



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 that you are scheduled to undergo background checks for all current caregivers, noncaregiver employees, and household members.
- You will receive a reminder 30 days in advance that you are 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 \$37.75 will be collected at the time the appointment is scheduled.
- Providers will be responsible for ensuring all caregivers, noncaregiver employees, and household members receive their required background checks. If they do not, they will be non-compliant.

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

- Pull individuals from the Registry into the CCPP.
<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 caregiver 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 information and 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 \$37.75 will be collected at time of scheduling.
 - Two 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.



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*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).

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. REMAIN COMPLIANT

- Remember to budget for the fingerprint-based background check, which will occur every five (5) years for every caregiver, noncaregiver employee, and household member.

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, please contact (608) 422-7000 or the Wisconsin Relay Service (WRS) – 711 TTY. For civil rights questions, call (608) 422-6889 or the Wisconsin Relay Service (WRS) – 711 TTY.