

What Happened? – On October 1, 2018, the Child Care Development Block Grant changed federal policy, requiring the Department of Children and Families to conduct FBI background checks on all regulated child care providers.

October 1, 2018

The federal Child Care Development Block Grant (CCDBG) requirements begin.

The DCF begins fingerprint-based background checks on all new caregivers, noncaregiver employees, and household members.

January, 2019

DCF will begin contacting providers to conduct background checks on existing caregivers, noncaregiver employees, and household members.

September 30, 2020

DCF finishes all child care individual initial FBI fingerprint checks.



October 1, 2018

Providers must submit new caregivers, noncaregiver employees, and household members, for background checks via the Child Care Provider Portal.

January 1, 2018 – September 30, 2020

DCF will send providers instructions on when the DCF Caregiver Background Unit will conduct background checks on their existing caregivers, noncaregiver employees, and household members.

October 1, 2020

DCF will conduct FBI fingerprint checks on all child care individuals every five years after their initial check.

Helpful Links:

Upcoming Changes

<https://dcf.wisconsin.gov/cclicensing/cbc-updates>

Getting Started Checklists:

New Providers:

<https://dcf.wisconsin.gov/files/publications/pdf/5302.pdf>

Current Providers with New Employees:

<https://dcf.wisconsin.gov/files/publications/pdf/5301.pdf>

Current Providers with Current Employees:

<https://dcf.wisconsin.gov/files/publications/pdf/5286.pdf>

Background Check FAQ:

<https://dcf.wisconsin.gov/cclicensing/fp-faq>

Child Care Provider Portal:

<https://mywchildcareproviders.wisconsin.gov/>

Who Needs a Background Check?

- Any and all caregivers
- Any and all noncaregiver employees
- Any applicant for a license
- Any current licensees
- Any household member over 10 years of age
- Any employee (contracted or other) with unescorted access to the facility who has the potential to interact with children
- Any student teacher, or volunteer used to meet required ratios

What is the Cost?

- FBI fingerprint-based checks cost \$31.25 per person, with an additional Fieldprint collection fee of \$7.75 per person
- Annual name-based Wisconsin DOJ checks cost \$10 per person

FBI Fingerprint-Based Child Care Background Checks

Frequently Asked Questions

The Child Care Development Block Grant (CCDBG) Act of 2014 sought to make child care safer by ensuring that individuals working with or in proximity to children have not committed violent crimes, child abuse or sexual offenses. The new federal law requires states to establish and manage state-administered background checks for individuals to operate, reside in or work at a child care center.

The table on the next page provides answers to Frequently Asked Questions about child care background check requirements:

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Date and Time Questions	
<u>Question</u>	<u>Answer</u>
When did the requirements and process for conducting background checks change?	The Department of Children and Families (DCF) began conducting background checks and making eligibility determinations for NEW applicants for regulation, household members, caregivers and noncaregiver employees, beginning on 10/1/18. In January 2019 DCF will begin conducting background checks for existing applicants, household members, caregivers, and noncaregiver employees.
How long will it take for a background check to be completed?	A background check begins once the fingerprint check results are received by the Department of Children and Families (DCF). The background check results usually arrive electronically at DCF within 48 to 72 hours after the digital fingerprints have been submitted to DOJ. DCF will review the results and issue a preliminary eligibility determination within 5-7 days. In most cases a final eligibility determination will be made within 45 days. At times, the final eligibility determination may take longer. Once a final eligibility determination is made, DCF will inform both the operator and individual whether the individual is eligible to continue residing or working in a program.
When will DCF take over doing background checks on employees hired before October 1, 2018?	DCF recommends that licensed centers continue doing the annual name-based background checks on current employees (hired prior to 10/1/18) until notified by DCF that their program will transition to the new process. Centers will be phased into the new process over time. Beginning in January 2019 DCF will begin performing background checks on current licensees, operators, caregivers, noncaregiver employees, and household members over the next 2 years. DCF will notify a center 60 days in advance before they are selected to be phased in.
If an individual has had a fingerprint-based background check conducted by a child care center within the last 5 years, is a background check conducted by DCF required before they can begin employment at a new program?	Yes, center run background checks, and any background check prior to 10/01/2018, do not meet federal requirements and the individual will have to get a fingerprint-based background check through the DCF.

