

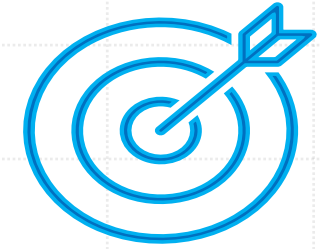


Fall 2021 BGC Training: Process Updates – Clearance Renewals- Q&A



- October 20th, 2021, at 2:00pm
- Presenters:
- Adela Gonzalez, Office Administrator Illinois CASA
- Beatriz Valdez, Deputy Director Illinois CASA

Illinois CASA's BGC Fall Training



Topics to be Covered:

- This training will cover recent updates such as the 6-month CFS-718C expiration rule and its impact on the process.
- A detailed review of the background check process and various steps of the process.

Objectives:

- The goal of reviewing this process is to equip program staff with information and knowledge on the background check process that will create a more efficient background process.
- Lastly, the training will cover the Clearance Renewal process along with tips and recommendations. This training is geared towards local program staff and Directors involved in the background check process.

DCFS CFS 718-C Form 6-Month Expiration rule and other expiration rules

BGC process should be completed within 6-months of CFS 718-C form signature date.

- **Fingerprint Notice and other DCFS Notice have a 1-month response rule** – Applicants should respond to Fingerprint notice within a week from the date local program receives notice. Please stress to the applicants that Fingerprint TCN receipts should be submitted back to the local program no later than 1 month from the DCFS Notice date.
- **Applications that are now expired due to non-response should be resubmitted for continued processing**– If CFS 718-C is dated over 6 months and no Fingerprints have been completed by the applicant, resend a new CFS 718-C. Indicate the prior application is outdated and a new Fingerprint notice will be generated.
- **Response time between BGC communication and process steps**–Timing in communication steps between all BGC entities. See updated Flow chart and updated process tracking recommended dates- Slide 4 and 5.

BGC Process Tracking and Status Requests Recommended Dates and Tips

(Revised from 2/3/21 Training slide 12)

The BGC process from beginning to end could take anywhere from 30 days to 3 months in most situations.

Other factors to consider that could extend BGC clearance timing :

- Illinois CASA and DCFS could be experiencing a backlog.
- 6-month expiration of the CFS 718-C form.
- Holidays and shorted weeks, DCFS and/or Illinois CASA Staff could be out on PTO.
- Reprints are required. (There might be up to 2 Sets of Fingerprints requested within Illinois CASA BGC Contract- Followed rejection of prints leads to manual BGC search by BCBU office)
- CFS 718-C form revisions are required
- DCFS Revisions Notice requesting identification verification (Copy of Social Security Card)

Please continue to check your BGC tracking list on a monthly basis and send status requests for items that have been pending over 30 days in one of the independent BGC steps listed below.

Major steps in the BGC process

How long should you wait before contacting Illinois CASA for status requests?

Step 1 – Submittal date CFS 718-C form to DCFS

Follow up with Illinois CASA after 2-3 weeks if you did not get a confirmation email with submittal date. 1 month at most.

***Step 2 – DCFS Fingerprint Search Notice
Notice FP Required/NO FP Required/ **** Reprints Needed***

Follow up after 1 month with Illinois CASA from CFS 718-C submittal date if notice communication has not been received. Reprints can add additional time

Step 3 – Fingerprints completed - TCN Receipt/ date on receipt

Follow up after 1 month of TCN date if no Clearance or other DCFS Communication has been sent by Illinois CASA FP.

Step 4 – Clearance

Follow up 1 month from TCN receipt date or from TCN Reprint date (TCN Tracking request) or revision/ verification response date.

