



September 8, 2020

Child Welfare Licensing Memo Series 2020-28-lic

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

From: Wendy Henderson
Administrator

RE: Fingerprint Check Requirements Update

Purpose:

The federal Family First Prevention Services Act (FFPSA) requires criminal fingerprint checks for all workers in congregate care facilities, including residential care centers, group homes and shelter care facilities. The Department issued [Child Welfare Licensing Memo 2020-04](#) with guidance on the procedures for fingerprint checks for congregate care workers. All fingerprint checks for current employees were required to be completed by April 1, 2020. This memo provides information on the new timeframe of fingerprint checks for congregate care workers.

Background:

The President issued a Proclamation on Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak on March 13, 2020. The Secretary of Health and Human Services (HHS) declared a public health emergency on January 31, 2020, under §319 of the Public Health Service Act (42 U.S.C. §247d), in response to the COVID-19 pandemic. Additionally, the President issued major disaster declarations for many jurisdictions due to the COVID-19 pandemic.

Due to the declaration of the major disaster, the Department published guidance on April 20, 2020, DCF Order #30, granting congregate care providers additional time to obtain the fingerprint scans due to the closure of local Fieldprint offices. Fieldprint offices have since reopened and are accepting appointments for staff to have their fingerprints scanned. Location of Fieldprint offices and scheduling of appointments can be found at <https://fieldprintwisconsin.com/>.

All congregate care workers are required to have the name-based criminal background checks and fingerprint checks conducted for all adults working in a congregate care facility as required per s. 48.685 except s.48.685(ba) every 4 years.



Providers should be ensuring that all staff complete all requirements of the background check process. **The Department is requiring all congregate care workers to have fingerprint scans for all completed by October 1, 2020.** In addition, all new employees must have their fingerprints scanned at a Fieldprint office before they may work with residents.

The Department may impose enforcement action per s. 48.715, Stats, for any provider who does not have the name-based checks completed and the fingerprints scanned of all their congregate care workers prior to any staff begins employment.

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

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

LINK: Child Welfare Licensing Memo 2020-04
<https://dcf.wisconsin.gov/files/cwportal/policy/pdf/memos/2020-04-lic.pdf>