Background Check Process Questions	
<u>Question</u>	<u>Answer</u>
What is reviewed for a background check? How often are background checks conducted?	DCF conducts FBI fingerprint checks initially and every five years. In addition to the FBI criminal history search, DCF checks: <ul style="list-style-type: none"> • Wisconsin Department of Justice (DOJ) criminal history • Federal and state sex offender registries • Child abuse and neglect records • Professional licenses maintained by the Department of Safety and Professional Services (DSPS) • Consolidated Court Automation Programs (CCAP) • Out-of-state criminal, child abuse and sex offender records within the last five years <p>Individuals who reside outside Wisconsin are required to have an FBI fingerprint check every year.</p> <p>In 2019, DCF will begin conducting background checks on existing employees and you will receive notice when the background checks are due. It is highly recommended that you account for the initial background check fees of all employees as you prepare your 2019 and 2020 budgets.</p>
Can someone entering the child care profession obtain a background check determination prior to applying for jobs in order to become more immediately employable?	Individuals can request a background check before seeking employment and will maintain their eligibility for 180 days. If they have preliminary eligibility, they will still need to work under supervision until a final eligibility determination is made. If they have obtained a final eligibility determination, they can begin working immediately.

Background Check Process Questions

<u>Question</u>	<u>Answer</u>
Will the background check process take longer if an individual has lived out of state?	Out-of-state checks may take longer to complete. If an individual has resided in another state within the last five years or currently resides outside Wisconsin, DCF must complete criminal history, child abuse and sex offender registry searches in each state where the individual has resided. Because states vary in their requirements for requesting background checks, DCF may contact programs or individuals to obtain additional state authorization forms.
Which agency is responsible for making background check eligibility determinations?	The DCF Caregiver Background Unit reviews background check results and makes eligibility determinations in accordance Wisconsin Statute 48.686. This process includes determinations based on barred offenses and potential substantially-related determinations. Certification agencies are responsible for issuing enforcements related to Wisconsin Administrative Code DCF 202.
Which agency is responsible for conducting Rehabilitation Reviews, if required?	DCF conducts rehabilitation reviews for counties, tribes, and subcontracted agencies in accordance with Wisconsin Statute 48.686 (5c)(a). Tribes may choose to conduct rehabilitation reviews themselves or refer the subject to DCF for the review. Tribes choosing to conduct rehabilitation reviews shall submit to DCF a rehabilitation review plan that addresses specific DCF requirements.
Do background check results belong to the center or the individual?	Background check results belong to the subject of the background check, regardless of who paid for the check. If individuals leave a child care center, they can use their background eligibility decisions at other programs.
Who is responsible for enforcing the background check policy?	It is the child care provider's responsibility to ensure their employees (including student teachers and contracted employees) have the necessary background checks completed; however, higher education institutes (student teachers), contractor services (contractor employees), and prospective employees with this requirement completed are more marketable than those who have not obtained it prior to working at/with a child care center.
Should the licensee of a group child care center develop new staff policies regarding the caregiver law?	Yes, DCF recommends consulting with your center's legal or human resources leadership to adjust your hiring and staff policies accordingly.

Eligibility Questions

<u>Question</u>	<u>Answer</u>
Is the DCF ineligibility determination appealable?	Preliminary and final determinations are made and issued in writing by the Department of Children and Families. A final eligibility notice will include information about an individual's right to appeal. The preliminary determination is not appealable. Only the individual who is the subject of the department's background check may appeal the department's final determination. The subject has 60 days to appeal the determination with DCF. During the appeal process, the individual is not eligible to reside or work in the child care program.
What offenses make an individual ineligible?	The current list of offenses barring individuals from holding a license or certification to operate, residing at, or working in, a child care program can be found here: https://dcf.wisconsin.gov/files/publications/pdf/5206.pdf .
When an individual received a preliminary eligibility determination, can they begin working at a child care center?	Once an individual has received their preliminary eligibility determination, they can work at a child care center under supervision while the final background check eligibility determination is pending. Working "under supervision" requires, at a minimum, periodic direct observation by any individual with a Department of Children and Families (DCF) approved background check. The intent of this requirement is to ensure the person is supervised during the time they have access to children. The individual remains "under supervision" until the final eligibility determination has been received. This supervision may last up to 45 days (or more for complex background checks). Please note, applicants may not open their center until they have received final background check eligibility and regulatory approval.
Can a person begin working before the background check is completed?	No. All caregiver and noncaregiver employees must have received a preliminary eligibility determination to work. Preliminary eligibility is determined by a Department of Children and Families review of an individual's fingerprint-based background check report with all serious barred crimes and offenses.

