



State of Wisconsin  
Governor Tony Evers

TO: **Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
Training Staff  
Child Care Coordinators**

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: 19-23**

**DATE: 6/10/2019**

**Child Care**

**SUBJECT: Background Check Requirements**

**CROSS REFERENCE:** [Operations Memo 18-41](#)  
Wis. Stats. §48.686

**EFFECTIVE DATE:** JUNE 7, 2019

**PURPOSE:** The purpose of this memo is to notify certification workers of background check requirements that will impact certified child care operators, household members, child care providers/caregivers and noncaregiver employees, residing or working in certified child care programs prior to 10/1/18. This memo also outlines new background check policy and procedure changes for certification workers.

**BACKGROUND:** Wis. Stats. §48.686 was enacted on September 21, 2017 and went into effect October 1, 2018. Effective October 1, 2018 the department began conducting background checks on all new applicants for certification, new household members and other new individuals subject to background check requirements, in accordance with Wis. Stats. §48.686. [Operations Memo 18-41](#) and [BECR Provider Memos](#) 2019-02 and 2018-21 state that DCF would begin conducting background checks on existing certified operators and existing individuals associated with a certified child care program starting in the summer of 2019.

DCF has mailed 60 and 30 day background check notices to existing certified operators informing the operator when they are required to comply with the new background check requirements. If a certified operator does not comply with the new requirements by the date in the background check notice, the operator is subject to an enforcement action to be taken by the certification agency. The background check notices are

viewable to certification workers in WISCCRS under Batch Documents and viewable to operators in the Child Care Provider Portal (CCPP).

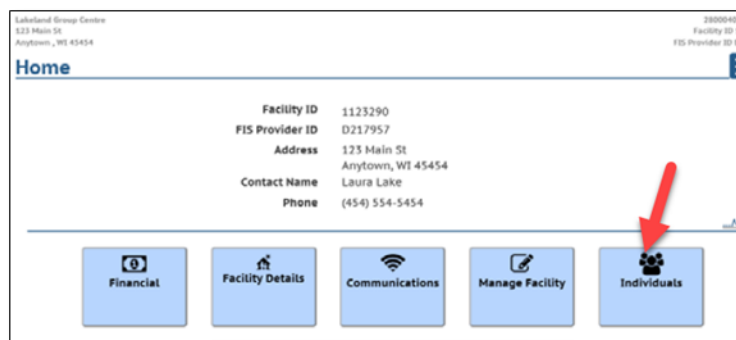
### ***POLICY AND AUTOMATION:***

Certified operators are now required to submit Background Check Requests (BCR) for each individual age 10 and older who has not yet undergone a DCF-conducted background check. The BCR is due on or before the date indicated in the operator's background check notice. The operator may submit BCRs using either of the options listed below:

#### **Option 1 (preferred):** Submittal of BCRs using the Child Care Provider Portal (CCPP)

Operators may log on to the CCPP to update Individual Details, Employment Residency Details and complete and submit the BCR for each individual age 10+ associated with their child care program. When the Individual Details page is updated and the BCR submitted, WISCCRS will automatically generate and mail to the operator a fingerprint instruction letter on the date indicated in the operator's background check notice for anyone age 18 or older. Once the instruction letter is generated/mailed, the letter will then be viewable to the operator in the CCPP.

#### CCPP Individual Details:



Home

Facility ID: 1123290  
FIS Provider ID: D217957  
Address: 123 Main St  
Anytown, WI 45454  
Contact Name: Laura Lake  
Phone: (454) 554-5454

Financial Facility Details Communications Manage Facility **Individuals**



Individuals  
Individuals at this location

Name	Date(s)	Employment Period	Class	Details
Kirsten Cook	Teacher - Assistant, Administrator	04/01/18		Details
Jimmy J. Jantor	Facilities Staff, Driver	01/01/18		Details
Laura L. Lake	Applicant/Licensee	03/01/18		Details

History

If the operator does not complete all required fields the system will not generate a fingerprint instruction letter.

#### Background Check Request Form:

The operator must answer every question and click submit or the system will not generate a fingerprint instruction letter.

When the operator updates the Individual Details, Employment/ Residency Details and BCR using the CCP, the information is also viewable to the certification worker in WISCCRS.

#### **Option 2:** Submittal of paper BCR forms to the certification agency.

If the operator submits paper BCR forms to the certification agency, the certification worker must do the following:

1. Update the Individual Details and Employment/Residency Details page in WISCCRS, including the individual's spoken language, mailing address, etc. and click the "save" button at bottom of the screen. Access the Individual Details page by clicking on the pencil icon for each individual, then enter information in the required fields.
2. Enter the BCR for each individual using the Request Form link in the Individual Module.

