

Background Check Information Schedule Group Home, Shelter Care, and Residential Care Centers for Children and Youth

Explanation of Abbreviations:	DCF: Department of Children and Families
	BID: Background Information Disclosure form (please make necessary copies of this form)
	CBC: Caregiver Background Check
	DOJ: Department of Justice

LICENSEE ITEMS TO BE SUBMITTED TO DCF

BID Forms: Submit completed and signed BID forms at initial application, at issuance of a regular license, and at each license continuation review per s. 48.685(6) and DCF 12.03(2) for the licensee. Incomplete or unsigned BID forms will be returned to you and will delay the issuance or continuation of your license.

Note: Submit a BID as soon as possible, but no later than the agency's next business day, when there is a change to licensee, per Wis. Admin. Code DCF 12.08(2).

CBC Fees: Submit CBC fees at initial application, at issuance of a regular license, and at each license continuation review for the individuals listed below. The fee is \$15.00 for each individual.

DCF will provide instructions on how to complete fingerprint checks at a Fieldprint office which is required every 4 years.

EMPLOYEE ITEMS TO BE MAINTAINED IN YOUR FILES

Licensees are responsible for conducting CBCs per s. 48.685(2) and 48.685(6)(am) (which includes collecting BID forms, submitting completed DJ-LE-250 or DJ-LE-250A forms* and fees* to DOJ, and conducting any necessary investigations) for the individuals listed below.

- Administrator and employees aged 18 or older,
- Any person under contract who will have access to children in care,
- Volunteers who have direct contact with residents,
- Staff are also required to go to a Fieldprint office for fingerprint check every 4 years. Licensee will be given instructions on process.

Do not send the BID form(s). Send completed [Single Name Records Request \(DJ-LE-250\)](#) or Multiple Records Request ([Multiple Name Record Request \(DJ-LE-250A\)](#)) with appropriate fees* to:

Crime Information Bureau
Attn: Record Check Unit
PO Box 2688
Madison WI 53701-2688

CBCs must be completed every 4 years for the individuals listed above. Keep the most recent BID form(s) along with the DOJ results and DHS/DRL response to CBC memo on file at the facility. The licensing specialist will review at a future visit. Licensee will be required to submit all CBCs to the [DCF web portal](#). Instructions will be provided.

DEPARTMENT OF CHILDREN AND FAMILIES

Division of Safety and Permanence

*Other forms and information may be obtained from the [DOJ web site \(https://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information\)](https://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information) or CBCs may be completed electronically for those that have registered for an on-line account at the [Wisconsin Online Record Check System \(https://recordcheck.doj.wi.gov/\)](https://recordcheck.doj.wi.gov/).

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 call (608) 266-8787. 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.