



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

BEGR Memo 2019-04

To: **Higher Education Entities**

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.

THE CHILD CARE PROVIDER PORTAL MAKES BACKGROUND CHECKS EASIER

DCF strongly urges all higher education entities 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. Provider Portal access is free, and can be acquired in a few simple steps. Higher education entities who do not have access to the Child Care Provider Portal should call the Caregiver Background Unit in order to create an account.

INDIVIDUALS WITH PROSPECTIVE STATUS IN THE CHILD CARE PROVIDER PORTAL

As more and more entities use the Child Care Provider Portal to request background checks for individuals in their program, DCF has noticed an increase in individuals who are never moved from "prospective" status when their final eligibility determination is made. It is important that entities change an individual to either "Current" when they gain eligibility, or "Inactive" and add an end date if the individual leaves the program. This is important for two reasons:

1. The individual's eligibility only lasts if they have been attached to a higher education program or child care entity in the last 180 days. If they never leave prospective status, they will lose eligibility 180 days from their final eligibility determination.
2. Higher education entities 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 higher education entities please double check that the individuals in their 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 higher education entities 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>

A checklist for higher education entities with step-by-step instructions for performing background checks can be found here::

<https://dcf.wisconsin.gov/files/publications/pdf/5318.pdf>

An updated FAQ answering common questions from providers has been created here:

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