

## CHILD CARE BACKGROUND CHECKS LICENSING SPECIALIST DESK AID

<b><u>Who Needs a Background Check?</u></b> <i>As defined in Wisconsin State Statute 48.686</i>		<b><u>Who Does NOT Need a Background Check?</u></b>
<i>Caregiver</i>	<i>Noncaregiver Employee</i>	<p>Background checks are only required for <b>Caregivers</b>, and <b>Noncaregiver Employees</b>. If a provider does not believe an individual requires a background check, they should have documentation that demonstrates the following:</p> <p>1) The individual is not an employee or contractor operating on behalf of their program.</p> <p style="text-align: center;"><b>OR</b></p> <p>2) The individual does not have the ability to move freely throughout the premises and opportunities to interact with clients of the child care program.</p> <p>Documentation could include but is not limited to:</p> <ul style="list-style-type: none"> <li>An alternate release plan that demonstrates a child is not in the care of the child care provider when with an individual (such as a parent-contracted speech therapist),</li> <li>Updated policies and procedures that ensure an employee or contractor at a center without a background check does not have either the ability to move freely through the premises or opportunities for interactions with clients of the child care program.</li> </ul>
<ol style="list-style-type: none"> <li>1) A person who is involved in the care or supervision of children enrolled in a child care program.</li> <li>2) A person who has, or is seeking, a license, certification, or contract to operate a child care program.</li> <li>3) A person who has direct contact and unsupervised access to children enrolled in a child care program.</li> <li>4) All household members (anyone residing at a child care location), student teachers, and volunteers-counted-in-ratio.</li> </ol>	<p>A person who provides services to a child care program as an employee or a contractor who:</p> <ul style="list-style-type: none"> <li>• Has the ability to move freely throughout the premises.</li> </ul> <p style="text-align: center;"><b>AND</b></p> <ul style="list-style-type: none"> <li>• Has opportunities for interactions with clients of the child care program.</li> </ul>	
<b><u>What Proves Background Check Compliance?</u></b>		
<i>Eligibility Letter</i>	<i>Child Care Provider Portal Status</i>	
<p>A paper or digital letter from DCF specifying an individual has been found eligible to be active in their current role at the child care provider's location. The letter should contain:</p> <ul style="list-style-type: none"> <li>• Individual's Name</li> <li>• Individual's Role</li> <li>• Provider's Name</li> <li>• Individual's Eligibility Status</li> </ul>	<p>Any individual attached to a provider's location who has been submitted for a background check will have a live eligibility status in their individual profile in the Child Care Provider Portal.</p> <p>This information can also be confirmed under the individual's information in WISCCRS</p>	

<b><u>What is Supervision for Preliminary Eligibility?</u></b>	<b><u>What Do the Different Eligibility Titles Mean?</u></b>	
<p>Supervision for those with <i>Preliminary Eligibility</i> is defined as:</p> <p><b><u>Periodic Direct Observation</u></b></p> <p>Because each child care provider and location is unique, DCF has left the definition of supervision for those with <i>Preliminary Eligibility</i> relatively flexible.</p> <p>The intent of this definition is to ensure that the person providing supervision can quickly intervene in the care a person under supervision is providing if necessary. When determining if a situation qualifies as supervision, consider the following:</p> <ul style="list-style-type: none"> <li>• Is the observation occurring on a regular and reasonable basis?</li> <li>• Does the person under observation have any prolonged times where they are not within sight or sound of the person supervising them?</li> <li>• Is the supervision happening in person and not with the assistance of any electronic device?</li> <li>• Will the person providing supervision be able to intervene quickly in an emergency?</li> </ul>	<i>Preliminary Eligibility</i>	<i>Final Eligibility</i>
	<p>Preliminary Eligibility means that an individual has not been convicted of any barred offenses, and has not been required to register on any sex offender registry. Preliminary eligibility allows a Caregiver or Noncaregiver Employee to reside and work in a child care setting under the supervision of an individual with Final Eligibility.</p>	<p>Final Eligibility is established by checking an individual's collected record for negative behavior that is substantially related to the care of children. If a person passes this stage of the background check, they are determined to have Final Eligibility. This allows them to reside or work in a child care setting for 5 years without supervision, and to provide supervision for those with preliminary eligibility.</p>
	<b><u>Child Care Background Unit Information</u></b>	
<p><b>Mailing Address:</b> DCF Child Care Background Unit          PO Box 8916          201 E. Washington Ave, Room E200          Madison, WI 53708-8916</p> <p><b>Phone number:</b> 608-422-7400</p> <p><b>Fax number:</b> 608-422-7155</p> <p><b>Email address:</b> <a href="mailto:DCFPlcBECRCBU@wisconsin.gov">DCFPlcBECRCBU@wisconsin.gov</a></p>		

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](mailto: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.