

CHILD CARE BACKGROUND CHECK ROLE CHART

The table below is not an exhaustive list of possible roles in child care; it is meant to provide examples and additional clarification regarding who is required by DCF to have a background check under to the new background check requirements in Wisconsin State Statute 48.686.

DEFINITIONS

Caregiver means any of the following:

1. A person who is an employee or contractor of a child care program and involved in the care or supervision of children in care.
2. A person who has direct contact and unsupervised access to children in care of a child care program.
3. A person who has, or is seeking, a license, certification, or contract to operate a child care program.

* Student teachers, practicum students, household members, and volunteers counted in ratio are all considered **caregivers**.

Household Member: A person who is age 10 or older, who resides, or is expected to reside, at a child care program, and who is not a client of the child care program or caregiver.

Noncaregiver Employees: Individuals who provide services to a child care program as an employee or as a contractor and is not a caregiver, but whose work at the child care program provides the ability to move freely throughout the premises and opportunities for interactions with clients of the child care program.

| Role | Description | 5-Year Fingerprint-Based FBI Check |
|--------------------------------|--|------------------------------------|
| Administrative Staff | Someone working at a separate building, reception desk, office space, or somewhere in the facility who does not provide care for children, does not have the ability to move freely throughout the premises and does not have the opportunity to interact with children in care. | No |
| Administrative Staff | Someone providing administrative support or acting as office staff for a program or provider who does not provide care for children but does have the ability to move freely throughout the premises and the opportunity to interact with children in care. | Yes |
| Administrator | Someone overseeing administrative staff who has the ability to move freely throughout the premises and could potentially interact with children in care. | Yes |
| Applicant / Licensee | Anyone applying to start a licensed child care center or certified child care program. | Yes |
| Director | Anyone acting as the director of a child care facility or program. | Yes |
| Director - Assistant | Someone providing assistance or support for the director of a facility or program who cannot move freely throughout the premises and does not have the opportunity to interact with children in care. | No |
| Director - Assistant | Someone providing assistance or support for the director of a facility or program who can move freely throughout the premises and does have the opportunity to interact with children in care. | Yes |
| Facilities Staff | Facilities, maintenance, or grounds keeping staff who cannot move freely throughout the premises and do not have the opportunity to interact with children in care. | No |
| Facilities Staff | Facilities, maintenance, or grounds keeping staff who can move freely throughout the premises and have the opportunity to interact with children in care. | Yes |
| Household Member (18 or Older) | Any member or non-client resident of a household that is also a child care program or center who is 18 years of age or older. | Yes |

| Role | Description | 5-Year Fingerprint-Based FBI Check |
|--|---|--|
| Household Member (Under Age 18) | Any member of a household that is also a child care program or center who is under 18 years of age. | No Children under 18 years of age are not subject to fingerprint-based background checks, however, they must still be submitted to undergo a less comprehensive background check. |
| Human Resources | Someone who provides human resource services or support for a program or facility, cannot move freely throughout the premises where child care is occurring and does not have the opportunity to interact with children in care. | No |
| Human Resources | Someone who provides human resource services or support for a program or facility, does have the ability to move freely throughout the premises where child care is occurring and does have the opportunity to interact with children in care. | Yes |
| Kitchen Staff | Someone who prepares food on behalf of the center, does not have the opportunity to interact with children (such as by serving them the food) and does not have the ability to move freely throughout the premises. | No |
| Kitchen Staff | Someone who prepares food on behalf of the center, is not a caregiver, has the opportunity to interact with children (such as by serving them the food) and has the ability to move freely throughout the premises. | Yes |
| Minor Employee (Under Age 18) | Any employee under the age of 18 who does not have the ability to move freely throughout the premises or the opportunity to interact with children in care. | No |
| Minor Employee (Under Age 18) | Any employee under the age of 18 who has the ability to move freely throughout the premises and the opportunity to interact with children in care. | No Children under 18 years of age are not subject to fingerprint-based background checks; however, they must still be submitted to undergo a less comprehensive background check if they meet the other qualifications. |
| Other Caregiver | <p>Any other individual who meets the definition of "caregiver." The definition of caregiver is:</p> <ol style="list-style-type: none"> 1. A person who provides or is involved in the care or supervision of children enrolled in a child care program. 2. A person who has, or is seeking, a license, certification, or contract to operate a child care program. 3. A person who has direct contact and unsupervised access to children enrolled in a child care program. | Yes |
| Other Non-Caregiver | Any person employed by, or providing services to, a center who has the ability to move freely throughout the premises and the opportunity to interact with children in care. | Yes |
| Provider | Any individual responsible for providing child care services for a center, facility or program. | Yes |
| Site Supervisor | Someone responsible for supervising or observing the training or teaching of another individual without the ability to move freely throughout the child care premises or without the opportunity to interact with children in care. | No |

| Role | Description | 5-Year Fingerprint-Based FBI Check |
|---|--|---|
| Site Supervisor | Someone responsible for supervising or observing the training or teaching of another individual without the ability to move freely throughout the premises of the child care facility and the opportunity to interact with children in care. | Yes |
| Student Observer (High School Student) | Students who are performing observations as part of a DPI course through their high school. | No |
| Student Observer (College Student) | College students who are observing for credit or coursework, but who are not considered to be an intern, in practicum, or a student teacher, <u>and</u> who are not learning to be caregivers <u>and</u> supervising children. | No |
| Student Intern | Student interns, students in practicum and student teachers all count as caregivers under the new guidelines and require a fingerprint-based FBI background check. | Yes Students under 18 years of age are not subject to fingerprint-based background checks; however, they must still be submitted to undergo a less comprehensive background check. |
| Student in Practicum | Student interns, students in practicum and student teachers all count as caregivers under the new guidelines and require a fingerprint-based FBI background check. | Yes Students under 18 years of age are not subject to fingerprint-based background checks; however, they must still be submitted to undergo a less comprehensive background check. |
| Student Teacher | Student interns and student teachers all count as caregivers under the new guidelines and require a fingerprint-based FBI background check. | Yes Children under 18 years of age are not subject to fingerprint-based background checks; however, they must still be submitted to undergo a less comprehensive background check. |
| Teacher - Assistant | Teachers in any capacity count as caregivers and require a fingerprint-based FBI background check. | Yes |
| Teacher - Lead | Teachers in any capacity count as caregivers and require a fingerprint-based FBI background check. | Yes |
| Teacher - Substitute | Teachers in any capacity count as caregivers and require a fingerprint-based FBI background check. | Yes |
| Volunteer | Parent volunteers who do not fulfill a caregiving role and do not count towards the required staff-to-child ratio. | No |
| Volunteer | Any volunteer counted towards the required staff-to-child ratio. | Yes |
| Volunteer | Any volunteer who does not count towards the required staff-to-child ratio, but provides services to the center or program and has the ability to move freely throughout the premises and the opportunity to interact with children. | Yes |

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.