



BACKGROUND CHECK CHECKLIST

CURRENT PROVIDERS WITH NEW EMPLOYEES

1. LOGIN TO THE CHILD CARE PROVIDER PORTAL (CCPP)

- The CCPP is located at <https://mywchildcareproviders.wisconsin.gov>
- If you do not have access to the CCPP, you can request it at <https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>
- The User Guide for the CCPP can be downloaded at <https://dcf.wisconsin.gov/files/publications/pdf/5221.pdf>
- Video training for the CCPP is also available at https://dcf.wisconsin.gov/elearning/cbcindividualmodule/story_html5.html

2. SUBMIT PROSPECTIVE CAREGIVERS, NONCAREGIVER EMPLOYEES, AND HOUSEHOLD MEMBERS.FOR BACKGROUND CHECKS

- Enter the "Individuals" tab within the CCPP.
- Add every prospective caregiver, noncaregiver employee, and household members residing in a program. This includes student teachers and volunteers counted in ratio.
- Select the "details" button for each new individual in the "Individuals" tab and complete a *Background Check Request* (BCR) form for each new caregiver, noncaregiver employee, and household member. The form can be found at <https://dcf.wisconsin.gov/files/forms/doc/5296.docx>
 - You will receive a Fieldprint instruction letter in your "Communications" tab the same day.
- Follow the Fieldprint instruction letter, once received, to schedule a fingerprint appointment.
 - Instructions for scheduling can also be found at <https://dcf.wisconsin.gov/files/ccregulation/pdf/fieldprint-fingerprint-appointment.pdf>
 - Remember to use the unique code assigned to each individual only once.
 - A processing fee of \$39.00 will be collected at time of scheduling.
 - Two (2) forms of ID must be presented at time of appointment.
- Every individual must attend the scheduled appointment. Any missed appointment will require another \$7.75 fee to reschedule. Please call Fieldprint at (877) 614-4364, before a scheduled appointment, to reschedule without a fee.
- *If there are no live Fieldprint locations within 35 miles, Fieldprint will mail a fingerprint card kit which can be processed at a local law enforcement agency. (Rolled prints may incur additional fees).

3. WAIT FOR APPROVAL OF NEW STAFF

- Notice of preliminary eligibility will be posted within 5-7 days to the CCPP under the "Communications" tab. This letter will also be mailed within 5-7 days of the Department of Children and Families receiving the results of the fingerprint check.
 - Eligibility letters will be mailed to the registered facility address for the provider.
 - Preliminary eligibility allows an individual to work with children while under periodic direct observation of another person who has obtained final eligibility through a DCF fingerprint-based background check.
- Final eligibility will be determined in approximately 45 business days. The notices will be posted in the CCPP under the "Communications" tab. Notices will also be mailed to the facility address and the background check subject's home address.



BACKGROUND CHECK CHECKLIST

CURRENT PROVIDERS WITH NEW EMPLOYEES

4. ADJUST EMPLOYMENT STATUS IN THE CCPP

- Remove any individuals who have been found ineligible, unless you are informed of an appeal.
- Change all caregiver, noncaregiver employee, and household member with final eligibility from a prospective employee to a current employee in their individual profile.
- Remember to budget \$39.00 for every five (5) years for the individual's fingerprint-based background check.
- Remember to budget \$10.00 each year for the individual's annual DOJ background check.
- Inactivate any individuals who are no longer employed or working at your center.

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 contact the Bureau of Early Care Regulation at dcfclicreg@wisconsin.gov or (608) 421-7550. 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.