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:

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<th>Abbreviation</th>
<th>Description</th>
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<td>DCF</td>
<td>Department of Children and Families</td>
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<tr>
<td>BID</td>
<td>Background Information Disclosure (BID) form (make additional copies of this form as necessary)</td>
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<td>CBC</td>
<td>Caregiver Background Check</td>
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<td>DOJ</td>
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**ITEMS TO BE SUBMITTED TO DCF:**

**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 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.

Incomplete BID forms will be returned to you and will delay the issuance or continuance of your license.

**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.

**ITEMS TO BE MAINTAINED IN YOUR FILES:**

You (licensee/owner) are responsible for conducting CBCs (which includes collecting BID forms, submitting completed BID 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 12 through 17, who answer “yes” to any question in Section A on the BID form.

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

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/).