Eligibility Questions	
<u>Question</u>	<u>Answer</u>
What is the difference between preliminary and final eligibility determination?	Preliminary eligibility is determined when the Department of Children and Families has received the results of the fingerprint-based background check and reviewed them for serious crimes or offenses that would bar them from residing or working in a child care program. Once preliminary eligibility has been granted the individual may begin working under supervision . Final eligibility is determined once the results of all components of a background check have been completed by the DCF, including any information received in the event an individual has lived outside of Wisconsin within the last five years. Only final eligibility determinations may be appealed.
What does it mean to work "under supervision"?	Working "under supervision" requires, at a minimum, periodic direct observation by any individual with a Department of Children and Families (DCF) approved background check. The intent of this requirement is to ensure the person is supervised during the time they have access to children. The individual remains "under supervision" until the final eligibility determination has been received. This supervision may last up to 45 days (or more for complex background checks). Ex: a bus driver contracted by a care provider would need to have another individual on the bus who has completed a DCF approved background check until the bus driver has received final eligibility.
Is it possible that a person's eligibility may change?	It is possible that an individual's eligibility to reside or work in a child care program may change based on information received by the Department of Children and Families. A series of monthly matches are conducted gathering information from Consolidate Court Access Program (CCAP) and DHS/ DCF social service records as well as the annual name-based check and 5 year FBI fingerprint check. New information gathered may change an individual's eligibility. Programs and individuals will be notified if the eligibility status changes.
Who decides whether an individual may work at a center?	DCF determines if an individual is eligible to work or reside in a child care program. The program makes the decision whether or not to hire the individual based on the hiring policies of the program.
For an employee of an existing licensed group center with a valid FINAL Eligible Determination on file, dated within the past year: if they move to a new center, can the new center check the database to verify the eligibility?	Yes, eligibility is valid for 180 from leaving a program.
If DCF has already performed a fingerprint-based background check on an individual employed or residing at a regulated child care center, can that eligibility information be accessed through the Child Care Provider Portal for another program?	Yes, center run background checks, and any background check prior to 10/01/2018, do not meet federal requirements and the individual will have to get a fingerprint-based background check through the DCF.

Costs and Fees Questions

<u>Question</u>	<u>Answer</u>
<p>What are the fees for background checks?</p>	<p>Initial Fingerprint-based Checks: At the time the Fieldprint fingerprint scan appointment is made online, the individual will pay \$39.00 via credit card or electronic check. This covers the cost of the Fieldprint fingerprint capture fee (\$7.75) and the cost of the FBI and DOJ fingerprint-based background check (\$31.25).</p> <p>The individual scheduling the Fieldprint appointment online must be prepared to pay the background check fee. If the individual schedules a fingerprint appointment at a Fieldprint location that does not capture the prints digitally, additional fees may be charged for inked-rolled prints.</p> <p>Annual WI DOJ Name-based Checks: The background check is conducted by DCF CBU and operators will be invoiced quarterly for name-based checks conducted by DCF. The cost of name-based checks is currently \$10 for each individual.</p>
<p>Who is responsible for the cost of the background check?</p>	<p>The new law does not specify who is responsible for the fees. Providers are free to adjust their policy to address who will be responsible for paying for the fees. It is important to note, that no matter who is responsible for payment, an appointment cannot be scheduled without paying the fee on the Fieldprint site.</p>

