



Illinois CASA - CFS 718-C Form Checklist

Note: Background Check Application must be legible and completed prior to sending to Illinois CASA for processing. If fields are missing or not clear, send the CFS 718-C form back to applicant for revisions. All sections must be filled out and answered to avoid prolonged BGC processing time.

- ☐ **Indicate type of application:** Is the applicant a Volunteer, Staff, of Board member, intern, tutor, contractor, etc.? – Write on top corner of CFS 718-C form or note in email. Has the applicant been cleared through the Illinois CASA contract? Has the applicant applied through another Illinois CASA program?
- ☐ **Check that correct form is used Rev. 9/2020** check top left corner. CFS 718-C -Illinois DCFS AUTHORIZATION FOR BACKGROUND CHECK FOR NON-LICENSED CONTRACT STAFF
Use Prefilled PDF Form provided: [Illinois CASA : What We Do : Training : Background Check](#)
- ☐ **Is the Provider name and Provider ID number filled out in Section 1?**
- ☐ **Is the applicant's full legal name clearly written in Section 2 - top line?** (Last Name/First Name/Middle Initial- No nicknames or Aliases. Followed by section for other names used).
- ☐ **Is the Social Security number clearly written?** This will avoid a copy of the social security card for verification.
- ☐ **Check that NO PO Box is used for address. If out of state address is used, have applicant fill out OOS-FP Form** – Biometric Impressions Out of State BGC authorization form. Found on Illinois CASA website. [Illinois CASA : What We Do : Training : Background Check](#)
- ☐ **Is the question in Section 2 filled out and answered? Have you lived outside IL in past 5 years?** If yes, applicant should list addresses. Do not leave blank.
- ☐ **Is Section 3 filled out? 2 questions answered yes or no, signed, and dated.**
- ☐ **Are signatures in section 3 and page 3 wet signatures?**
If applicant is under 18 years of age- parent/guardian must sign and date all three sections page 1 and page 3.
Note: National CASA requires CASA Advocates to be 21 years of age or older. If applicant is under 21 years of age, indicate their role within the organization.
(No e-signatures accepted as of 8-5-2021, or any signatures appearing to use an electronic format)
- ☐ **Is Section 4 contact information filled out?**
(Use prefilled CFS 718-C PDF form found on [IllinoisCASA.org](#))
- ☐ **All signature dates must be recent and not over 6 months.** (See info regarding 6-month expiration rule.)
- ☐ **Is the legal name clearly printed at the bottom of each page?** (3 pages)
- ☐ **Is the provider ID number listed at the bottom of each page?** (3 pages)
- ☐ **Is the document image legible and are all three pages in one single document?**
- ☐ **Email each BGC CFS 718-C form individually adding the applicant's legal name to the subject:**
-Doc title: last name, first name signature date.
-Email subject: CFS 718-C form, applicant legal name, and application type, program name.
Adding the name to subject helps with name search, BGC tracking, and follow up communication.
- ☐ **Track important dates.** Enter background check into program tracking sheet/ Enter in Optima portal. Applicant must clear within 6 months from application signature date to avoid form date revisions and cancelation of application.

Illinois CASA - Background Check Date Tracking List

For BGC Tracking and step by step process, see Illinois CASA BGC Process Flow chart.

BGC Applicant Legal Name:

Type of BGC Application:

- **Date CFS 718-C Form is Signed:** _____

Form expired 6 months from signature date. Track the signature date. Applicant must fingerprint and clear before 6-month expiration or restart or resubmit a CFS 718-C form.

- **Date CFS 718-C was submitted to Illinois CASA:** _____

Check that all fields in the BGC application are filled out prior to submitting to Illinois CASA.

- **Confirmation Date CFS 718-C was submitted to DCFS:** _____

Illinois CASA submittal to DCFS confirmation email within 1-2 weeks of local program submittal. If pending 3 weeks or more for confirmation from Illinois CASA- send a **'CFS 718-C Status Request'**

- **Fingerprint Search Results - Notice Date:** _____

DCFS Contract Liaison checks if prior prints are in Biometric Impressions D-net software. NO prior fingerprints in D-net= 'FP Required Notice'- If there are prior FP results in D-net = 'FP Search on File Notice' (fingerprints not required at this time)

*****Note:** For a 'FP On File Notice'. A **Reprint Notice** might be generated later if the historical fingerprints on file are rejected, or a law enforcement agency determines fingerprints on file may not be used to complete the background check.

- **Date FP Required Notice is sent to applicant:** _____

Communicate 'FP Required Notice' and instructions with applicant. Applicants must have their photo state ID, a completed CFS 718-C form, and the attached D-net Result (Search) form when they go to a Biometric Impressions fingerprint site.

Applicant must complete fingerprints within a week of receiving the fingerprint notice. Preferably, no later than 1 month from DCFS FP Required Notice Date. Applicant should return a TCN Receipt to the local program as proof of fingerprint completion.

- **TCN Receipt Date:** _____

Date Fingerprints were completed. TCN receipt provided to applicant by Biometric Impressions technician.

- **Date TCN emailed to Illinois CASA:** _____

TCN Receipt and number must be collected if fingerprints are required. An applicant must respond with TCN receipt to local program within 1 month of notice. Label **'TCN Receipt'** – **Add TCN number and date in the email communication. Use legal names.**

- *****Date Reprint notice sent to applicant:** _____

Reprint Notices and 2 Reprint Rule – 2 sets of fingerprints might be required. The DCFS BCU office will automatically process a manual search, only after 2 fingerprint attempts have been sufficed within the Illinois CASA contract. Fingerprints completed outside or prior to the Illinois CASA contract, do not count toward the 2 Reprint Rule. "The Contract Managers and the Grant Management Unit have no control over the directions received back from the law enforcement agencies". Please advise applicants of the reprint protocol. When a reprint is completed, send Reprint TCN receipt to Illinois CASA for follow up and tracking.

Label email: **'Reprint TCN receipt'**

- **Date of Status Request Tracking with TCN #:** _____

Send TCN tracking request to Illinois CASA after 1 month pending for clearance. Attach TCN receipt and add number to email.

Label **'TCN Tracking Request'**

- **Clearance Date:** _____

Illinois CASA will send a clearance within 1 month from TCN completion date. If BGC application is pending clearance for 1 month or longer, email a TCN tracking request. Clearance expires 2 years from the Clearance date located in the DCFS Clearance Notice. The DCFS clearance is effective for 2 years and may be used for other Illinois CASA programs that are under the same contract. Report inactive volunteers/applicants to Illinois CASA. Active Clearances may be used when reinstating a previously 'inactivated' applicant. Track clearance date and update clearance 2-3 months prior to clearance expiration.

Label email submission: **'Clearance Renewals'**