundcheckfaq>

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>