## Individuals Module:

Documents		Applicants/Licensees																																			
<b>Location Details</b> Location Subsidy Details Pets Other Licenses Transportations Insurances Comments Alternate Addresses Transactions Collections <b>Individuals</b> Location Tasks Registry Details Registry Staff Monitoring Plans Site Visits Monitoring Results Health & Safety Results Complaints/Incidents Enforcements Documents Confidential Documents		Add Applicant/Licensee <table border="1"> <thead> <tr> <th>Name</th> <th>Date of Birth</th> <th>Employment Period</th> <th>Effective Period</th> <th>Role(s)</th> <th></th> </tr> </thead> <tbody> <tr> <td>John Bowman</td> <td>11/20/1956</td> <td>12/02/2011</td> <td>12/02/2011</td> <td>Applicant/Licensee</td> <td></td> </tr> <tr> <td><a href="#">Request Form</a></td> <td><a href="#">Aliases</a></td> <td><a href="#">Background Check</a></td> <td><a href="#">Fingerprint Request</a></td> <td><a href="#">Training</a></td> <td><a href="#">Documents</a>   <a href="#">Confidential Documents</a>   <a href="#">DOR Request</a>   <a href="#">DWD Request</a>   <a href="#">Tasks</a></td> </tr> </tbody> </table>						Name	Date of Birth	Employment Period	Effective Period	Role(s)		John Bowman	11/20/1956	12/02/2011	12/02/2011	Applicant/Licensee		<a href="#">Request Form</a>	<a href="#">Aliases</a>	<a href="#">Background Check</a>	<a href="#">Fingerprint Request</a>	<a href="#">Training</a>	<a href="#">Documents</a>   <a href="#">Confidential Documents</a>   <a href="#">DOR Request</a>   <a href="#">DWD Request</a>   <a href="#">Tasks</a>												
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## Updating Individual Details:

Location Details		Modify Individual Details	
<b>Location Details</b> Location Subsidy Details Pets Other Licenses Transportations Insurances Comments Alternate Addresses Transactions Collections <b>Individuals</b> <b>Modify Individual</b> Location Tasks Registry Details Registry Staff Monitoring Plans Site Visits Monitoring Results Health & Safety Results Complaints/Incidents Enforcements Documents Confidential Documents List All Documents Batch Documents CBC Fee Deduction BID Forms(Lic Only) Provider Portal Applications		First Name * John Middle Initial Last Name * Bowman Suffix Gender * <input checked="" type="radio"/> Male <input type="radio"/> Female SSN XXX-XX-1123 <a href="#">Show SSN</a> Date of Birth * 11/20/1956 Race Language * English TB Test Date 12/2/2011 Primary Phone# * (656) 465-4656 Primary Phone Type * <input type="radio"/> Home <input checked="" type="radio"/> Cell <input type="radio"/> Work Secondary Phone# (654) 646-4665 Secondary Phone Type <input checked="" type="radio"/> Home <input type="radio"/> Cell <input type="radio"/> Work <input type="radio"/> Clear Email jbowman123@gmail.com Home Address Address Line1 * 123 Cherry St. Address Line2 City * Anytown State * Wisconsin Zip Code * 55555-5555 County/Tribe * Adams County	

Enter mailing address. This is the address the background check eligibility notice will be mailed to.

Employment/Residency Details	
Effective Begin Date	12/2/2011
Primary Role *	Applicant/Licensee
Secondary Role	
Employment/Residency Status *	Current
Employment/Residency Begin Date *	12/2/2011
Employment/Residency End Date	
Relationship	
Contact With Children *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Apply ongoing background check fee to this location	No
Comments	<div>0 of 500 characters.</div>
<div>Save</div>	

Do not modify the role for Operators - Leave role as Applicant/Licensee

## Entering the BCR:

The screenshot displays the WISCCRS interface. On the left is a navigation menu with links: /Insurances, /Comments, Alternate Addresses, /Transactions, /Collections, /Individuals, **Request Form**, List, Location Tasks, Registry Details, and Registry Staff. The main area shows the 'Background Check Request Form List' with a table containing columns: Effective Period, Military Discharge, Out Of State, Rehabilitate Review, Criminal Record, Minor Delinquent, Sex Offender Registry, Investigation, and License Restriction. Below the table, it states 'No Background Check Request Form'. Below this is the 'Add Background Check Request Form' form. The form has a title bar and a section for 'Effective Period' with the date '5/21/2019'. It contains eight numbered questions, each with 'Yes' and 'No' radio button options. A green box highlights the 'Yes/No' options for questions 1 through 8. At the bottom of the form is a 'Submit' button, which is circled in red.

