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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
Child Care Certification Workers**

**FROM: Mark Andrews, Director
Bureau of Early Care Regulation
Division of Early Care and Education
Department of Children and Families**

DECE/BECR OPERATIONS MEMO					
No: 15-27					
DATE: 08/20/15					
FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	BC+	<input type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>
BC+ Basic	<input type="checkbox"/>	BC+ CORE	<input type="checkbox"/>		
CC	<input checked="" type="checkbox"/>	W-2	<input type="checkbox"/>	EA	<input type="checkbox"/>
CF	<input type="checkbox"/>	JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
RAP	<input type="checkbox"/>	WIA	<input type="checkbox"/>	Other	<input type="checkbox"/> *
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SUBJECT: Collection of Background Information Disclosure Forms

CROSS REFERENCE: [2015 Wisconsin Act 55](#) - Biennial Budget and [§ 48.685](#)

EFFECTIVE DATE: Immediately

PURPOSE: This Operations Memo provides notice to child care certification workers/agencies regarding the elimination of the *annual* collection of the [Background Information Disclosure](#) (BID) form, in accordance with §. 48.685(6), and a new requirement for certification workers to upload BID forms into the Wisconsin Child Care Regulatory System (WISCCRS).

BACKGROUND

On July 13, 2015, Governor Walker signed the biennial budget bill for state fiscal years 2015-2017 into law. The new Act included a provision that immediately eliminated the requirement to complete and submit BID forms annually. Prior to the 2015-2017 biennial budget, certification agencies were required to collect Background Information Disclosure forms for the applicant/operator, caregivers and non-client residents age 12 and older upon initial application and annually thereafter.

The 2015 Wisconsin Act 55 amends § 48.685(6) to require the certification applicant, household members age 12 and older and any caregivers to complete and submit the BID form as part of the *initial* application only. The form is also required for any new

household members 12 and older, when a household member turns age 12 and for any new prospective caregivers.

Although annual submission of the BID form is no longer required, Wisconsin Act 55 did not change caregiver background check requirements. Certification agencies must continue to conduct all initial and annual caregiver background checks for applicants/operators, household members age 18 and older and other caregivers.

This memo adds an additional requirement for certification agencies to upload the initial BID form(s) in WISCCRS.

POLICY:

Collection of BID Form:

Certification workers shall discontinue the annual collection of the BID form effective immediately. The requirement to collect the BID form remains in effect for:

- Applicants for certification
- At initial application for household members age 12 and older
- When a household member turns 12
- When a new household member 12 and older moves into the home
- Caregivers (volunteers, employees, substitutes) before employment or volunteer work commences.

The form is available on the certification [forms](#) website as follows:

English: <https://www.dhs.wisconsin.gov/forms/f8/f82064.pdf>

Spanish: <https://www.dhs.wisconsin.gov/forms/f8/f82064s.pdf>

Hmong: <https://www.dhs.wisconsin.gov/forms/f8/f82064h.pdf>

The Background Information Disclosure form [FAQ document](#), available on the [certification website](#), has been revised to reflect these changes.

WISCCRS:

Certification agencies are now required to upload the initial BID form in WISCCRS under the Documents link in the Individuals Module for all new applicants effective immediately. Uploading BID forms submitted prior to the publication of this Operations Memo is optional. See the WISCCRS User Guide – [Documents](#) for additional instructions for uploading documents.



Ap			
Add Applicant/Licensee			
Name	DOB	SSN	
John	11/20/56	123-3	Aliases Background Check Training Documents Fingerprint Req
C			
Add New Individual		Select Individuals from other Locatio	
Name	DOB	SSN	
Beth	03/03/63		Aliases Background Check Training Documents Fingerprint Req

Individual Document Upload	
Form/Document Type *	Confidential Information Release Form
File Type *	Court Documents
Received Date *	Driver License
New File *	Driving Records
Comments related to scanned document.	Ccap
	Ibis Related Documents
	Dej
	Dej Rapsheet
	Ibis Letter
	Law Enforcement Documents
	Fbi/Out-Of-State
	Other
	Big
	Training Documentation
	Sor

Initial and Annual Caregiver Background Checks:

The biennial budget bill did not change caregiver background check requirements. Certification workers shall continue to conduct initial and annual caregiver background checks in accordance with §. 48.685 for applicants, operators, household members 18 and older and other caregivers (volunteers, substitutes, employees).

One-Time Fingerprinting Requirements:

The biennial budget bill did not change the one-time fingerprint background check requirement for certified operators receiving or wishing to receive Wisconsin Shares child care subsidy payments. All certified operators, adult caregiver employees and adult household members of certified operators participating in YoungStar must complete a one-time fingerprint-based background check by December 31, 2015 to continue receiving or remain eligible to receive Wisconsin Shares payments.

CONTACTS:

For child care certification policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf or Jolene.lbeling@wisconsin.gov.

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC – Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

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