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**State of Wisconsin  
Governor Scott Walker**

**TO: Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers  
Training Staff  
Child Care Coordinators/Certifiers**

**FROM: Jill Chase, Director  
Bureau of Early Care and Regulation  
Division of Early Childhood Education**

<b>BEPS/DFS OPERATIONS MEMO</b>					
<b>No: 12-09</b>					
<b>DATE: 02/09/2012</b>					
<b>FS</b>	<input type="checkbox"/>	<b>MA</b>	<input type="checkbox"/>	<b>BC+</b>	<input type="checkbox"/>
<b>SC</b>	<input type="checkbox"/>	<b>CTS</b>	<input type="checkbox"/>	<b>FSET</b>	<input type="checkbox"/>
<b>BC+ Basic</b>	<input type="checkbox"/>	<b>BC+ CORE</b>	<input type="checkbox"/>		
<b>CC</b>	<input checked="" type="checkbox"/>	<b>W-2</b>	<input type="checkbox"/>	<b>EA</b>	<input type="checkbox"/>
<b>CF</b>	<input type="checkbox"/>	<b>JAL</b>	<input type="checkbox"/>	<b>JC</b>	<input type="checkbox"/>
<b>RAP</b>	<input type="checkbox"/>	<b>WIA</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/> *
				<b>EP</b>	

**SUBJECT: Revision to the Certification Caregiver Background  
Check Manual**

**CROSS REFERENCE:** [Operations Memo 9-81 REVISED](#)  
[Operations Memo 09-64](#)  
[Operations Memo 10-70 REVISED](#)  
Caregiver Manual published on 8/26/09

**EFFECTIVE DATE:** IMMEDIATELY

**PURPOSE:**

This Operations Memo informs Certification Agencies of revisions to the Certification Caregiver Background Check Manual.

**BACKGROUND:**

On October 1, 1998, the Caregiver Law was enacted requiring background checks for caregivers in certain entities regulated by the State. The Caregiver Law is implemented under s.48.685 and s.50.065, Wis. Stats., and Chapters DHS 12 and 13, Wis. Admin. Code. In 2009, Wisconsin Act 76, effective 2/1/10, established additional changes to the Caregiver Law. Changes to the law affected the frequency that background checks are conducted and affected the list of convictions and offenses that either permanently bar or require a rehabilitation review for a person holding certification, residing in a child care facility or working as a caregiver.

The Caregiver Law affects various adult and children's programs that are administered by several departments and divisions within them. The Certification Caregiver Background Check

Manual describes only procedures related to child care programs certified by counties, tribes, MECA and contracted agencies as required by s.48.651, Wis Stats. This includes Certified Family Child Care and Certified School Age Programs.

The Department has issued Operations Memo 09-64, 9-81 REVISED and 10-70 informing certification agencies of changes in policy/procedure pertaining to the Caregiver Law. The Department also mailed a memo to all certified providers in January 4<sup>th</sup>, 2010 to inform them of changes to the Law.

***POLICY/PROCESS CHANGES:***

Certification agencies were to implement changes to the Caregiver Law effective February 1, 2010. The revised/updated Certification Caregiver Background Check Manual is effective immediately.

The Certification Caregiver Background Check Manual has been revised in accordance with the Caregiver Law. The previous Caregiver Background Check Manual was last revised in August 2009. The revised Manual has been divided into the following Modules:

- Module 1: Overview
- Module 2: Conducting the Caregiver Background Check
- Module 3: Review of the Caregiver Background Check Results
- Module 4: Caregiver Background Check Records
- Module 5: Rehabilitation Review
- Appendix: Out of State CBC Fee/Request Template

Within each module, certifiers will find a table of contents. Additionally, information in each module is organized into numbered sections. References to various modules/sections can be found throughout each module. The references will include the module number followed by the section number(s). For example, "(see 2-1.12)" means that you should also refer to Section 1.12. within Module 2.

The manual is posted at <http://dcf.wisconsin.gov/childcare/certification/manuals.htm>

***AUTOMATION:***

The Wisconsin Child Care Regulatory System (WISCCRS) and the WISCCRS User Guide have previously been modified to reflect changes to the Caregiver Law.

***ACTION REQUIRED:***

Certification agencies shall begin using the updated Certification Caregiver Background Check Manual immediately and update any relevant local agency procedures, as needed, in accordance with the Caregiver Law.

***CONTACTS:***

For certification policy and caregiver background check questions please contact Jolene Ibeling at 608-267-2079 or [Jolene.Ibeling@wisconsin.gov](mailto:Jolene.Ibeling@wisconsin.gov).

For WISCCRS questions please contact Pirkko Moilanen at 261-4595 or [Pirkko.Moilanen@wisconsin.gov](mailto:Pirkko.Moilanen@wisconsin.gov)