**Background Check Request Form List**

Effective Period	Military Discharge	Out Of State	Rehabilitate Review	Criminal Record	Minor Delinquent	Sex Offender Registry	Investigation	License Restriction
No Background Check Request Form								

**Add Background Check Request Form**

Effective Period 5/21/2019

- Have you been discharged in the last three years from a branch of the U.S. Armed Forces, including any reserves duty? ☐ Yes ☐ No
- Do you currently reside or have you in the last five years resided outside of Wisconsin? ☐ Yes ☐ No
- Have you ever requested a rehabilitation review with the Wisconsin Department of Health Services or the Department Children and Families, a county department, a private child placing agency, school board or tribe? ☐ Yes ☐ No
- Do you have any pending criminal charges or were you convicted of any crime? Include all offenses in federal, state, county, local, military and tribal courts. ☐ Yes ☐ No
- Were you ever adjudicated delinquent by a court of law or tribal court when you were aged 10 to 17 years old? Include all offenses in federal, state, county, local, military and tribal courts. ☐ Yes ☐ No
- Are you currently or have you ever been required to be registered on a national, state or tribal sex offender registry? ☐ Yes ☐ No
- Are you currently the subject of an investigation or has there ever been a finding against you for abuse, neglect or misappropriation (theft) of property of a child, adult or elderly person? ☐ Yes ☐ No
- Do you have a government issued credential or license that is not current or is limited so as to restrict you from providing care to clients? ☐ Yes ☐ No

**Submit**

Once the certification worker updates the Individual Details page (completing all required fields) and the BCR is completed (using the Request Form link) WISCCRS will generate and mail a fingerprint instruction letter on the date indicated in the operator's background check notice. Once the instruction letter is generated/mailed, the fingerprint instruction letter will then be viewable to the certification worker under the Batch Documents link in WISCCRS.

Fingerprint instruction letters will include the names of all individuals age 18+ who have not yet undergone a DCF-conducted fingerprint-based background check. Each name will be assigned both a Fieldprint code and a unique reference code that each individual will need to use when scheduling their Fieldprint appointment online. If a fingerprint instruction letter is not generated and viewable under Batch Documents, or in the CCPP, by the date referenced in the operator's background check notice, it is likely due to one or more of the following:

1. The Individual Details were updated but the BCR was not entered or only partially completed.
2. The BCR was entered/submitted but the Individual Details were not updated.
3. The Individual Details and the BCR were not entered.
4. An Employment/Residency End Date was mistakenly entered for an individual.
5. The BCR was entered but the Individual Details is missing the individual's mailing address.

***TIMELINE:***

After June 1, 2019, but prior to July 10, 2019, certification workers should check the Batch Documents in WISCCRS to verify that 60 and 30 day background check notices and fingerprint instruction letters were mailed to their certified operators. If a certified operator has not yet undergone a DCF-conducted background check and there is not a background check notice in Batch Documents please notify Jolene.lbeling@wisconsin.gov, including the provider number(s). If the background check notice was mailed but the operator has not yet submitted a

BCR for an individual age 10+, the certification worker shall issue a Non-compliance Statement and Imposed Plan of Correction using the following citation and description:

Citation: DCF 202.08(1)(e)1. Comply with all local and state laws governing the certified child care program and its operation and ensure that all employees and volunteers comply with these laws.

Description: Operator has not submitted to the department or the certification agency a background check request for any individual(s) age 10 and older, as required under Wis. Stats., 48.686(2)(a) through (am).

Imposed Plan of Correction: By June 30, 2019 submit to the certification agency or the department, using the Child Care Provider Portal, a Background Check Request for each individual age 10 and older.

Entering Violations and Imposed Plan of Correction in WISCCRS:

New Site Visit

Visit Date \*

Primary Visit Reason \*

Secondary Visit Reason

Next Visit Date

Next Visit Reason

Visit Action

Licensur/Certifier \*

Licensur/Certifier

Compliance/Non Compliance Issue Date

Correction Plan Due Date

Correction Plan Received Date

Visit Type \* ☐ Announced ☐ Unannounced ☒ N/A

Children Present ☐ Yes ☐ No ☒ Unknown

Licensur/Certifier Time of Arrival

Licensur/Certifier Time of Departure

DCF 202 Provider Qualifications

RULES
SERIOUS
STATUS

202.08(1)(c)8. The operator shall report to the certification agency as soon as possible but no later than the certification agency's next working day any changes in...	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
202.08(1)(c)9. The operator shall report to the certification agency as soon as possible but no later than the certification agency's next working day any the hiring...	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
202.08(1)(d) A substitute, employee, or volunteer for a Level I or II child care operator shall be approved by the certification agency before employment or volunt...	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
202.08(1)(e)1. Administration. A certified child care operator shall comply with all local and state laws governing the certified child care program and its operati...	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
202.08(1)(e)2 Administration. A certified child care operator shall comply with all requirements in this section.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

