Background Check Information Schedule – Child Placing Agencies

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call (608) 266-8787. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

Explanation of Abbreviations:

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

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<th>ITEMS TO BE SUBMITTED TO DCF:</th>
<th>ITEMS TO BE MAINTAINED IN YOUR FILES:</th>
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| **BID Forms**: Submit completed and signed Background Information Disclosure (BID) forms at initial application, at issuance of a regular license, and at each license continuation review per s.48.685(6) and DCF 12.03(2) for the individuals listed below.  
  - Licensee – i.e., owner, president of the board of directors of the corporation.  
  - If the CPA office is located in a home, all adult non-client residents of the home who are not staff.  
| You (licensee/owner) are responsible for conducting CBCs (which includes collecting BID forms per s.48.685(2) and 48.685(6)(am), submitting completed *DJ-LE-250 or DJ-LE-250A forms and *fees to DOJ, and conducting any necessary investigations) for the individuals listed below.  
  - Administrator and employees age 18 or older.  
  - Any person under contract with the CPA who will have access to children in care.  
  - Licensed foster parents and pre-adoptive parents.  
  - Non-client residents, age 10 through 17, who answer “yes” to any question in Section A on the BID form.  
| Incomplete BID forms will be returned to you and will delay the issuance or continuance of your license.  

  Note: Submit a BID as soon as possible, but no later than the agency’s next business day, when a change/addition of a board president or a non-client resident 10 years of age or older to the home / facility occurs, per Wis. Admin. Code DCF 12.08(2). |
| Send completed Single or Multiple Records Request form (*DJ-LE-250 or DJ-LE-250A) with appropriate *fees to: Do not send the BID forms  
  Crime Information Bureau  
  Attn: Record Check Unit  
  PO Box 2688  
  Madison WI 53701-2688 |
| **CBC Fees**: Submit CBC fees at initial application, at issuance of a regular license, and at each license continuation review for the individuals listed below. The fee is $10.00 for each individual.  
  - Licensee – i.e., owner, president of the board of directors of the corporation.  
  - If the CPA office is located in a home, all adult non-client residents of the home who are not staff.  
| 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. |

*Forms and information may be obtained from the DOJ web site at [https://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information](https://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information) or CBCs may be completed electronically for those that have registered for an on-line account at [https://recordcheck.doj.wi.gov/](https://recordcheck.doj.wi.gov/).