Child Care Provider Portal Questions

<u>Question</u>	<u>Answer</u>
<p>Why do I need access to the Child Care Provider Portal?</p>	<p>Initial Fingerprint-based Checks: In addition to accessing Wisconsin Shares information, child care providers can use the Child Care Provider Portal (CCPP) to request background checks and view results electronically. Requesting background checks through the automated portal process can reduce the time it takes to initiate and receive eligibility notifications. For more information on how to gain access, visit the Child Care Provider Portal information page at https://dcf.wisconsin.gov/childcare/provider-portal/info.</p>
<p>I will not need to use WORCS anymore?</p>	<p>No. FBI results will no longer be available thru WORCS, but you can continue to conduct your own name-based background checks for other employment purposes.</p>
<p>Will I request background checks in the Child Care Provider Portal?</p>	<p>Yes. You will request an initial FBI Background Check through the Child Care Provider Portal. DCF will then conduct all background checks for 5 year FBI and annual background checks going forward.</p>
<p>We have more than one location, will I be able to log into the portal with one log in and choose which facility the employee will be employed at or will I have separate log ins for each facility?</p>	<p>While most providers choose a single account with multiple locations, the choice for a single account or multiple accounts is up to the program. With a single account you can choose a location and then add the individual. Providers can add additional locations to their user ID by checking 'modify existing access to CCPP' in the request form at: https://ccpi.wisconsin.gov/AccountRequest/AccountRequest.aspx</p> <p>Under Step 2, they may add the other locations that they need added to their user id.</p>

Fieldprint Questions	
<u>Question</u>	<u>Answer</u>
Will it now be required that we use Fieldprint or will cards still be accepted?	Digital prints are preferred to capture the best image quality possible and provides for a faster and more accurate fingerprint collection process. DCF is working with Fieldprint to increase the number of digital fingerprint sites. If there is not a Fieldprint location within 35 miles of your facility, you will need to request fingerprint cards through Fieldprint. DCF will no longer accept fingerprint cards directly. Fingerprints must be done through Fieldprint for DCF to receive the background check results.
Are instructions for fingerprint-based checks available?	Once a program adds to the Child Care Provider Portal an individual requiring a background check, the Department of Children and Families (DCF) sends individual fingerprint instructions to the program. The instructions include a Fieldprint code and a unique Reference ID that is to be used only for the individual named in the letter. If an individual schedules a Fieldprint appointment using another individual's Reference ID or enters an incorrect Reference ID, the background check cannot be processed, delaying the initial eligibility determination needed to begin working or residing in the center. Instructions can also be found at: https://dcf.wisconsin.gov/files/ccregulation/pdf/fieldprint-fingerprint-appointment.pdf .
With the new background check changes, how does our program set up a Fieldprint account so we can be billed directly?	At this time Fieldprint does not offer direct billing for the new background check process. However, programs that conduct more than 100 fingerprints checks a year may qualify for a subaccount. A subaccount allows a program to have a credit card on file to pay for the fingerprint checks. If your program anticipates scheduling more than 100 fingerprints per year, contact the DCF Caregiver Background Unit by phone at 608-422-7400 or by email at DCFPlicBECRCBU@wisconsin.gov for more information.
How do I obtain the Fieldprint Code and Reference Codes for individuals (employees, household members) at my center?	Licensees and certified operators submit Background Check Requests (BCRs) for new prospective employees or residents using the Child Care Provider Portal. Once the BCR has been submitted the system automatically generates a fingerprint instruction letter that is mailed to the center the next day. The Fingerprint Instruction letter includes the name(s) of the individual(s), the Fieldprint Code and a unique Reference Code assigned to each individual named in the letter. The Reference code may not be shared or used by any other individual except the person assigned to the Reference code. The Fingerprint Instruction letter is also available in the CCPP within 1 business day after submitting the Background Check Request. Note: System generated Fingerprint Instruction letters are mailed to the child care center location address and may include multiple names if multiple BCRs were submitted on the same day. Letters are mailed nightly with the exception of Saturday evenings. New applicants for certification or licensure do not have access to the Child Care Provider Portal and must submit BCR paper forms to their regional licensing office or local certification agency. Fingerprint instruction letters will be mailed to the application location address and will also include Fieldprint and Reference codes described above.

Who Needs a Background Check?

