



201 East Washington Avenue, Room E200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8787
Fax: 608-422-7158

Governor Tony Evers
Secretary Emilie Amundson
Division of Safety and Permanence

February 5, 2020

Child Welfare Licensing Memo 2020-04-lic

To: Residential Care Center Providers
Group Home Providers
Shelter Care Facilities

From: Wendy Henderson *Wendy Henderson*
Administrator

RE: Fingerprint Background Check Procedures for Current Employees

Purpose:

The Family First Prevention Service Act as described in Child Welfare Licensing Memo 2020-03-lic requires all employees working in a congregate care facility to submit a fingerprint scan to the Department of Children and Families (DCF). The purpose of this memo is to explain the process for all employees currently working in a congregate care facility.

Process for all current employees working in a congregate care facility:

Step 1: The employee must submit a fingerprint background scan to the State of Wisconsin by **April 1, 2020.**

- Fingerprints are scanned at a local Fieldprint office. The employee must register in advance for an appointment at the Fieldprint office. Locations and registration information can be found online at the following website: <https://fieldprintwisconsin.com/>. Information necessary to make an appointment will be included in a letter supplied by the facility. DCF will provide each facility with a template letter that must be used by each employee in order to schedule an appointment for the fingerprint scan.
- After the employee registers with Fieldprint and schedules an appointment, the employee will receive a Confirmation page letter from Fieldprint. The employee will take the Confirmation page and two forms of identification to the Fieldprint office at their scheduled time. Employees will NOT be charged by Fieldprint to have their fingerprints scanned.
- Fieldprint will scan and send the employees' fingerprints to the Department of Justice for processing. Results of the fingerprint scans are shared directly with DCF. The congregate care facility and the employee will not receive the results.

Step 2: DCF will review the results of the fingerprint scan for each employee and verify two items regarding the fingerprint scan results:

- DCF will compare the Background Information Disclosure (BID) form with the fingerprint scan results. If the fingerprint scan results identify any information that is not listed on the BID form, DCF will notify both the employer and the employee. The notification to the facility will only state that there is a discrepancy with the BID form and the fingerprint scan results. The notification to the employee will provide additional detailed information regarding the offense that was not documented on the BID form. The facility is required to discuss the discrepancy with the employee and the facility will make any final determinations regarding the employment status of the employee. If the facility decides to terminate employment of the employee, the facility will document the termination on the Provider Information Exchange roster and in the personnel record.
- If DCF determines that the crimes listed on the fingerprint scan results in a bar from employment, the employer will receive notification that the employee can no longer work at the facility, unless they have completed and passed a rehabilitation review. The employee will receive a letter stating that there is a bar to employment, and instructions will be included in the letter as to how they can complete a rehabilitation review.

Note: If there are no concerns regarding the employee, the facility will not be notified, nor will they receive any letter from DCF regarding the fingerprint scan results.

If you have any questions, please contact your licensing specialist.

CENTRAL OFFICE CONTACT:

Child Welfare Program Specialist
Department of Children and Families
(262) 446-7856

MEMO WEBSITE:

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