Child Care
Background Checks

WISCONSIN DEPARTMENT OF
CHILDREN AND FAMILIES

The Child Care Background Unit began conducting checks for all WI programs in October 2018

WISCONSIN DEPARTMENT OF
CHILDREN AND FAMILIES

Who Needs a DCF Background Check?

❑ Applicants for licensing or certification

❑ Household members age **10** and older who reside in a childcare program

❑ Caregiver employees

❑ Noncaregiver employees and contractors with opportunity for unrestricted access

Caregiver Definition

Definitions

Caregiver means any of the following:

- 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

Caregiver Definition Continued

Definitions

Caregivers also include:

- Student Teachers
- Substitutes and Substitute Teachers (Including those in 4K Collaborations)
- Household Members
- Volunteers Counted in ratio

Noncaregiver Definition

Definitions

Noncaregiver employee means:

a person who provides services to a child care program as an employee or 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.

Who Needs a Background Check?

Determine Whether a Background Check Is Needed
https://dcf.wisconsin.gov/ccregulation/background-check

Who Needs a DCF Background Check?

As of October 1, 2018, the Child Care Development Block Grant requires the State of Wisconsin to conduct background checks on individuals associated with a child care program. Under the new requirements, all caregiver and non-caregiver employees must undergo a DCF fingerprint-based background check every five years to be eligible to operate, work at, or reside in a child care center. Due to the number of background checks DCF now has to run, we are only running priority background checks at this time.

The questionnaire below is a tool to help providers determine who needs a priority background check. *However, it is the provider's responsibility to ensure they are in compliance with background check requirements.*

The following definitions apply to the terms on this form, and exist solely for the purpose of determining who requires a priority fingerprint-based background check:

Caregiver:

(1) an employee or contractor of a child care program who is involved in the care or supervision of clients;

(2) a person who has direct contact and unsupervised access to clients of a child care program.

(3) a person who has, or is seeking, a license, certification, or contract to operate a child care program.

Non-caregiver Employee: a person who provides services to a child care program as an employee or 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.

Is the individual a caregiver or household member? ⓘ

○ Yes

○ No

Who Needs a Background Check?

Determine Whether a Background Check Is Needed
https://dcf.wisconsin.gov/files/publications/pdf/5317.pdf

WISCONSIN DEPARTMENT OF
CHILDREN AND FAMILIES

Division of Early Care and Education
Bureau of Early Care Regulation
Child Care Background Unit

CHILD CARE 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 required by DCF to have a background check under to the new background check requirements in Wisconsin State Statute 48.686.

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
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
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
Administrator	Someone overseeing administrative staff who has the ability to move freely throughout the premises and could potentially interact with children in care.	Yes
Applicant / Licensee	Anyone applying to start a licensed child care center or certified child care program.	Yes
Director	Anyone acting as the director of a child care facility or program.	Yes
Director - Assistant	Someone providing assistance or support for the director of a facility or program who cannot move freely throughout the premises and does not have the opportunity to interact with children in care.	No
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
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
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
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

How Do We Get Started?

☐ Use the **Child Care Provider Portal (CCPP)** to enter the information needed to trigger fingerprint-based checks.

☐ The Child Care Provider Portal is the fastest way to submit individuals for a background check, and to receive results.

☐ For more information on the Child Care Provider Portal and how to gain access, visit **https://dcf.wisconsin.gov/childcare/provider-portal/info**

☐ More detailed information can be found at **https://dcf.wisconsin.gov/ccbgcheck**

Adding Individuals to the Portal

STEP ONE: Select the Individuals tab

Adding Individuals to the Portal

STEP TWO: Select "Add Individual"

Adding Individuals to the Portal

STEP THREE: Enter the individual's basic details.

If an individual is not in our system, more information will be required, and a Background Check Request form automatically started.

Submitting a Background Check Request

STEP ONE: Fully answer each section of the Background Check Request form.

Submitting a Background Check Request

STEP TWO: Sign and submit the Background Check Request Form.

Obtaining Fingerprint Code

A Fingerprint Code is immediately available in the "Individual Details" section of anyone who has had a BCR submitted.

Obtaining Fingerprint Code

Select "Generate/View Fingerprint Code" to have it immediately created.

Obtaining Fingerprint Code

A code and instructions are immediately displayed.

Fingerprint Code

Carefully review the information to ensure accuracy. Inaccuracies can lead to background check delays and additional expense.

Name:	Testington, Test
DOB:	1/1/1901
Fieldprint Code:	FPWIDCFLicensee
Reference Code:	TE2001149

How to schedule a Fieldprint® Livescan fingerprint capture appointment:

1. Access the Fieldprint® website at http://fieldprintwisconsin.com/
2. Click Schedule an Appointment.
3. Follow the onscreen instructions to register with Fieldprint® or log-in if you are an existing user.
4. Submit the unique Fieldprint® Code provided below for the individual being fingerprinted.
5. Complete the demographic information.
6. Under Additional Information, enter the unique 9-character Reference Code provided below for the individual being fingerprinted. This Reference Code is customized for each individual and is linked to his or her criminal search results. Please verify the Reference Code was entered correctly before proceeding.
7. Complete the rest of the screens, choose a location, schedule the appointment and submit payment using a credit/debit card or e-check.

