



BACKGROUND CHECK CHECKLIST

REQUESTING A BACKGROUND CHECK

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 at <https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>
- The User Guide for the CCPP 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

2. SUBMIT THE PROSPECTIVE CAREGIVER, NONCAREGIVER EMPLOYEE, OR HOUSEHOLD MEMBER FOR A BACKGROUND CHECK

- Enter the "Individuals" tab within the CCPP.
- Add the prospective caregiver, noncaregiver employee, or household member residing in a program.
- Select the "details" button in the "Individuals" tab and complete a Background Check Request Form (BCR). (<https://dcf.wisconsin.gov/files/forms/doc/5296.docx>)
 - You will receive a Fieldprint Instruction Letter in your "Communications" tab by 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 \$39.00 will be collected at time of scheduling.
 - 2 forms of ID must be presented at time of appointment.
- The 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

- 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 periodic direct observation 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.

4. CHANGE STATUS IN THE CCPP

- Remove an individual who has been found ineligible, unless you are informed of an appeal.
- If the individual is eligible and active at your program, change their status from prospective to current in their individual profile.
- Remember to budget \$39.00 for every five (5) years for the individual's fingerprint-based background check.

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 dcfclireg@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.