

## Deducting Caregiver Background Check (CBC) Fees from Wisconsin Shares Subsidy Payments

This memo pertains only to **licensed** family, group and camp child care providers who have authorized the CBC fee deduction from the Shares payments.

The new caregiver law requires the department to conduct caregiver background checks (CBCs) on licensees every three months. The CBC on household members must be conducted annually. Due to the increased volume of background checks, the Department automated the caregiver background check process in February 2010. In January 2010, the department sent a mailing to all licensees that included a copy of the Background Information Disclosure (BID) form and Permission to Deduct CBC Fees from the Shares Payments form.

Licensees who did not authorize the CBC fees to be deducted from the Shares payments, have been manually invoiced/billed. The Department will continue to send an invoice to these providers. Licensees who authorized the Shares deduction in the past but are not currently caring for subsidized children will be mailed an invoice if no subsidy payments have been issued within a month. If your center is regularly receiving Shares payments and has not authorized the CBC fee deduction, please complete the form DCF-F-2569-E Permission to Deduct CBC Fees from WI Shares Subsidy Payments found at <http://dcf.wisconsin.gov/forms/pdf/2569.pdf> and return it to DCF Caregiver Background Unit, Room E200, PO Box 8916, Madison, WI 53708-8916.

### Timeline:

The department will start deducting the CBC fees from the November 15<sup>th</sup>, 2010 payment. The first deduction will include all CBC fees that have accrued since February 2010. In the future, the CBC fees will be deducted from the issuance that follows the background check run date.

### Licensees with Multiple Sites:

The permission to deduct fees is licensee specific. This means that if a licensee has multiple sites but only one has issuances, the CBC fees will be deducted from the site that receives Shares payments.

### Payment Remittance:

The CBC fee deduction will be itemized on the payment remittance mailed to the providers with each subsidy payment. Also, providers with CCPI access can view the CBC fee deduction on the "Deductions for Issuance" screen in CCPI. Below is a print of a payment remittance that shows the CBC fee deduction.

SFSDFSDF  
2536 MEADOW LANE  
MADISON WI 53713

ISSUANCE NUM : 290041272  
PROVIDER NUM : 1900015961  
VOUCHER NUM : 00000082356  
EFT DATE : 10-13-2010  
EFT AMOUNT : \$8.50

LOC	NAME	BIRTH DATE	WEEK1 ENDDT	WEEK2 ENDDT	WEEK1 RG	WEEK1 SC	WEEK2 RG	WEEK2 SC	ATH HRS	GROSS AMT(\$)	ADJ AMT(\$)	NET AMT(\$)
001	SCENA KID3F	01-01-05	01-02-10	01-09-10	7	0	5	0	8	18.50	0.00	18.50
	BACKGROUND CHECK		10-12-10		0	0	0	0	0	0.00	10.00-	10.00-

- The CBC fee deduction is itemized on the remittance
- Date the CBC check was conducted

### Contact:

If you think that the deduction was made in error, please contact the DCF Caregiver Background Unit at 608-266-8001 or by email [DCFCBCUNIT@wisconsin.gov](mailto:DCFCBCUNIT@wisconsin.gov).