

**From:** [St. Paul's Lutheran Child Center](#)  
**To:** [Thao, Maynou K - DCF](#)  
**Subject:** Re: Action needed: Background Check Non-compliance for Facility 1013461  
**Date:** Thursday, May 29, 2025 5:18:34 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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Hi,

I thought I had taken care of this, but as I went back in I must not have saved my changes for Cassie Harkner. She no longer works for us. I marked her as inactive and when I looked it switcher her back to active. I think I have it switched right now to inactive. Please let me know if I need to do something else or if this matter is resolved.

Thank you,

Connie Frederickson, Director

On Thu, May 29, 2025 at 4:30 PM Thao, Maynou K - DCF <[Maynou.Thao@wisconsin.gov](mailto:Maynou.Thao@wisconsin.gov)> wrote:

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: **6/12/25**

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](mailto:DCFPlcBECRCBU@wisconsin.gov)

Maynou Thao

***Background Analyst***

Childcare Background Unit

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**Connie Frederickson**  
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