<u>Question</u>	<u>Answer</u>
<p>Who is subject to the background check requirements?</p>	<p>Applicants for licensing/certification, household members, caregiver employees and noncaregiver employees and contractors with opportunity for interaction with children and unescorted access to the child care premises.</p> <p>Household member means a person who is age 10 or older, who resides, or is expected to reside, at a child care program, and who is not a client of the child care program or caregiver. Minor household members age 10-17 are subject to child abuse and neglect checks only but may, in some instances, be subject to a criminal background check.</p> <p>Caregiver means any of the following:</p> <p>A person who is an employee or contractor of a child care program and involved in the care or supervision of children in care A person who has direct contact and unsupervised access to children in care A person who has or is seeking, a license, certification, or contract to operate a child care program</p> <p>Noncaregiver employees working in child care settings are subject to background check requirements, regardless of whether or not the individual provides care or supervision of children. Noncaregiver employees are individuals who provide services to a child care program as an employee or as a contractor, are not caregivers, but whose work at the child care program provides the ability to move freely throughout the premises and opportunities for interactions with children in care.</p> <p>Contractors who provide occasional services such as a delivery driver, electrician, or plumber, are not required to have a background check, however, the licensee/certified operator must have procedures in place to ensure these individuals are escorted while in the center and do not have unrestricted access to children in care.</p>
<p>Does every new employee I hire have to complete the initial background checks, including the fingerprint-based check?</p>	<p>Yes, if they meet the definition of a caregiver or noncaregiver employee.</p>
<p>Does a higher education institution instructor who observes a practicum student working in a child care center need to submit a Background Check Request (BCR) to the department?</p>	<p>No, higher education institution instructors are not caregivers nor are they employees of contractors of the child care program. Child care centers shall have policies and procedures in place to ensure any visiting observer who has not completed a comprehensive background check conducted by the department does not provide supervision or care of children and does not have unrestricted access to children in care.</p>
<p>Are all bus/van drivers, or contracted transportation services, subject to the new background check requirements?</p>	<p>Any person who is employed or contracted by the child care program and who has unrestricted access to children in care is subject to the background check requirements.</p> <p>If the center contracts transportation services for occasional/periodic field-trips and the center's caregiver employees are present on the vehicle, providing care and supervision of children, and the driver does not have unrestricted access to children in care, then the driver is not subject to the background check requirements. However, if the center contracted transportation service driver or center's employee transports children in care and there are no other individuals providing care and supervision of children, then the driver is subject to the background check requirements. Licensees must also consider additional requirements related to transportation provided under DCF 250.08, DCF 251.08, DCF 252.09. Certified operators must consider additional transportation-related requirements under DCF 202.</p>
<p>My child care program does not participate in Youngstar or receive Wisconsin Shares. Does my program have to comply with the new background check requirements?</p>	<p>Yes, all regulated child care programs are subject to the new federal background check requirements.</p>

Who Needs a Background Check?

<u>Question</u>	<u>Answer</u>
<p>Our center's interview process includes a 2 hour observation of the candidate's interactions with children in a classroom setting. Is the center required to request a background check prior to the candidate's interview/observation?</p>	<p>No, a background check is not required under these circumstances because the candidate is not a caregiver, employee or contracted employee and does not have unrestricted access to children in care. It is recommend the center update its hiring/personnel policies to:</p> <ol style="list-style-type: none">1. Ensure candidates for employment do not have unrestricted access to children in care; <p>And</p> <ol style="list-style-type: none">2. Update its policies related contingent employment offers based on the results of both the preliminary and final background check determinations.



DCF BACKGROUND CHECK CHECKLIST NEW PROVIDERS

1. BECOME A REGULATED PROVIDER/APPLY FOR REGULATION

- Fill out and submit an application packet for regulation. The application packet can be requested here: <https://dcf.wisconsin.gov/cclicensing/startcc>

2. SUBMIT FINGERPRINT REQUESTS FOR INITIAL STAFF

- Submit a Background Check Request Form (BCR) for any caregiver, noncaregiver employee, household member residing in a program over age 10, and volunteers used to meet necessary ratios. The paper BCR can be found at: <https://dcf.wisconsin.gov/files/forms/doc/5296.docx> and should be submitted to their regional licensing office.
- 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>
 - Instruction letters are mailed within one (1) business day of processing the BCR.
 - 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.
 - Two (2) forms of ID must be presented at time of appointment.
- Attend the scheduled appointment. Any missed appointment will require another \$7.75 fee to reschedule. Please call Fieldprint at (877) 614-4364, before your 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 your local law enforcement agency. (Rolled prints may incur additional fees).

