

Background Check Information Schedule – Child Placing Agencies

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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

ITEMS TO BE SUBMITTED TO DCF:	ITEMS TO BE MAINTAINED IN YOUR FILES:
<p>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.</p> <ul style="list-style-type: none"> • 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. <p>Incomplete BID forms will be returned to you and will delay the issuance or continuance of your license.</p> <p><u>Note:</u> 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 12 years of age or older to the home / facility occurs, per Wis. Admin. Code DCF 12.08(2).</p> <p>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.</p> <ul style="list-style-type: none"> • 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. 	<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"> • 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. <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 forms</u></p> <p>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 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/.</p>