

CHILD CARE BACKGROUND CHECKS LICENSING SPECIALIST DESK AID

<u>Who Needs a Background Check?</u> <i>As defined in Wisconsin State Statute 48.686</i>		<u>Who Does NOT Need a Background Check?</u>
<i>Caregiver</i>	<i>Noncaregiver Employee</i>	<p>Background checks are only required for Caregivers, and Noncaregiver Employees. If a provider does not believe an individual requires a background check, they should have documentation that demonstrates the following:</p> <ol style="list-style-type: none"> 1) The individual is not an employee or contractor operating on behalf of their program. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 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>Documentation could include but is not limited to:</p> <ul style="list-style-type: none"> • 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), • 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.
<ol style="list-style-type: none"> 1) A person who 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. 4) All household members (anyone residing at a child care location), student teachers, and volunteers-counted-in-ratio. 	<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"> • Has the ability to move freely throughout the premises. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • Has opportunities for interactions with clients of the child care program. 	
<u>What Proves Background Check Compliance?</u>		
<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"> • Individual's Name • Individual's Role • Provider's Name • Individual's Eligibility Status 	<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>	

<u>What is Supervision for Preliminary Eligibility?</u>	<u>What Do the Different Eligibility Titles Mean?</u>	
<p>Supervision for those with <i>Preliminary Eligibility</i> is defined as:</p> <p><u>Periodic Direct Observation</u></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"> • Is the observation occurring on a regular and reasonable basis? • Does the person under observation have any prolonged times where they are not within sight or sound of the person supervising them? • Is the supervision happening in person and not with the assistance of any electronic device? • Will the person providing supervision be able to intervene quickly in an emergency? 	<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>
	<u>Child Care Background Unit Information</u>	
<p>Mailing Address: DCF Caregiver Background Unit PO Box 8916 201 E. Washington Ave, Room E200 Madison, WI 53708-8916</p> <p>Phone number: 608-422-7400</p> <p>Fax number: 608-422-7155</p> <p>Email address: DCFPlcBECRCBU@wisconsin.gov</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 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.