3. WAIT FOR APPROVAL OF NEW STAFF

- Notice of preliminary eligibility will be mailed within 5-7 days of the Department of Children and Families receiving the results of the fingerprint check.
 - They will be delivered to the facility address on the initial application packet.
 - 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. Notices will be mailed to the facility address, and the background check subject's home address.

4. ONCE REGULATED, USE THE CHILD CARE PROVIDER PORTAL (CCPP)

- Once approved for regulation, apply for CCPP access at <https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access> and follow the instructions.

All future background check requests should be processed through the CCPP. 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.



DCF BACKGROUND CHECK CHECKLIST

CURRENT PROVIDERS WITH NEW EMPLOYEES

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 here: <https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>
- The User Guide for the CCPP can be downloaded here: <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 PROSPECTIVE CAREGIVERS, NONCAREGIVER EMPLOYEES, AND HOUSEHOLD MEMBERS.FOR BACKGROUND CHECKS

- Enter the “Individuals” tab within the CCPP.
- Add every prospective caregiver, noncaregiver employee, and household members residing in a program. This includes student teachers and volunteers counted in ratio.
- Select the “details” button for each new individual in the “Individuals” tab and complete a Background Check Request Form (BCR) for each new caregiver, noncaregiver employee, and household member. <https://dcf.wisconsin.gov/files/forms/doc/5296.docx>
 - You will receive a Fieldprint Instruction Letter in your “Communications” tab 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.
- Every 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 OF NEW STAFF

- 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.



DCF BACKGROUND CHECK CHECKLIST

CURRENT PROVIDERS WITH NEW EMPLOYEES

4. ADJUST EMPLOYMENT STATUS IN THE CCPP

- Remove any individuals who have been found ineligible, unless you are informed of an appeal.
- Change all caregiver, noncaregiver employee, and household member with final eligibility from a prospective employee to a current employee in their individual profile.
- Remember to budget \$39.00 for every five (5) years for the individual's fingerprint-based background check.

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DCF BACKGROUND CHECK CHECKLIST

CURRENT PROVIDERS WITH EMPLOYEES HIRED BEFORE 10/01/2018

1. RECEIVE NOTICE FROM THE DCF TO BEGIN CHECKS ON CURRENT CAREGIVERS, NONCAREGIVER EMPLOYEES, AND HOUSEHOLD MEMBERS

- You will receive a notice 60 days in advance that you are scheduled to undergo background checks for all current caregivers, noncaregiver employees, and household members residing in a program.
- You will receive a reminder 30 days in advance that you are scheduled to undergo background checks for all current caregivers, noncaregiver employees, and household members.
- For each individual requiring a fingerprint-based background check, a fee of \$39.00 will be collected at the time the appointment is scheduled. There is no requirement regarding who is responsible for paying this fee.
- Providers will be responsible for ensuring all caregivers, noncaregiver employees, and household members in residence at a program receive their required background checks. If they do not, they will be non-compliant.

2. ADD ALL INDIVIDUALS TO THE CHILD CARE PROVIDER PORTAL (CCPP)

- Pull individuals from the Registry into the CCPP.
<https://mywchildcareproviders.wisconsin.gov>
 - Enter the "Individuals" tab within the CCPP.
 - Select the "Registry" option and then select "Copy to Individuals".
- Return to the "Individuals" tab and add any missing caregiver or noncaregiver employees manually.

3. FILL OUT A BACKGROUND CHECK REQUEST FOR EACH INDIVIDUAL

- Enter the "Details" section of each current caregiver, noncaregiver employee, and household member.
- Select the "Background Check Request" button and fully fill in the required information.
- Electronically sign, and then select "Submit" at the end of the questionnaire.