Note: The codes provided at the end of this letter are unique for each individual listed. Individuals must only use the codes provided below when scheduling a Fieldprint® appointment and may not share these codes with other individuals.

To avoid any delays in completing the full background check, please schedule a Fieldprint® appointment immediately. The preliminary background check begins as soon as the individual completes the digital fingerprint. The final eligibility determination may take up to 45 days to complete. If the individual has lived out of state in the last five years or checks are needed in multiple states, the final determination of eligibility may exceed 45 days.

For additional information about fingerprint-based background checks and answers to frequently asked questions, visit our website at https://dcf.wisconsin.gov/cclicensing/cbc . Should you need further assistance, you can contact the Child Care Background Unit by calling (608) 422-7400 or emailing DCFPlicBECRCBU@wisconsin.gov

◄   👥 **Individuals**

Making a Fingerprint Appointment

STEP ONE: Fingerprint Instruction Letter is received

- Provider receives a fingerprint instruction letter with the Fieldprint ID code and individual reference code

- Individual goes to the Fieldprint website to schedule a fingerprint appointment at **https://fieldprintwisconsin.com/**

Making a Fingerprint Appointment

STEP TWO: Schedule a Fingerprint Appointment

- Individual enters the Fieldprint reason code FPWIDCFLicensee

- Individual enters the individual reference code

  NOTE: Reference codes are specific to the individual and should not be shared or re-used

Making a Fingerprint Appointment

STEP THREE: Schedule and Attend the appointment

- Individual enters payment information for the background check fees: $39.00 total ($31.25 DOJ and $7.75 fingerprint collection)

- Individual goes to the appointment and submits digital fingerprints (or ink prints if digital is unavailable)

- Two forms of ID are required to be presented at the appointment

- * Please note: it is up to the individual and the provider to decide how this fee is paid for.

The Background Check Process

STEP ONE: Preliminary Eligibility

- DCF receives and reviews the FBI and WIDOJ criminal history results.

- DCF provides preliminary results in 5-7 business days.

- If there are no barred offenses, the provider and individual receive notice of preliminary eligibility.

- **Preliminary eligibility** means the individual can work in a child care setting under supervision of someone with a completed DCF background check.

- **Supervision** for preliminary eligibility is defined as **periodic direct observation**.

- If there are barred offenses, the provider and individual receive notice of **preliminary ineligibility.** The person cannot work or reside in a child care center.

- A list of barred offenses is available at **https://dcf.wisconsin.gov/files/publications/pdf/5206.pdf**

The Background Check Process

STEP TWO: Final Eligibility

- DCF conducts the rest of the background check:
    - ❑ Child abuse and neglect history
    - ❑ Sex offender registries (state and federal)
    - ❑ Consolidated Court Automation Programs (CCAP)
    - ❑ Out-of-state criminal and child abuse history
    - ❑ Court and police records

- The provider and individual receive a final eligibility notice, which may take up to 45 days depending on the complexity of the background check.

- **Final eligibility** means the individual can work or reside in a child care center.

- **Final ineligibility** means the individual cannot work or reside in a child care center. The individual receives information about the reasons for ineligibility and appeal rights.

Background Check Notice:

Background Check Notices Contain:

❑ Provider Location Information

❑ The Fieldprint Code Release Date

❑ Contact Information

❑ A List of Individuals Currently Attached to the Center in DCF's System

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DEPARTMENT OF CHILDREN AND FAMILIES
CHILD CARE BACKGROUND UNIT
201 E WASHINGTON AVE ROOM E200
PO BOX 8916
MADISON, WI 53708-8916

State of Wisconsin

Provider #
3800036563/002

Facility ID
1122334

Contact:
Child Care Background Unit
Phone: (608) 422-7400   Fax: (608) 422-7155
TTY: Dial 711 for TTY Service

Date: 07/30/2019

000001
RANDY RANDALL
RANDYS GROUP CARE INC
444 SCHOOL AGE RD
MILWAUKEE, WI 45445

The State of Wisconsin is an equal opportunity service provider. If you need this material in a different format because of a disability, or if you need this letter translated or explained in your own language, please call the telephone number shown above. These services are free.

Background Check Notice

You are receiving this notice because the Department of Children and Families (DCF) will begin conducting background checks on existing individuals associated with your program prior to October 1, 2018. The law requires DCF to conduct a fingerprint-based criminal record search every five years on any individual who is:

1. A child care applicant or licensee/operator
2. A household member 18 years or older residing on the premises of a proposed or licensed/certified child care center
3. An employee 18 years or older of a child care program in a caregiver or non-caregiver role
4. An applicant, licensee/operator, caregiver or employee of a child care who has not been a resident of Wisconsin at any time within the last five years
5. A household member 18 years or older who has not been a resident of Wisconsin at any time within the last five years
6. DCF determined the individual's employment, licensing or state court records provide a reasonable basis to require a fingerprint-based criminal record check

We will begin the background check process on 09/30/2019. Access the Child Care Provider Portal (CCPP) at mywichildcareproviders.wisconsin.gov to review your list of individuals for accuracy, to add individuals, make changes and submit or update Background Check Request forms. Background checks will be initiated from the individuals listed in CCPP. Any applicant/licensee or household member who had a fingerprint check run by DCF in the past five years does not need a new fingerprint check until five years from their last check.

