**DCFS CFS 718-C Form SUPPLEMENTAL INSTRUCTIONS**

**Illinois Association of Court Appointed Special Advocates**

**Authorization for Background Check For Non Licensed Contract Staff – CFS 718-C**

**Important Notes for Background Check Applicants:**

**All communication by applicants must be made directly to their Local CASA program:**

**Including CFS 718-C form submittals, BGC Questions, and TCN receipts.**

* **Do not send your CFS 718-C form to the DCFS Background Check Unit or Bypass the Illinois CASA Background Check Process.**
* **If you Bypass the Illinois CASA BGC process, the local CASA program or Illinois CASA will not have any control over the direction of the application. Therefore, the BGC entities will not be able to access or track your background check status.**
* **The application runs the risk of being canceled without communication. We ask that you do not bypass the current BGC process. Send the BGC application and all communication directly to your local CASA program.**
* **The DCFS BCBU office will not communicate directly with applicants.**
1. CFS 718-C was revised effective **9/2020** (designated in upper-left hand corner of the first page of the 718-C)
2. The 718-C is designed as a form-fillable PDF (may also be completed manually (**NOTE**: for issues of legibility, the preference is to have the form completed on the computer)
3. Volunteer or staff member completing the form:
	1. All instructions **highlighted in yellow**
	2. All information must be completed
	3. Incomplete forms will be returned to Illinois CASA to be completed (Sections 1, 2, and 3, signature blocks on page 3, and the printed Last Name/First Name which has now been added to the bottom left-hand corner of each page) Illinois CASA will return the incomplete form to Local CASA program to contact the applicant for needed revisions.
	4. **Note**: electronic/digital signatures **are not** accepted, **nor script fonts to mimic cursive writing**. This is a legal document and as such, requires an actual and authentic signature on each of the 3 signature lines
	5. **Note** that Sections 1 and 4 have been populated on the fillable version
	6. If filling out the form manually, the 9/2020 version with the pre-populated fields 1 and 4 **MUST STILL BE USED**
4. 718-C should be checked to ensure:
	1. All information is filled in
	2. All 3 signature lines are signed and dated (1 signature on page 1; 2 signatures on page 3)
	3. Section 2 – If lived outside Illinois section must be answered and filled out
	4. Both questions in Section 3 are answered

**TIPS for Local CASA programs**

1. This document is processed through multiple scans/entities (scanned and sent from local CASA program to Illinois CASA, Illinois CASA to DCFS Contract Liaison, DCFS Contract Liaison to Chicago CASA office; sent to DCFS, printed, compiled with search and cover letter, and then scanned again to the DCFS Background Unit). Faint copies are more frequently being returned because they cannot be read. **Several shades of blue and green inks being used are not reproducing well**. To ensure the best reproduction mode, black ink or typed copies are preferred.
2. Check 718-C before sending to DCFS for quality of copy to avoid returns and revisions. If the form is faint, has lines on it, excessive shading, or marks from the scanning process, the result may be to return it for a ‘do-over.’ This return and revision communication will add time to the BGC process.
3. **Note**: electronic/digital signatures are not accepted, nor script fonts to mimic cursive writing. This is a legal document and as such, requires an actual and authentic signature on each of the 3 signature lines.
4. Signature blocks MUST carry the year in which the form is submitted. For instance, a form submitted in 2020 with signatures dated 2019, will be returned to update with the current year.
5. Check the County line in Section 2 – some are misreading that to be COUNTRY and are filling in USA rather than their county of residence.
6. Below is some of the initial information on the process, communicated to Illinois CASA on **September 26, 2019,** when this process begun. These questions still arise from time to time:
	1. Can we assume that DCFS will be covering the cost of the checks since CASA will only be utilizing these contracted vendors?  **Yes**.
	2. Also, how quickly can we expect to receive the results of the background checks? **The normal turn-around time on this process may take approx. 30 days**. (Additional note: If all BGC entities submit proper documentation and respond in a timely manner. Some applications could take up to 3 months for other reasons.)
	3. Is it possible to expedite these procedures since they fall under the category of “employee” checks? **All background checks are considered ‘staff’ in DCFS background checks, so the turn-around time remains approx. the same for all background checks**. Local Program must indicate the type of applicant when submitting CFS 718-C form to Illinois CASA – This will be added to tracking system- All applications get processed the same way outside of Illinois CASA communication with DCFS Contract Liaison. Local program should track turn around time for employee applicants.
	4. See Illinois CASA Flow Chart for step-by-step communication BGC process and all BGC processing entities.

**Fingerprinting**

* After DCFS Contract Manager / Liaison makes a search for existing Fingerprints in the D-NET platform, a Fingerprint Search Notice will be communicated with Illinois CASA.
* Illinois CASA will submit the Fingerprint Notice to the Local CASA program.
* The Local CASA program will communicate with the applicant and instruct to get the Fingerprints completed within a week of receipt.
* The applicant will take the Fingerprint Notice – 5 pages – to a Biometric Impressions. Must show a State ID, have the Fingerprint Notice copy, and return the TCN receipt to the Local CASA program for continued processing. We kindly request that you do NOT go fingerprint without a current DCFS Fingerprint Notice.
* The TCN receipt must be returned to the Local CASA program. This is proof of the Biometric Fingerprint completion and it’s a secure way of tracking the status of your fingerprint. Without this information the BGC processing entities will not be able to track the results of your fingerprints.

The background process is defined in Section 4.0 of your program plan. Of note:

* The agency for background checks is BioMetric Impressions, with multiple locations throughout the state: [www.biometricimpressions.com](http://www.biometricimpressions.com)

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 Effective 9/24/20 (to be updated as subsequent revisions are made)

Revised: Adela Gonzalez, Office Administrator Illinois CASA – Supplemental Doc. Rev. 9/1/2021