

CAREGIVER BACKGROUND CHECK

The Wisconsin Caregiver Program is intended to protect clients and employees in health care, day care and foster care settings from abuse or neglect and from misappropriation of their property by requiring employers and licensing agencies to:

- Conduct caregiver/criminal background checks;
- Closely examine the results for the caregiver background checks for criminal convictions, for findings by a governmental agency, and for professional credential limitations; and
- Make employment and licensing decision based on the results of the background checks and in accordance with the requirements and prohibitions in the law.

As part of the employment process, you are being asked to complete a Background Information Disclosure Form (F-82064A). It is necessary that you fill out this form completely and truthfully. If you do not understand any part of the form it is your responsibility to ask for clarification.

For example, regarding the first question in Section 1 this reads:

“Do you have criminal charges pending against you or were you ever convicted of any crime anywhere, including in Federal, State, Local, Military and Tribal Courts?”

You would mark “YES” if you at any time, in any City or State, have any charges pending against you or were ever convicted of any crime including misdemeanors.

If you are unsure how to answer any of the questions on the Background Information Disclosure Form please ask for assistance.

Failure to provide truthful and accurate information will result in denial of or termination of your employment.

An Employee is required to notify his/her direct supervisor, as well as the Human Resources Director, within 24 hours when any of the following occur:

- The employee has been convicted of a crime.
- The employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse, or neglect or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client’s property.
- The employee has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client’s property.
- When a professional license, i.e. (Teaching License or CDL), held by an employee has been denied, revoked, restricted or otherwise limited.
- Any incident involving law enforcement in which the employee is involved that causes or threatens to cause physical or serious emotional harm to an individual, including a child in the care of the agency.