



201 East Washington Avenue, Room E200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8787
Fax: 608-266-5547

Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence

April 24, 2018

Child Welfare Licensing Memo 2018-15-Lic

To: Private Child Placing Agencies
Residential Care Center Providers
Group Home Providers
Shelter Care Facilities
Child Placing Agency Directors

From: Ron Hermes
Bureau Director

A handwritten signature in black ink, appearing to be "RH", written over the printed name "Ron Hermes".

RE: Caregiver Background Checks and the Background Information Disclosure Form

The purpose of this memo is to clarify for all licensed group homes, child placing agencies, shelter care facilities, and Residential Care Centers for Children and Youth which background information disclosure form is required under s. 48.685 and to ensure compliance with the Department and Children and Families' (DCF) Caregiver Background Check Law. Section 48.685(6) Wis. Stats., applies to caregivers and entities that are regulated by the Department of Children and Families and requires the use of the background information disclosure form provided by the Department of Children and Families.

The Department of Children and Families requires all caregivers and entities to use Background Information Disclosure (BID) form, DCF-F-2978-E for all background checks conducted under s. 48.685 and Chapter DCF 12 of the Administrative Code. Prior to July 1, 2016, DCF entities and caregivers were required to use the Department of Health Services (DHS) BID form. After July 1, 2016, all DCF caregivers and entities must use the DCF BID form. If a Department of Children and Families entity is dually licensed with DCF and DHS, both the DCF BID form and DHS BID forms must be completed.

Refer to DSP Numbered Memo Series 2016-08, dated July 15, 2016 for additional information regarding the policy and procedure requirements for DCF 12 Admin. Code.

If you have additional questions, please contact your licensing specialist directly.

CHILD WELFARE LICENSING
SECTION CONTACT:

Child Welfare Program Specialist
Bureau of Permanence and Out of Home Care
(262) 446-7856

MEMO WEBSITE: <https://dcf.wisconsin.gov/cwportal/policy>

Attachment: DCF-F-2978-E, Background Information Disclosure (BID)
<https://dcf.wisconsin.gov/forms>