



Child Care Background Unit
201 East Washington Avenue, Room E200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-422-7400
Fax: 608-422-7155
WRS: 711

Governor Tony Evers
Secretary Emilie Amundson

Division of Early Care and Education
Bureau of Early Care Regulation

August 2, 2019

BECR Memo 2019-18

To: **Licensed 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", with a horizontal line underneath.

RE: Child Care Background Checks – ACTION REQUIRED

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

All providers should now anticipate background check notices arriving both in their mail, and in their Child Care Provider Portal account. These letters will have the title of **BACKGROUND CHECK NOTICE** and will inform the provider they have been selected to bring all of their staff in compliance with the new background checks.

Providers will be given a background check notice up to 60 days and then again up to 30 days before DCF will require them to run a new DCF run fingerprint background check on all their staff who began employment or residence with their business prior to October 1, 2018. The notice will include the exact date for that provider to begin getting these checks run. It is important for providers to remember:

- DCF will not give a Fieldprint number or instructional letter for these individuals until the date listed on their background check notice.
- The Fieldprint information will be available in the “communications” module in the Child Care Provider Portal. This information will not come by email.
- Providers have 30 days from the date listed on their notice to have all their individuals submitted for DCF fingerprint background checks.
- Providers must submit a Background Check Request form for every individual that requires a DCF run fingerprint-based background check, even if that individual has filled out a BID form in the past.
- Providers should make sure that all individual information (e.g. home address) is accurate and complete in the Child Care Provider Portal or on the manual Background Check Request form submitted. If this information is not complete or a Background Check Request form not submitted, then no Fieldprint number or instructional letter will be mailed out.

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 Check Unit can now send messages and requests directly to an individual's 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

The majority of licensed providers have now received Background Check Notices. Those who have not should expect them within the next 30 days. It is important that individuals follow the instructions included with their notice, and have their 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. Providers will receive instructions for this process by mail once all providers in the state have received their background check notices. DCF encourages providers to review the material at <https://dcf.wisconsin.gov/ccbgcheck> and ensure that they have submitted all Caregivers and Noncaregiver Employees, whether they were hired before or after October 1, 2018, before the deadline on their notice.

VERIFY INDIVIDUAL ADDRESSES

It is important that providers verify that individuals attached to their center have the correct address in their Individual Details. This address should be the location where the individual wishes to have any confidential mail sent. 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

As DCF brings providers into full compliance with the new background check requirements, we want providers to have access to all 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 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>