If you have questions about accessing the Child Care Provider Portal, visit the CCPP information page at https://dcf.wisconsin.gov/childcare/provider-portal/info

For additional information about fingerprint-based background checks and answers to frequently asked questions, visit our website at https://dcf.wisconsin.gov/cclicensing/cbc. Should you need further assistance, you can contact the Child Care Background Unit by calling (608) 422-7400 or emailing DCFPlicBECRCBU@wisconsin.gov.

iChildCare Portal: https://ichildcare.wisconsin.gov/

Allows an individual to request their own background check and manage their own information.

iChildCare Portal:

An individual can manage their contact information directly, and it will automatically be updated in the Child Care Provider Portal.

iChildCare Portal:

Located at: https://ichildcare.wisconsin.gov/

iChildCare Portal:

Individuals can update their Background Check Request (BCR), see Background Check Results, and request a Fingerprint Code the same day they submit a BCR.

iChildCare Portal:

If a code is needed an individual can select "Generate Code."

Fingerprint Code ⓘ

Carefully review the information to ensure accuracy. Inaccuracies can lead to background check delays and additional expense. If the list requires updates, contact the DCF Child Care Background Unit by phone at (608) 422-7400 or e-mail at DCFPlicBECRCBU@wisconsin.gov

Name:	Tester, Randy
DOB:	1/1/1973
Fieldprint Code:	FPWIDCFLicensee
Reference Code:	↻ Generate Code

◄ ⚖ **Background Checks**

WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES

Help   Contact Us

iChildCare Portal:

Instructions and a code are immediately created.

Fingerprint Code ⓘ

Carefully review the information to ensure accuracy. Inaccuracies can lead to background check delays and additional expense. If the list requires updates, contact the DCF Child Care Background Unit by phone at (608) 422-7400 or e-mail at DCFPlicBECRCBU@wisconsin.gov

Name:	Tester, Randy
DOB:	1/1/1973
Fieldprint Code:	FPWIDCFLicensee
Reference Code:	TE2001084

How to schedule a Fieldprint® Livescan fingerprint capture appointment:

1. Access the Fieldprint® website at **http://fieldprintwisconsin.com/**
2. Click Schedule an Appointment.
3. Follow the onscreen instructions to register with Fieldprint® or log-in if you are an existing user.
4. Submit the unique Fieldprint® Code provided above for the individual being fingerprinted.
5. Complete the demographic information.
6. Under Additional Information, enter the unique 9-character Reference Code provided above for the individual being fingerprinted. This Reference Code is customized for each individual and is linked to his or her criminal search results. Please verify the Reference Code was entered correctly before proceeding.
7. Complete the rest of the screens, choose a location, schedule the appointment and submit payment using a credit/debit card or e-check.

Note: The codes provided at the end of this letter are unique for each individual listed. Individuals must only use the codes provided above when scheduling a Fieldprint® appointment and may not share these codes with other individuals.

To avoid any delays in completing the full background check, please schedule a Fieldprint® appointment immediately. The preliminary background check begins as soon as the individual completes the digital fingerprint. The final eligibility determination may take up to 45 days to complete. If the individual has lived out of state in the last five years or checks are needed in multiple states, the final determination of eligibility may exceed 45 days.

For additional information about fingerprint-based background checks and answers to frequently asked questions, visit our website at **https://dcf.wisconsin.gov/cclicensing/cbc** . Should you need further assistance, you can contact the Child Care Background Unit by calling (608) 422-7400 or emailing DCFPlicBECRCBU@wisconsin.gov

◀ | ⚖ **Background Checks**

What Should Providers Do Now?

- Enter all active individuals into the Child Care Provider Portal.

- Keep track of the Fieldprint Code Release Date.

- Make sure all individuals complete a fingerprint appointment within 30 days of receiving a Fieldprint Code.

- Make sure all individual information is accurate and entered into the portal, including address, email and phone number.

- Make sure to keep a Final Eligibility letter for each caregiver and noncaregiver employee at your center on file, or ensure you can access their profile in the portal upon a licensing visit.

Where To Go for More Information
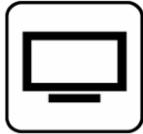
Visit the DCF website for Frequently Asked Questions
https://dcf.wisconsin.gov/ccbgcheck

Subscribe to receive DCF child care emails
https://dcf.wisconsin.gov/childcare/email-signup

Email the DCF Caregiver Background Unit
DCFPlicBECRCBU@Wisconsin.gov