



BACKGROUND CHECK CHECKLIST CONTRACTING AND STAFFING AGENCIES

1. REQUEST A PROGRAM PROVIDER NUMBER

- Complete the web form located at <https://dcf.wisconsin.gov/childcare/provider-number-request> in order to submit a request for a provider number. This will allow you to gain access to the Child Care Provider Portal (CCPP).

2. LOGIN TO THE CHILD CARE PROVIDER PORTAL

- Create a Department of Workforce Development (DWD) logon at: <https://www.dwd.state.wi.us/accountmanagement/default.aspx>
- With a provider number, and DWD logon request CCPP access at: <https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>
- Log in to the CCPP at: <https://mywchildcareproviders.wisconsin.gov/login?DcfReturnUrl=%2F>
- The CCPP User Guide can be downloaded at: <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

3. SUBMIT EACH CONTRACTOR, EMPLOYEE, OR STAFF MEMBER PROVIDING SERVICES TO A CHILD CARE CENTER OR PROGRAM

- Enter the "Individuals" tab within the CCPP.
- Add any employees or staff.
- Select the "details" button for each new individual in the "Individuals" tab and complete the online Background Check Request Form (BCR) for all individuals.
 - The individual will receive a Fieldprint instruction letter in the mail at their home address listed in the CCPP.
- Each individual should 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.
**There is no law defining who must pay for the fee. It is up to the company's discretion whether to pay for it or to require the employee to pay for it.*
 - 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. To reschedule without a fee, please call Fieldprint at (877) 614-4364 before a scheduled appointment.

**If there are no livescan 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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4. WAIT FOR APPROVAL OF NEW EMPLOYEES

- Notice of preliminary eligibility will be mailed to the individual within 5-7 days to the address on file.
 - Preliminary eligibility allows an individual to work with children while under periodic direct observation of another person who has obtained final eligibility through a DCF approved background check.
 - Individuals are unable to work at a care center, or with a provider, until they receive a preliminary eligibility letter.
 - Individuals are unable to work without supervision until they receive a final eligibility letter.
 - Individuals may request an email copy of the letter from the CBU.
- Final eligibility will be determined in approximately 45 business days. The notices will be mailed to the individual's address listed in the CCPP.

5. ADJUST STATUS IN THE CCPP

- Inactivate any individuals who have been found ineligible, unless you are informed of an appeal.
- Change individuals with final eligibility from a prospective individual to a current individual in the individual profile.
- Remember to budget \$10.00 each year for the individual's annual DOJ background check.

6. FOR CONTRACTORS CURRENTLY ACTIVE AT A PROGRAM OR CENTER

- DCF is beginning to do checks on currently active caregivers and noncaregiver employees beginning January 1, 2019.
- Individuals who have not had a fingerprint check conducted by DCF and are active at a child care center will require a new background check when that facility's existing employees are due.
- No individual may begin a new placement with a care provider or center without undergoing the fingerprint-based background check process.

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.