



Caregiver Background Unit
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Division of Early Care and Education
Bureau of Early Care Regulation

April 3, 2019

BECR Memo 2019-03

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

BACKGROUND CHECKS FOR NEW CONTRACTED CAREGIVER AND NONCAREGIVER INDIVIDUALS 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 Department of Children and Families (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 CURRENTLY CONTRACTED CAREGIVER AND NONCAREGIVER EMPLOYEES BEGAN JANUARY 1, 2019

Starting on January 1, 2019, DCF began conducting fingerprint-based background checks on all existing contracted caregivers and noncaregiver employees whose employment/residency begin date with a child care center was before October 1, 2018. To ensure timely processing of the large number of anticipated background checks, DCF is conducting these checks in small batches. Child care centers and contracting agencies with CCPP access will receive two notices up to 60 and 30 days prior to receiving the fingerprint instruction letter outlining steps individuals must follow to undergo the required background checks. The goal with this communication is to ensure employers have as much time as possible to prepare for the background checks.

THE CHILD CARE PROVIDER PORTAL MAKES BACKGROUND CHECKS EASIER

DCF strongly urges all contracting agencies 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 and contracting agencies using 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 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 Provider Portal profile have been set to the proper status.

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 answers to commonly asked questions around background checks for individuals who are active in childcare here:

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

A checklist for Contracting Agencies with step-by-step instructions for performing background checks can be found here: <https://dcf.wisconsin.gov/files/publications/pdf/5319.pdf>