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### **Volunteer Caregiver Background Check**

The Wisconsin Caregiver Program is intended to protect volunteers and clients 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 of the caregiver background checks for criminal convictions, for findings by a governmental agency, and for professional credential limitations; and,
- Make volunteer decisions based on the results of the background checks and in accordance with the requirements and prohibitions in the law.

As part of the volunteer 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 a 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 volunteer time at Reach Dane.

A volunteer is required to notify Reach Dane Human Resources at 608-275-6740 within 24 hours when any of the following occur:

- The volunteer has been convicted of a crime
- The volunteer 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 volunteer has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client’s property.
- Any incident involving law enforcement in which the volunteer 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.

Continued volunteering is dependent of the nature of the conviction as it relates to licensing code.