External Comments
Internal Comments

Operator has not submitted to the department or the certification agency a background check request for an individual(s) age 10 and older, as required under Wis. Stats., 48.686(2)(a) through (am).}

0 of 600 characters.

**RULE DESCRIPTION**

Administration. A certified child care operator shall comply with all local and state laws governing the certified child care program and its operation and ensure that all employees and volunteers comply with these laws.



Rule Description	Administration. A Certified Child Care Operator Shall Program And Its Operation And Ensure That All Emp
Serious	N/A
Repeated	No
Detection Date	<input type="text"/>
Detection Method *	<input type="text"/>
Correction Verification Date	<input type="text"/>
Monitoring Results *	Unmet
Alleged Violation	<input type="checkbox"/>
Related Visit	No Site Visit
Description	<p>Attention: Information entered below into Description Non-compliance Statement and to the Public Web S</p> <p>Operator has not submitted to the department or the certification agency a background check request for an individual(s) age 10 and older, as required under Wis. Stats., 48.686(2)(a) through (am).</p> <p>196 of 600 characters.</p>
Comments	<input type="text"/>
Imposed Plan of Correction	<p>0 of 300 characters.</p> <p>By June 30, 2019 submit to the certification agency or the department, using the Child Care Provider Portal, a Background Check Request for each individual age 10 and older.</p>

After July 1, 2019 the department will send a reminder letter to any operator who has been issued a fingerprint instruction letter but has not yet complied with completing the fingerprint-based background check requirements.

If after 15 days from the reminder letter an operator has not yet complied with the fingerprint-based background check requirements, the certification agency will be notified by the department. The certification agency shall issue a Non-compliance Statement with an Imposed Plan of Correction using the following citation and description:

Citation: DCF 202.08(1)(e)1. Comply with all local and state laws governing the certified child care program and its operation and ensure that all employees and volunteers comply with these laws.

Description: Operator has not ensured all individual(s) age 18 or older have completed a fingerprint-based background check, as required under Wis. Stats., 48.686(2)(ag).

Imposed Plan of Correction: By (DATE) complete a fingerprint-based background check for each individual age 18+ associated with the child care program.

If after 15 days from the date of the Non-compliance Statement an operator has not yet complied with the fingerprint-based background check requirements, the certification agency will be notified by the department. The certification agency shall issue a Warning letter notifying the operator that an enforcement action, ranging from suspension to revocation, will be issued for noncompliance.

If after 15 days from the date of the Warning letter an operator has not yet complied with the fingerprint-based background check requirements, the certification may be suspended or revoked.

If an operator's certification expires during the enforcement timeline listed above (warning letter to revocation), it is appropriate for the renewal application to be denied.

In accordance with DCF 202.06(4), if a certification agency suspends or revokes or refuses to renew certification, the agency shall notify the child care applicant / operator in writing. This action is reviewable pursuant to ch. 68, Stats., which provides for an administrative review of the decisions of local agencies. Requirements for appeals to the department (Milwaukee Certification) are outlined ch. 227.

### **SYSTEM ENHANCEMENTS:**

At the end of June, the department's Child Care Background Check Unit (CBU) will no longer be uploading the Guide to Relevancy form as a PDF under Individual Documents in WISCCRS. There will be a new WISCCRS screen called the Background Check Analysis Summary (BCAS). Certification workers will be able to view the BCAS screen to view the details of the CBU's analysis for background checks conducted after June.

WISCCRS Individuals User Guide: <https://dcf.wisconsin.gov/files/publications/pdf/5292.pdf>

Background Check Request Form: <https://dcf.wisconsin.gov/files/forms/doc/5296.docx>

Child Care Provider Portal Information: <https://dcf.wisconsin.gov/childcare/provider-portal/info>

### **CONTACTS:**

For Child Care Certification policy questions outside of Milwaukee County, contact your Bureau of Regional Operations (BRO), Child Care Coordinators at [BROCCPolicyHelpDesk@wisconsin.gov](mailto:BROCCPolicyHelpDesk@wisconsin.gov).

DCF/DECE/BECE/JRI