

Brooks, Lois - DCF

From: Brooks, Lois - DCF
Sent: Friday, February 24, 2023 11:16 AM
To: Khariskreativechildcare@Gmail.Com
Cc: Sands, Kayla M - DCF
Subject: 2005237 / 8000590368 / 001
Attachments: Staffl Key.pdf; 294.pdf

Hello,

We are contacting you from the Department of Children and Families, Child Care Background Unit. As you know, our unit conducts the background checks for individuals of child care facilities and the deadline for fingerprint compliance was June 1, 2021. We are currently monitoring for compliance to make sure to Child Care facilities have all individuals who are required to have a background check entered in the Child Care Provider Portal. We are issuing the attached non-compliance for you to fill out, sign, and return stating that everyone required to have background checks has been entered into the Child Care Provider Portal (CCPP) and all FBI background checks have been completed.

Note: The deadline for completing FBI fingerprints is March 05,2023

The link with instructions on how to gain Provider Portal access is:
<https://dcf.wisconsin.gov/childcare/provider-portal/ccpp-access>

The link with information on background checks is:
<https://dcf.wisconsin.gov/ccbgcheck>

Please submit the requested required documents within **14 days of receipt** to:

U.S. Mail:

Department of Children and Families
Attn: CBU Compliance team
201 W Washington Ave.
PO Box 8916
Madison, WI 53708-8916

Email:

DCFPLiCBECRCBU@wisconsin.gov

Fax:

Attn: CBU Compliance Team
(608) 422-7155

If you need any assistance or have any questions, please do not hesitate to the CBU at (608) 422-7400

Sincerely,
Lois Brooks
CBU Compliance Team