

Type of Check	Timeframe	What is checked?	How do you do it	Expiration	Resources
Adam Walsh: FBI (Federal Bureau of Investigation)	Initial Licensure: Required for prospective foster and adoptive parents who are caring for children from the public child welfare system. It does not apply to adoptive families seeking domestic or international adoptions unless the child qualifies for Adoption Assistance.	Check of the Federal Bureau of Investigation (FBI) records; not all arrests or convictions are reported to the FBI.	<ul style="list-style-type: none"> Agency must have an account with the WI Dept. of Justice (DOJ). DOJ will provide fingerprint cards once agency has an approved policy on record with DOJ regarding consent and records management. Or the agency may have the applicant complete an electronic capture of their fingerprints for submission. Agency must obtain a signed consent, previously approved by DOJ, from each applicant and submit with the completed fingerprint card. Results will be sent through the agencies on-line account. Results must be scanned into eWiSACWIS. 	This check is valid as long as the foster or adoptive parent is continually licensed. If there is a break in licensure, the applicant must be re-fingerprinted and the checks completed before a license can be renewed.	DCF Memo Series 2007-16: Adam Walsh Requirements State Child Abuse and Neglect Registry Info Memo 2008-03i: Adam Walsh Child Protection and Safety Act Questions and Answers
Adam Walsh: Child Protective Services (CPS) Checks	Initial Licensure: Required for prospective foster and adoptive parents.	Check of Child Protective Service records in each county or state the person has lived in for the last 5 years.	<ul style="list-style-type: none"> Agency requests records from each county/state the applicant has lived in for the last five years. It is not enough to just check eWiSACWIS records, as those records only go back to when each county agency or DMCPD (Division of Milwaukee Child Protective Services) began using eWiSACWIS - typically only back through 2001. DMCPD and county agencies are required to comply with requests for CPS records for the purposes of foster care licensing. To complete checks outside of WI there is a resource created with each states process – the State Child Abuse and Neglect Registry. Results must be scanned into eWiSACWIS 	4 years, although many licensing agencies complete this at each re-licensing period.	

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WI Dept. of Justice (DOJ) and Caregiver	Initial Licensure: Required for prospective foster and adoptive parents.	Check of arrests and convictions submitted to WI DOJ, not all local arrests and convictions are submitted to DOJ. This is a name-based check.	<ul style="list-style-type: none"> • Applicant completes the Background Information Disclosure form or BID. • The agency completes the Single or Multiple Name based check form for each applicant. • Agency submits request to DOJ. • DOJ results will be sent through the agencies online account. • Results must be scanned into eWiSACWIS. 	4 years, although many licensing agencies complete this at each re-licensing period.	Forms: Background Information Disclosure form DCF-F-2978 WI Criminal History Single Name Record Request form DJ-LE-250 WI Criminal History Single Name Record Request form DJ-LE-250A
IBIS or Caregiver	Initial Licensure: Required for prospective foster and adoptive parents.	Check of entity records for persons who have been denied, revoked, or otherwise prohibited from working with children or vulnerable populations. <i>Note:</i> this does not check child abuse and neglect records in WI.	<ul style="list-style-type: none"> • Applicant completes the Background Information Disclosure form or BID. • The agency completes the Single or Multiple Name based check form for each applicant. • Agency submits request to DOJ. • DOJ will automatically send the request to review the Children’s Licensing Denial System. • The agency will receive notification from the Department of Health Services whether or not the name submitted is included in the system. This is known as the IBIS letter. • Results must be scanned into eWiSACWIS. 	4 years, although many licensing agencies complete this at each re-licensing period.	Forms: Background Information Disclosure form DCF-F-2978 WI Criminal History Single Name Record Request form DJ-LE-250 WI Criminal History Single Name Record Request form DJ-LE-250A

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<p>Reverse Address Sex Offender Registry Check</p>	<p>Initial Licensure and Relicensure: Required for prospective foster and adoptive parents.</p>	<p>The database checks nationwide sex offenders. This check indicates where registered sex offenders have reported to authorities they are living. This is an address check, not a name-based check.</p> <p>Sometimes people are not forthright about who lives in their home.</p>	<ul style="list-style-type: none"> • The Sexual Offender Registry Check shall be done on the Wisconsin DOC website: http://doc.wi.gov/community-resources/offender-registry. • Agencies shall use the “Geographical Search” function and check all address within a 1 mile radius. Agencies shall use the “List” view when checking the results and ensure that no address on the list matches the provider’s address. • Agencies shall print and save the entire list in the provider file, and scan the entire list into eWiSACWIS. 	<p>2 years or the end of the licensing period, whichever occurs first. Must be completed at each licensing renewal.</p>	<p>DSP Numbered Memo Series 2015-01: Reverse Sex Offender Checks</p>
<p>Local Law Enforcement Checks</p>	<p>Initial Licensure: Required for prospective foster and adoptive parents.</p>	<p>Due to the fact that not all local contact with law enforcement is reported to DOJ, agencies must run local checks to determine the complete understanding of the background. This is done through CCAP (Consolidated Court Automation Programs) and checks with local law enforcement agencies where the applicant has lived for at least the last five years.</p>	<ul style="list-style-type: none"> • CCAP checks are run through this website: http://wcca.wicourts.gov/index.xsl, which contains most records handled through Wisconsin Circuit Courts. • Local law enforcement agency checks are completed by contacting each law enforcement agency in the city where the person has lived. Some law enforcement agencies have specific processes for requesting such information. 	<p>4 years, although many licensing agencies complete this at each re-licensing period.</p>	