

## Background Check Information Schedule – Child Placing Agencies

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call (608) 266-8787. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

**Explanation of Abbreviations:**

**DCF:** Department of Children and Families  
**BID:** Background Information Disclosure form (make additional copies of this form as necessary)  
**CBC:** Caregiver Background Check  
**DOJ:** Department of Justice

ITEMS TO BE SUBMITTED TO DCF:	ITEMS TO BE MAINTAINED IN YOUR FILES:
<p><b>BID Forms:</b> Submit completed and signed Background Information Disclosure (BID) forms at initial application, at issuance of a regular license, and at each license continuation review per s.48.685(6) and DCF 12.03(2) for the individuals listed below.</p> <ul style="list-style-type: none"> <li>• Licensee – i.e., owner, president of the board of directors of the corporation.</li> <li>• If the CPA office is located in a home, all adult non-client residents of the home who are not staff.</li> </ul> <p>Incomplete BID forms will be returned to you and will delay the issuance or continuance of your license.</p> <p><u>Note:</u> Submit a BID as soon as possible, but no later than the agency's next business day, when a change/addition of a board president or a non-client resident 10 years of age or older to the home / facility occurs, per Wis. Admin. Code DCF 12.08(2).</p> <p><b>CBC Fees:</b> Submit CBC fees at initial application, at issuance of a regular license, and at each license continuation review for the individuals listed below. The fee is \$10.00 for each individual.</p> <ul style="list-style-type: none"> <li>• Licensee – i.e., owner, president of the board of directors of the corporation.</li> <li>• If the CPA office is located in a home, all adult non-client residents of the home who are not staff.</li> </ul>	<p>You (licensee/owner) are responsible for conducting CBCs (which includes collecting BID forms per s.48.685(2) and 48.685(6)(am), submitting completed *DJ-LE-250 or DJ-LE-250A forms and *fees to DOJ, and conducting any necessary investigations) for the individuals listed below.</p> <ul style="list-style-type: none"> <li>• Administrator and employees age 18 or older.</li> <li>• Any person under contract with the CPA who will have access to children in care.</li> <li>• Licensed foster parents and pre-adoptive parents.</li> <li>• Non-client residents, age 10 through 17, who answer "yes" to any question in Section A on the BID form.</li> </ul> <p>Send completed Single or Multiple Records Request form (*<a href="#">DJ-LE-250</a> or <a href="#">DJ-LE-250A</a>) with appropriate *fees to: <u>Do not send the BID forms</u></p> <p>Crime Information Bureau          Attn: Record Check Unit          PO Box 2688          Madison WI 53701-2688</p> <p>CBCs are to be completed every 4 years for the individuals listed above. Keep the most recent BID form(s) along with the DOJ results and DHS/DRL response to CBC memo on file in the center. The licensing specialist will review at a future visit.</p> <p>*Forms and information may be obtained from the DOJ web site at <a href="https://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information">https://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information</a> or CBCs may be completed electronically for those that have registered for an on-line account at <a href="https://recordcheck.doj.wi.gov/">https://recordcheck.doj.wi.gov/</a>.</p>