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

From: Ron Hermes  
      Bureau Director  

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