



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

January 30, 2020

BECR Memo 2020-01

To: All Regulated Child Care Providers, Public School Programs, Contracting Agencies and Higher Education Institutes

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

The department began implementing new federal background check requirements October 1, 2018. Since that time the department has conducted nearly 40,000 background checks on applicants, licensees, certified operators, household members, caregivers, non-caregiver employees, contractors and student teachers. This memo provides instructions and important updates to all child care programs.

### **ANNUAL NAME-BASED CHECKS & QUARTERLY NOTICES**

In 2020, the department will resume conducting annual name-based background checks on licensees and adult household members. The department will also begin conducting annual name-based background checks on certified operators and their adult household members, and caregivers, non-caregiver employees, contractors, and student teachers.

On December 20, 2019, the department began mailing Quarterly Notices to child care programs informing them which individuals are due for an annual name-based background check. The Notices will be sent each quarter to child care programs on or round the 20th of December, March, June and September. Licensees/operators will need to review these Notices carefully to ensure the department has the most up-to-date list of individuals associated with their child care program. Annual name-based checks will be conducted on the following individuals:

- Individuals age 18 or older
- Individuals with an employment/residency status of “current” or “prospective”
- Individuals who have completed a DCF-conducted fingerprint-based background check (or name-based check if a minor employee) within 12 months or earlier

If the list of individuals included in the Notice or employment/residency status is not accurate, the licensee/operator needs to update the information in the Child Care Provider Portal (CCPP) as soon as possible. The cost of the annual name-based check is \$10 per individual. The department will mail invoices to the child care program quarterly for the cost of any annual name-based checks conducted. A copy of the Notice is available in the CCPP by clicking on the Communication button on the main facility page or selecting Facility Documents in the sandwich menu, then click on the Documents button.



The Quarterly Notice may have multiple sections if or when any individual associated with the program falls under the criteria for more than one section. The sections are explained below:

- List of individuals due for the 5-year fingerprint-based check within the next four months.
- List of individuals due for an annual name-based check.
- List of individuals who had an annual name-based check conducted within the last three months.
- List of individuals in *Prospective* status in the portal. This section lists all individuals associated with your program who have prospective status whether they are due for a background check or not. Be sure to update an individual's status once employment (or residency) status has been determined.

### **FINGERPRINT-BASED BACKGROUND CHECKS FOR CERTIFIED OPERATORS OUTSIDE OF MILWAUKEE COUNTY AND INDIVIDUALS EMPLOYED PRIOR TO OCTOBER 1, 2018**

Even if someone has had a fingerprint-based background check in the last five years, it does not mean they meet the new background check requirements. For a background check to establish an individual's eligibility to reside or work in child care, DCF must have been the agency that received the background check result and made the eligibility determination. If any of the following is true about a fingerprint-based background check, it DOES NOT meet the new background check requirements:

- The fingerprint-based background check was not performed through Fieldprint.
- The background check results were provided to the child care provider.
- The background check results were provided to a certification agency or other third party.
- Someone other than DCF made the determination about whether an individual's background made them eligible to reside or work in a child care setting.

All of the following groups will need to complete a fingerprint-based background check, to be received and reviewed by DCF:

- Any certified operators and their household members and employees who have not yet completed a DCF-conducted background check.
- Caregivers and non-caregiver employees employed at a licensed child care location prior to October 1, 2018.

- Contractors and student teachers working in a regulated child care program prior to October 1, 2018.
- Employees in public school child care programs.

All child care programs have received a “Background Check Notice” in the mail (also viewable in the CCPP). The Background Check Notice informs the child care program of the date by which they are required to request background checks for individuals associated with their child care program.

## **REQUESTING BACKGROUND CHECKS USING THE CHILD CARE PROVIDER PORTAL**

The Child Care Provider Portal is used to begin the background check process for anyone required by law to complete a DCF-conducted background check. If you have not yet used the CCPP to request or review background check information for individuals associated with your program be sure to watch this training video before you begin:

[https://dcf.wisconsin.gov/elearning/cbcindividualmodule/story\\_html5.html](https://dcf.wisconsin.gov/elearning/cbcindividualmodule/story_html5.html).

⇒**Step 1:** Verify every individual associated with your child care program is listed in the CCPP, and includes accurate, detailed information such as date of birth, social security number, and home/ mailing address. If an individual associated with your program is not yet listed in the CCPP, be sure to add them. If an individual is listed, be sure to review and update individual details as needed.

⇒**Step 2:** Request a background check for each individual by clicking “Background Check Request Form” and then “Add Background Check Request Form” to complete the background check request form electronically for each individual.

Once an individual is added to the portal and a Background Check Request form is completed, the system will mail a fingerprint instruction letter to the child care program. The letter will also be viewable in the CCPP under Communication. The fingerprint instruction letter will include the name of each individual required to complete a fingerprint-based background check and will include a code specific to each individual to use in order to schedule and pay for a Fieldprint appointment.

⇒**Step 3:** The individual attends the Fieldprint appointment and completes the fingerprint-based background check. After the individual completes their appointment and DCF receives the fingerprint-based background check result, DCF will mail initial eligibility determination letters to the child care program and the individual. Eligibility information is also viewable in the CCPP.

If you’re not sure whether your program has been mailed a Background Check Notice or you cannot find your Notice, log into the CCPP and search for the Notice under Communication. If you do not yet see the Background Check Notice contact the CBU at 608-422-7400 or [DCFplicBECRCBU@wisconsin.gov](mailto:DCFplicBECRCBU@wisconsin.gov).

Note: The information explained above pertains to individuals associated with a child care program prior to 10/1/18. New *prospective* caregiver or non-caregiver employees must complete a DCF fingerprint-based background check before they may begin working in the program.

## **COMPLIANCE EXPECTATIONS**

Now that all child care programs have received a Background Check Notice, it is important child care programs have their employees (or household members) entered in the CCPP and request a background check by the date listed in the Notice.

DCF also requires child care programs to attest that they have fully complied with the new background check requirements. Child care programs have received an [attestation document](#) that is to be signed and submitted to DCF, attesting the child care program is in full compliance with background check requirements. Child care programs found not to be in compliance will be issued a noncompliance statement and/or other enforcement action. Attestation form: <https://dcf.wisconsin.gov/files/forms/pdf/5365.pdf>.

## **E-PAYMENTS COMING SOON**

Child care providers will be able to pay fees to DCF using a new e-payment portal in the Child Care Provider Portal starting in February 2020. The following fees may be paid using the e-payment portal:

- Annual name-based background check fees
- Licensing fees (for licensed providers only)
- Capacity increase fees (for licensed providers only)
- Milwaukee County certification fees

Fees can be paid by credit card, debit card, or ACH bank transfer. Access the Child Care Provider Portal at <https://mywchildcareproviders.wisconsin.gov> to use the new e-payment module.

## **HELPFUL LINKS AND RESOURCES**

DCF has developed a web page with 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: <https://dcf.wisconsin.gov/ccbgcheck>.

Training video – Using the Child Care Provider Portal to request Background Checks: [https://dcf.wisconsin.gov/elearning/cbcindividualmodule/story\\_html5.html](https://dcf.wisconsin.gov/elearning/cbcindividualmodule/story_html5.html).

The iChildCare Portal, which allows individuals to request their own background check can be found at: <https://ichildcare.wisconsin.gov>.

It is important to stay updated. If you have not yet signed up to receive DCF emails, you can subscribe at <https://dcf.wisconsin.gov/childcare/email-signup>.