



Caregiver Background Unit  
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Governor Tony Evers  
Secretary Emilie Amundson

Division of Early Care and Education  
Bureau of Early Care Regulation

August 2, 2019

BECR Memo 2019-17

To: **Institutes of Higher Education for Child Care**

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**

Child care providers are receiving notices to bring all staff current with the new background check requirements. This may have little impact for some institutes of higher education and their students; however, if a student was placed at a provider prior October 1, 2018 and is still active at that location, they may be included in these notices. If this occurs, either the provider or the school will have to go through the background check process with said student.

## **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, without needing to be entered into a Child Care Provider Portal. Schools will soon be able to have an individual obtain their background check on their own, the school may then use the individual's birth date, name, and social security number to add them to their Child Care Provider Portal. When an individual is added this way, the school 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 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 access to an individual's Fingerprint Instruction Letter immediately after they submit the background check request form.

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

Background check staff can now send messages and requests directly to a program's Child Care Provider Portal. It is important that schools check their communications tab frequently, to be sure that they have not missed any important communications from the Child Care Background Unit.

## **VERIFY INDIVIDUAL ADDRESSES**

It is important that schools verify that individuals attached to their program have the correct address in their Individual Details. This address should be the location where the individual wishes to have any confidential mail sent to. DCF uses the listed address in the individual's details to complete the background check process, and cannot begin the process without having an accurate and complete Individual Details section for each person undergoing the background check.

## **UPCOMING BACKGROUND CHECK PRESENTATIONS**

DCF will be collaborating with institutes of higher education and local area Child Care Resource and Referral agencies to set up outreaches where programs and providers can receive information about compliance, improvements, and any other questions they might have that pertain to the background check process. Schools are encouraged to reach out to DCF if they are interested in hosting an informational session.

## **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 operators 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>