



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

September 20, 2019

BECR Memo 2019-21

To: Certified Child Care Operators

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 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.

BACKGROUND CHECK NOTICES HAVE BEEN SENT TO ALL PROVIDERS

DCF has mailed Background Check Notices to certified operators who have not yet completed the new fingerprint-based background check requirements. By now certified operators should have submitted background check requests for all household members 10 years of age and older and employees/caregivers active with their program using either the Child Care Provider Portal (CCPP) or by submitting Background Check Request forms to the certification agency.

Certified operators should make sure the CCPP profile is up to date and includes the names of all household members age 10+ and all employees/caregivers working in their program. Operators should also make sure all individuals 18 years of age and older are ready to complete a Fieldprint fingerprint appointment within 30 days of receiving their fingerprint instruction letter and codes from DCF.

HOW TO BECOME FULLY COMPLIANT – ACTION REQUIRED

DCF is now monitoring child care programs for full compliance with the new background check requirements. Because this is the first time that DCF is monitoring certified child care operators for full compliance with the new background check requirements, we would like to give certified operators a list of actions to ensure they are compliant. To be compliant with the new background check requirements certified operators 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>. The letter must be completed by all certified operators and may be submitted to DCF by mail, fax or email:

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Madison, WI 53708-8916
Fax number: 608-422-7155
DCFPlcBECRCBU@wisconsin.gov

- Enter and complete background check requests for all active household members 10 years of age and older and all caregivers/employees in the CCPP or submit Background Check Request forms to the certification agency.
(<https://dcf.wisconsin.gov/files/forms/doc/5296.docx>)
- Ensure all individuals who have been provided a fingerprint code by DCF have scheduled a Fieldprint appointment and are fingerprinted within 30 days of receiving the fingerprint instruction letter. Please keep in mind codes may not be shared and are specific to the individual named in the fingerprint instruction letter.
- Maintain final eligibility letters (either in the CCPP or in physical form) for all household members age 10+ and caregivers/employees that are active in the child care home.

VERIFY INDIVIDUAL INFORMATION

Certified operators should make sure that all individual information in the CCPP (e.g. mailing address and aliases) is accurate and complete for each person 10 years of age and older, including the Background Check Request. If an operator chooses to submit or update this information to the certification agency, rather than using the CCPP, it may be done by submitting a paper Background Check Request form to the agency. If this information is not complete in the portal 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 begin to reside or work in a child care program. DCF encourages all individuals active in child care to gain access to the iChildCare portal, as they can update their own individual details, track their background check history, and see their history and activity with regulated child care programs across the state of Wisconsin. iChildCare will allow individuals entering the child care field to have their background check complete before applying to work in 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 coordinate outreach meetings 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>