



DCF BACKGROUND CHECK CHECKLIST CURRENT PROVIDERS WITH NEW EMPLOYEES

1. LOGIN TO THE CHILD CARE PROVIDER PORTAL (CCPP)

- The CCPP is located at: <https://mywchildcareproviders.wisconsin.gov>
- If you do not have access to the CCPP, request it here: <https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>
- The User Guide for the CCPP can be downloaded here: <https://dcf.wisconsin.gov/files/publications/pdf/5221.pdf>
- Video training for the CCPP is also available at: https://dcf.wisconsin.gov/elearning/cbcindividualmodule/story_html5.html

2. SUBMIT PROSPECTIVE CAREGIVERS, NONCAREGIVER EMPLOYEES, AND HOUSEHOLD MEMBERS.FOR BACKGROUND CHECKS

- Enter the “Individuals” tab within the CCPP.
- Add every prospective caregiver, noncaregiver employee, and household member. This includes student teachers and volunteers counted in ratio.
- Select the “details” button for each new individual in the “Individuals” tab and complete a Background Check Request Form (BCR) for each new caregiver, noncaregiver employee, and household member. <https://dcf.wisconsin.gov/files/forms/doc/5296.docx>
 - You will receive a Fieldprint Instruction Letter in your “Communications” tab the following business day.
- 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.
 - 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).

3. WAIT FOR APPROVAL OF NEW STAFF

- Notice of preliminary eligibility will be posted within 5-7 days to the CCPP under the “Communications” tab. This letter will also be mailed within 5-7 days of the Department of Children and Families receiving the results of the fingerprint check.
 - Eligibility letters will be delivered to the registered facility address for the provider.
 - Preliminary eligibility allows an individual to work with children while under supervision of another person who has obtained final eligibility through a DCF fingerprint-based background check.
- 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.



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4. ADJUST EMPLOYMENT STATUS IN THE CCPP

- Remove any individuals who have been found ineligible, unless you are informed of an appeal.
- Change all caregiver, noncaregiver employee, and household member with final eligibility from a prospective employee to a current employee in their individual profile.
- Remember to budget \$37.75 for every five (5) years for the individual's fingerprint-based background check.

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.