4. WAIT FOR THE SCHEDULED DATE LISTED IN YOUR NOTICE FROM DCF TO RECEIVE YOUR FIELDPRINT INSTRUCTION LETTER

- Upon your scheduled date, you will receive a Fieldprint instruction letter with information and a unique code for every individual with a submitted background check request.
- 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.
 - Two forms of ID must be presented at time of appointment.



DCF BACKGROUND CHECK CHECKLIST

CURRENT PROVIDERS WITH EMPLOYEES HIRED BEFORE 10/01/2018

- Every 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).

5. WAIT FOR ELIGIBILITY DETERMINATION

- 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.

6. REMAIN COMPLIANT

- Remember to budget for the fingerprint-based background check, which will occur every five (5) years for every caregiver, noncaregiver employee, and household member.

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CAREGIVER BACKGROUND CHECK ROLE CHART

The table below is not an exhaustive list of possible roles in child care; it is meant to provide examples and additional clarification regarding who is prioritized by DCF for a background check under the new background check requirements.

DEFINITIONS

Caregiver means any of the following:

1. A person who is an employee or contractor of a child care program and involved in the care or supervision of children in care.
2. A person who has direct contact and unsupervised access to children in care of a child care program.
3. A person who has, or is seeking, a license, certification, or contract to operate a child care program.

* Student teachers, practicum students, household members, and volunteers counted in ratio are all considered **caregivers**.

Household Member: A person who is age 10 or older, who resides, or is expected to reside, at a child care program, and who is not a client of the child care program or caregiver.

Noncaregiver Employees: Individuals who provide services to a child care program as an employee or as a contractor and is not a caregiver, but whose work at the child care program provides the ability to move freely throughout the premises and opportunities for interactions with clients of the child care program.

Role	Description	5-Year Fingerprint-Based FBI Check	Annual Name-Based DOJ Check
Administrative Staff	Someone working at a separate building, reception desk, office space, or somewhere in the facility who does not provide care for children, does not have the ability to move freely throughout the premises and does not have the opportunity to interact with children in care.	No	No
Administrative Staff	Someone providing administrative support or acting as office staff for a program or provider who does not provide care for children but does have the ability to move freely throughout the premises and the opportunity to interact with children in care.	Yes	No
Administrator	Someone overseeing administrative staff who has the ability to move freely throughout the premises and could potentially interact with children in care.	Yes	No
Applicant / Licensee	Anyone applying to start a licensed child care center or certified child care program.	Yes	Yes
Director	Anyone acting as the director of a child care facility or program.	Yes	Yes
Director - Assistant	Someone providing assistance or support for the director of a facility or program who cannot move freely throughout the premise and does not have the opportunity to interact with children in care.	No	No

Role	Description	5-Year Fingerprint-Based FBI Check	Annual Name-Based DOJ Check
Director - Assistant	Someone providing assistance or support for the director of a facility or program who can move freely throughout the premises and does have the opportunity to interact with children in care.	Yes	No
Facilities Staff	Facilities, maintenance, or grounds keeping staff who cannot move freely throughout the premises and do not have the opportunity to interact with children in care.	No	No
Facilities Staff	Facilities, maintenance, or grounds keeping staff who can move freely throughout the premises and have the opportunity to interact with children in care.	Yes	No
Household Member (18 or Older)	Any member or non-client resident of a household that is also a child care program or center who is 18 years of age or older.	Yes	Yes
Household Member (Under Age 18)	Any member of a household that is also a child care program or center who is under 18 years of age.	No Children under 18 years of age are not subject to fingerprint-based background checks, however, they must still be submitted to undergo a less comprehensive background check.	Yes Children under 18 years of age are not subject to fingerprint-based background checks, however, they must still be submitted to undergo a less comprehensive background check.
Human Resources	Someone who provides human resource services or support for a program or facility, cannot move freely throughout the premises where child care is occurring and does not have the opportunity to interact with children in care.	No	No
Human Resources	Someone who provides human resource services or support for a program or facility, does have the ability to move freely throughout the premises where child care is occurring and does have the opportunity to interact with children in care.	Yes	No
Kitchen Staff	Someone who prepares food on behalf of the center, does not have the opportunity to interact with children (such as by serving them the food) and does not have the ability to move freely throughout the premises.	No	No
Kitchen Staff	Someone who prepares food on behalf of the center, is not a caregiver, has the opportunity to interact with children (such as by serving them the food) and has the ability to move freely throughout the premises.	Yes	No

