



Jim Doyle
Governor

Kevin R. Hayden
Secretary

State of Wisconsin
Department of Health and Family Services

Date: April 1, 2008

BRL Memo 2008 - 03

To: Group Child Care Center Licensees
Family Child Care Center Licensees
Day Camp Licensees
Shelter Care Facility Licensees
Child Placing Agency Licensees
Group Foster Home Licensees
Residential Care Center Licensees

From: Jill D. Chase, Director
Bureau of Regulation and Licensing

A handwritten signature in cursive script that reads 'Jill D. Chase'.

RE: Caregiver Background Check Update

The purpose of this memo is to share information regarding the caregiver background check fee increase and the revised HFS-64 Background Information Disclosure form. If you have questions, please contact your licensing specialist.

Caregiver Background Check Fee

Effective April 1, 2008, an \$8.00 fee will be required to complete a caregiver background check. This represents an increase of fifty cents, and is the first fee increase since the caregiver background check process was implemented in May 2000. The continuation packets have been revised to reflect the fee increase, and the increase will also be reflected on the Department of Health and Family Services' (DHFS) website at <http://dhfs.wisconsin.gov/caregiver/index.htm> as well as the Department of Justice's website at <http://www.doj.state.wi.us/dles/cib/Caregiver.asp>.

HFS-64 Background Information Disclosure Form Updates

The HFS-64 Background Information Disclosure form has been updated. Please access the DHFS website at <http://dhfs.wisconsin.gov/caregiver/BkgdFormsINDEX.HTM> to obtain a copy of the February 2008 version of the form.

cc: Bureau of Regulation and Licensing staff