

From: [Jaime Schmuhl](#)
To: [Thao, Maynou K - DCF](#)
Cc: [Liebhart, Kimberly J - DCF](#)
Subject: RE: Action needed: Background Check Non-compliance for Facility 1012207
Date: Friday, August 22, 2025 9:57:45 AM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

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Good morning,

Kylie Martin-Berry had an appointment scheduled for fingerprinting on 7/28/2025, when she arrived at that location, they told her that they did not have the staff to do it. She tried reaching out to Fieldprint to reschedule but was not successful. Since the first appointment was paid for, she wanted to avoid being charged a second time. She currently is not employed here anymore as she went back to college. Any help with resolving this would be helpful.

Best,

Jaime Schmuhl
Child Development Center Director
YMCA of Dodge County
220 Corporate Drive
Beaver Dam, WI 53916

T - 920.887.8811 ext. 109
E - jschmuhl@theydc.org
F - 920.887.9298



From: Thao, Maynou K - DCF <Maynou.Thao@wisconsin.gov>
Sent: Thursday, August 21, 2025 2:19 PM
To: Jaime Schmuhl <jschmuhl@theydc.org>
Cc: Liebhart, Kimberly J - DCF <kimberly.liebhart@wisconsin.gov>
Subject: Action needed: Background Check Non-compliance for Facility 1012207
Importance: High

Greetings,

The Child Care Background Unit (CBU) is currently monitoring regulated child care facilities for background check compliance. There is at least one individual listed for your facility that has not completed the fingerprint requirement. Please see the attached Non-Compliance statement and Staff Key.

To avoid further enforcement action, Fingerprints need to be completed by: 9/4/25

If the individual is no longer employed or no longer resides at your facility, please update your Child Care Provider Portal.

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>

If you need assistance or have questions, contact the CBU at (608) 422-7400 or email DCFPlcBECRCBU@wisconsin.gov

Maynou Thao

Background Analyst

Childcare Background Unit

p: 262.446.7838 | **f:** 608.422.7155 |  



Wisconsin Department of Children and Families