Role	Description	5-Year Fingerprint-Based FBI Check	Annual Name-Based DOJ Check
Minor Employee (Under Age 18)	Any employee under the age of 18 who does not have the ability to move freely through the premises or the opportunity to interact with children in care.	No	No
Minor Employee (Under Age 18)	Any employee under the age of 18 who has the ability to move freely throughout the premises and the opportunity to interact with children in care.	No Children under 18 years of age are not subject to fingerprint-based background checks; however, they must still be submitted to undergo a less comprehensive background check if they meet the other qualifications.	Yes Children under 18 years of age are not subject to fingerprint-based background checks; however, they must still be submitted to undergo a less comprehensive background check if they meet the other qualifications.
Other Caregiver	Any other individual who meets the definition of "caregiver." The definition of caregiver is: <ol style="list-style-type: none"> 1. A person who provides or 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. 	Yes	Yes
Other Non-Caregiver	Any person employed by, or providing services to, a center who has the ability to move freely throughout the premises and the opportunity to interact with children in care.	Yes	No
Provider	Any individual responsible for providing child care services for a center, facility or program.	Yes	Yes
Site Supervisor	Someone responsible for supervising or observing the training or teaching of another individual without the ability to move freely throughout the child care premises or without the opportunity to interact with children in care.	No	No
Site Supervisor	Someone responsible for supervising or observing the training or teaching of another individual without the ability to move freely throughout the premises of the child care facility and the opportunity to interact with children in care.	Yes	Yes

Role	Description	5-Year Fingerprint-Based FBI Check	Annual Name-Based DOJ Check
Student Observer (High School Student)	Students who are performing observations as part of a DPI course through their high school.	No	No
Student Observer (College Student)	College students who are observing for credit or coursework, but who are not considered to be an intern, in practicum, or a student teacher, and who are not learning to be caregivers and supervising children.	No	No
Student Intern	Student interns, students in practicum and student teachers all count as caregivers under the new guidelines and require a fingerprint-based FBI background check.	Yes Students under 18 years of age are not subject to fingerprint-based background checks; however, they must still be submitted to undergo a less comprehensive background check.	Yes Children under 18 years of age are not subject to fingerprint-based background checks; however, they must still be submitted to undergo a less comprehensive background check.
Student in Practicum	Student interns, students in practicum and student teachers all count as caregivers under the new guidelines and require a fingerprint-based FBI background check.	Yes Students under 18 years of age are not subject to fingerprint-based background checks; however, they must still be submitted to undergo a less comprehensive background check.	Yes Children under 18 years of age are not subject to fingerprint-based background checks; however, they must still be submitted to undergo a less comprehensive background check.
Student Teacher	Student interns and student teachers all count as caregivers under the new guidelines and require a fingerprint-based FBI background check.	Yes Children under 18 years of age are not subject to fingerprint-based background checks; however, they must still be submitted to undergo a less comprehensive background check.	Yes Children under 18 years of age are not subject to fingerprint-based background checks; however, they must still be submitted to undergo a less comprehensive background check.

Role	Description	5-Year Fingerprint-Based FBI Check	Annual Name-Based DOJ Check
Teacher - Assistant	Teachers in any capacity count as caregivers and require a fingerprint-based FBI background check.	Yes	Yes
Teacher - Lead	Teachers in any capacity count as caregivers and require a fingerprint-based FBI background check.	Yes	Yes
Teacher - Substitute	Teachers in any capacity count as caregivers and require a fingerprint-based FBI background check.	Yes	Yes
Volunteer	Parent volunteers who do not fulfill a caregiving role and do not count towards the required staff-to-child ratio.	No	No
Volunteer	Any volunteer counted towards the required staff-to-child ratio.	Yes	Yes
Volunteer	Any volunteer who does not count towards the required staff-to-child ratio, but provides services to the center or program and has the ability to move freely throughout the premises and the opportunity to interact with children.	Yes	No

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