



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

August 2, 2019

BECR Memo 2019-16

To: **Certified Child Care Providers**

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

A handwritten signature in blue ink that reads "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. These memos are issued pursuant to [§48.686, Wis. Stats.](#)

### **BACKGROUND CHECK NOTICES ARE NOW BEING SENT TO PROVIDERS**

By now, all certified providers should have received Background Check Notices and a Fingerprint Instruction Letter.

The background check notices stated the exact date by which the provider was to submit Background Check Request forms (for individuals age 10 and older) and have a DCF run fingerprint-based background check conducted (for each individual age 18 and older).

If you have not submitted Background Check Request forms, either through your certification agency or by using the Child Care Provider Portal (CCPP), please do so immediately. If you have not received a Background Check Notice or a Fingerprint Instruction Letter, please notify your certification worker immediately.

Please keep the following in mind:

- Providers must submit a Background Check Request (BCR) form for every individual age 10 and older. The BCR may be submitted to the certification agency or using the CCPP.
- DCF is required to run a fingerprint-based background check, on each individual age 18 and older, even if they had a fingerprint-based background check conducted by the certification agency in the past.
- Providers are responsible for ensuring that all individual details are updated timely, and accurately (e.g. home/ mailing address for each individual). Providers may update individual information in CCPP or by submitting the BCR form to the certification agency.

- If the individual details section is not complete or a Background Check Request form not submitted, then no fingerprint-instructional letter will be mailed out.
- Providers must follow the instructions in the fingerprint instruction letter issued by DCF. Do not attempt to conduct your own fingerprint check. Do not schedule an appointment at your local police station or sheriff unless you have scheduled it using the FieldprintWisconsin.com website, using the codes provided in the fingerprint instruction letter.

## **iCHILDCARE AND INDIVIDUAL BACKGROUND CHECKS**

DCF is excited to announce our iChildCare portal will soon be up and running. This portal has been created to make the background check process easier by allowing individuals to request background checks on their own, prior to applying to work at a child care location. If an individual has acquired eligibility before applying to reside or work in a child care center, the child care provider can use the individual's birth date, name, and social security number to add them to the Child Care Provider Portal. When an individual is added this way, a provider can immediately see the individual's details and eligibility status. The iChildCare Portal will be available statewide beginning September 1, 2019.

## **PORTAL AND PROCESS IMPROVEMENTS**

As we receive provider feedback, DCF has made many improvements to the Child Care Provider Portal. For our next improvement, all documents for an individual will now be organized under the individual's profile. This will allow providers to find things like eligibility letters and fingerprint letters without scrolling through their entire document inbox. Coming this fall, DCF intends to update the portal to allow providers to get access to an individual's fingerprint letter immediately after they submit the Background Check Request form.

## **MESSAGES IN THE CHILD CARE PROVIDER PORTAL**

The Child Care Background Unit can now send messages and requests directly to an individual's child care provider portal account. It is important that providers check their communications tab frequently, to be sure that they have not missed any important communications from the Child Care Background Unit.

## **COMPLIANCE EXPECTATIONS AND TIMELINES**

All certified providers should now have Background Check Notices. Those who have not should contact their certification worker. It is important that individuals follow the instructions included with their notice, and have their household members/employees entered by the date listed in the body of the notice.

Once all providers have received their Background Check Notices, DCF will be requiring all providers to attest that they have fully complied with the new background check requirements. DCF encourages providers to review the material at <https://dcf.wisconsin.gov/ccbgcheck> and ensure that they have submitted all Caregivers (including Household Members 10 years of age and older) and Noncaregiver Employees, whether they were hired before or after October 1, 2018, before the deadline on their notice.

## **UPCOMING BACKGROUND CHECK PRESENTATIONS**

As DCF brings providers into full compliance with the new background check requirements, we want providers to have access to all of the information possible, to help them succeed at the new process. DCF also wants providers to be aware of the improvements, progress, and tools made during the rollout of the new background check process over the last year. DCF will be collaborating with institutes of higher education and local Child Care Resource and Referral agencies to set up outreaches where providers can receive information about compliance, improvements, and any other questions they might have that pertain to the background check process. Providers are encouraged to reach out to the Child Care Resource and Referral agency in their region to learn more about upcoming educational opportunities.

## **HELPFUL LINKS AND RESOURCES**

DCF has developed a web page that contains information and tools for going through the new background check process. We encourage all child care providers to visit the web page frequently to learn more about the process. The web page can be found here:

<https://dcf.wisconsin.gov/ccbgcheck>

An updated FAQ answering common questions from providers has been created 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>