



Child Care Background Unit  
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Governor Tony Evers  
Secretary Emilie Amundson

Division of Early Care and Education  
Bureau of Early Care Regulation

August 30, 2019

BECR Memo 2019-19

To: **All 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

### **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 new 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 HAVE BEEN SENT TO ALL PROVIDERS**

DCF has sent all providers one or more **Background Check Notices**. These notices inform providers to enter all caregivers and noncaregiver employees active with their program into the Child Care Provider Portal (CCPP). These notices contain two vital pieces of information:

- The date DCF will begin the background check process on individuals who existed at their program prior to October 1, 2018. This is the same date that fingerprint codes will be provided for those individuals.

AND

- Each individual entered as active with the child care provider who needs a DCF run fingerprint-based background check.

Providers should make sure the CCPP profile for their program is up to date with ALL caregivers and noncaregivers in their program. Providers should also make sure all individuals are ready to complete a fingerprint appointment within 30 days of receiving their fingerprint codes. The release date for these codes is included on the provider's Background Check Notice.

### **HOW TO BECOME FULLY COMPLIANT**

DCF is now monitoring programs for full compliance with the new background check requirements. Because this is the first time that DCF is monitoring all programs for full compliance with the new background check requirements, we would like to give providers a list of actions to ensure they are compliant. To be fully in line with the new background check requirements providers must:

- Sign and submit an Attestation Letter confirming that they are, and will continue to be, acting in full compliance with the new background check requirements. The attestation letter is located at: <https://dcf.wisconsin.gov/files/forms/pdf/5365.pdf>
- Enter all active caregivers and noncaregiver employees into the portal or have submitted a Background Check Request form (<https://dcf.wisconsin.gov/files/forms/doc/5296.docx>) to DCF.
- Ensure all individuals given a fingerprint code are fingerprinted within 30 days of receiving it or are inactivated in the providers CCPP profile.
- Ensure any active caregiver or noncaregiver employee has undergone a DCF run fingerprint-based background check and received eligibility before beginning employment or residency with the provider.
- Maintain final eligibility letters (either in the CCPP or in physical form) for all caregivers and noncaregiver employees that are active at their location.

## **VERIFY INDIVIDUAL INFORMATION**

Providers should make sure that all individual information (e.g. home address and aliases) 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 the fingerprint instruction letter and fingerprint code will not be mailed out.

## **iCHILDCARE IS NOW UP AND RUNNING**

DCF is excited to announce that the iChildCare Portal is now available for use. Individuals may now use iChildCare to request background checks before they are attached to a center. It is encouraged that all individuals active in child care gain access to the iChildCare portal, as they can update their individual details, track their background check history, and see their history and activity with regulated child care centers across the state of Wisconsin. iChildCare will allow individuals entering the child care field to have their background check complete before applying to a program, reducing the amount of time it takes for a provider to onboard new staff. More information is available at <https://dcf.wisconsin.gov/childcare/ichildcare/portalinfo>.

## **UPCOMING INFORMATIONAL OUTREACHES**

DCF has been 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>