



DCF BACKGROUND CHECK CHECKLIST

CURRENT PROVIDERS WITH EMPLOYEES HIRED BEFORE 10/01/2018

1. RECEIVE NOTICE FROM THE DCF TO BEGIN CHECKS ON CURRENT CAREGIVERS, NONCAREGIVER EMPLOYEES, AND HOUSEHOLD MEMBERS

- You will receive a notice 60 days in advance of when your program is scheduled to undergo background checks for all current caregivers, noncaregiver employees, and household members.
- You will receive a second notice 30 days in advance of when your program is scheduled to undergo background checks for all current caregivers, noncaregiver employees, and household members.
- For each individual requiring a fingerprint-based background check, a fee of \$39.00 will be collected at the time the appointment is scheduled. There is no requirement regarding who is responsible for paying this fee.
- Providers will be responsible for ensuring all caregivers, noncaregiver employees, and household members receive their required background checks. If they do not, you will be non-compliant.

2. ADD ALL INDIVIDUALS TO THE CHILD CARE PROVIDER PORTAL (CCPP)

- Pull individuals from the Registry into the CCPP at <https://mywchildcareproviders.wisconsin.gov>
 - Enter the "Individuals" tab within the CCPP.
 - Select the "Registry" option and then select "Copy to Individuals."
- Return to the "Individuals" tab and add any missing caregivers or noncaregiver employees manually.

3. FILL OUT A BACKGROUND CHECK REQUEST FOR EACH INDIVIDUAL

- Enter the "Details" section of each current caregiver, noncaregiver employee, and household member.
- Select the "Background Check Request" button and fully fill in the required information.
- Electronically sign, and then select "Submit" at the end of the questionnaire.

4. WAIT FOR THE SCHEDULED DATE LISTED IN YOUR NOTICE FROM DCF TO RECEIVE YOUR FIELDPRINT INSTRUCTION LETTER

- Upon your scheduled date, you will receive a Fieldprint instruction letter with a unique code for every individual with a submitted background check request.
- Follow the Fieldprint instruction letter, once received, to schedule a fingerprint appointment.
 - Instructions for scheduling can also be found at <https://dcf.wisconsin.gov/files/ccregulation/pdf/fieldprint-fingerprint-appointment.pdf>
 - Remember to use the unique code assigned to each individual only once.
 - A processing fee of \$39.00 will be collected at time of scheduling.
 - Two (2) forms of ID must be presented at time of appointment.
- Every individual must attend the scheduled appointment. Any missed appointment will require another \$7.75 fee to reschedule. Please call Fieldprint at (877) 614-4364, before a scheduled appointment, to reschedule without a fee.
- *If there are no live Fieldprint locations within 35 miles, Fieldprint will mail a fingerprint card kit which can be processed at a local law enforcement agency. (Rolled prints may incur additional fees).



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5. WAIT FOR ELIGIBILITY DETERMINATION

- Final eligibility will be determined in approximately 45 business days. The notices will be posted in the CCPP under the "Communications" tab. Notices will also be mailed to the facility address and the background check subject's home address.

6. FUTURE BACKGROUND CHECKS

- Remember to budget \$39.00 for the fingerprint-based background check, which will occur every five (5) years for each caregiver, noncaregiver employee, and household member.
- Remember to budget \$10.00 every year for the individual's annual DOJ background check.
- Inactivate any individuals who are no longer employed or working at your center.

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 contact the Bureau of Early Care Regulation at dcfclicreg@wisconsin.gov or (608) 421-7550. 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.