

## Background Check Information Schedule Group Home, Shelter Care, and Residential Care Centers for Children and Youth

The Department of Children and Families (DCF) is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, contact t (608) 266-8787 (general) or 711 (TTY). For civil rights questions call (608) 422-6889 or 711 (TTY).

**Explanation of Abbreviations:**

- DCF:** Department of Children and Families
- BID:** Background Information Disclosure form (please make necessary copies of this form)
- CBC:** Caregiver Background Check
- DOJ:** Department of Justice

ITEMS TO BE SUBMITTED TO DCF	ITEMS TO BE MAINTAINED FOR YOUR LICENSING FILES
<p><b>Initial Application:</b> Submit completed BID form(s) at initial application for the individuals listed below.</p> <ul style="list-style-type: none"> <li>▪ Licensee – i.e., owner, president of the board of directors of the corporation.</li> <li>▪ All adult non-client residents who are not staff.</li> <li>▪ Non-client residents age 12 through 17.</li> <li>▪ NOTE: Submit a BID immediately following a change/addition of a board president or a non-client resident 12 years of age or older to the home / facility.</li> </ul> <p><b>License Continuation:</b> Include \$10.00 for each of the individuals listed below.</p> <ul style="list-style-type: none"> <li>▪ Licensee – i.e., owner, president of the board of directors of the corporation.</li> <li>▪ All adult non-client residents who are not staff.</li> <li>▪ Non-client residents age 12 through 17.</li> <li>▪ NOTE: Submit a BID immediately following a change/addition of a board president or a non-client resident 12 years of age or older to the home / facility.</li> </ul> <p>Incomplete BID forms will be returned to you and will delay the issuance or continuation of your license. See our web site for contact information <a href="http://dcf.wisconsin.gov/childrenresidential/contacts.htm">http://dcf.wisconsin.gov/childrenresidential/contacts.htm</a>.</p>	<p>You (licensee / owner) are responsible for conducting CBCs (which includes collecting BID forms, submitting completed *DJ-LE-250 or DJ-LE-250A forms and *fees to DOJ, and conducting any necessary investigations) for the individuals listed below.</p> <ul style="list-style-type: none"> <li>* Administrator and employees age 18 or older, including relief help.</li> <li>* Any person under contract who will have access to children in care.</li> </ul> <p>Send completed Single or Multiple Records Request form (*DJ-LE-250 or DJ-LE-250A) with appropriate *fees to: <u>Do not send the BID form(s).</u></p> <p style="text-align: center;">Crime Information Bureau Attn: Record Check Unit PO Box 2688 Madison WI 53701-2688</p> <p>CBCs are to be completed every 4 years for the individuals listed above. Keep the most recent BID form(s) along with the DOJ results and DHS/DRL response to CBC memo on file in the center. The licensing specialist will review at a future visit.</p> <p>*Forms and information may be obtained from the DOJ web site at <a href="http://www.doj.state.wi.us/dles/cib/">http://www.doj.state.wi.us/dles/cib/</a> or CBCs may be completed electronically for those that have registered for an on-line account at <a href="https://wi-recordcheck.org/account/html/logon.jsp">https://wi-recordcheck.org/account/html/logon.jsp</a>.</p>