Step 1 - Submittal date CFS 718-C form to DCFS

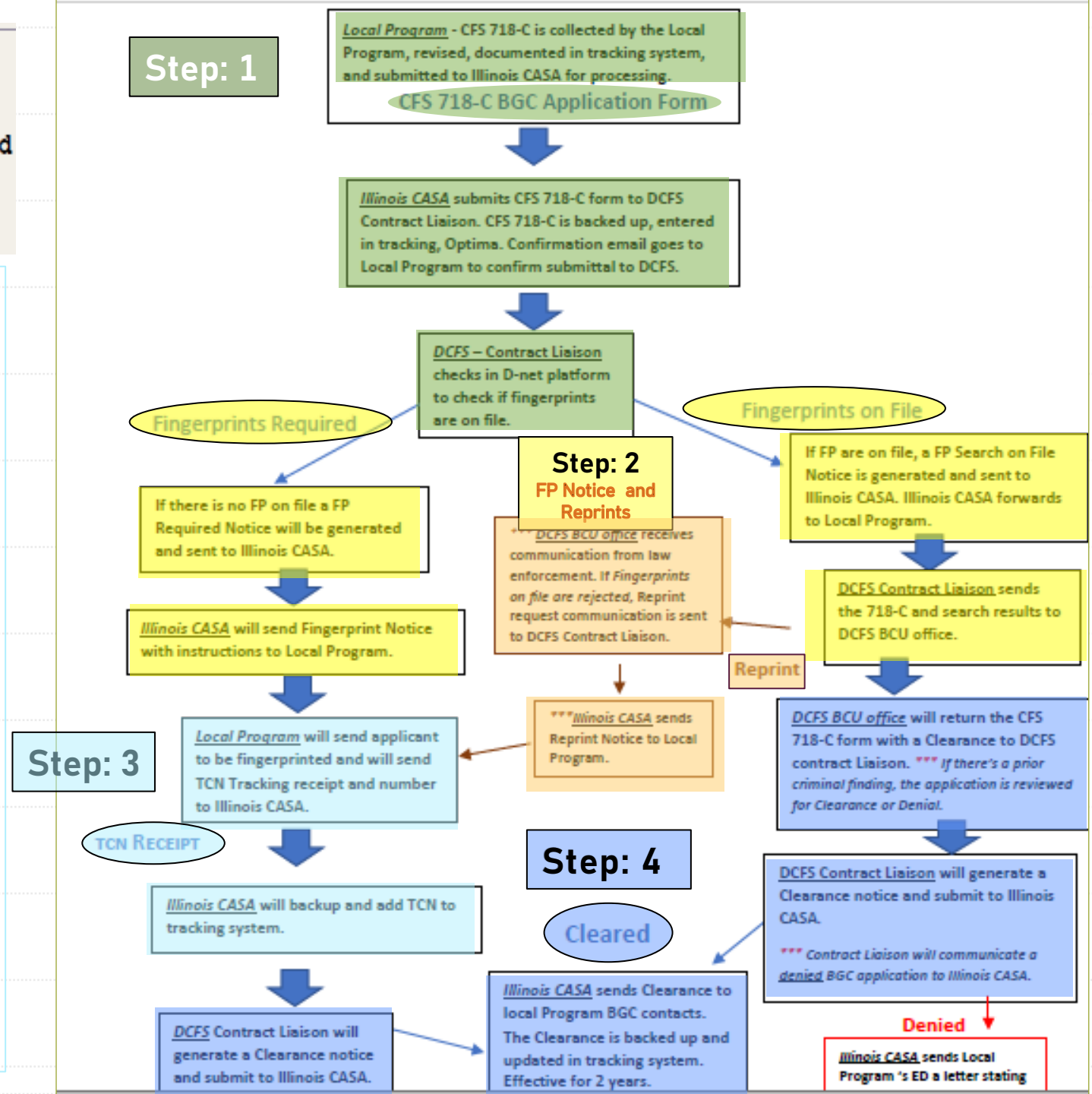
Step 2 - DCFS Fingerprint Search Notice
Notice FP Required/NO FP Required/ or Reprints Needed

Step 3 - Fingerprints completed - TCN Receipt/ date on receipt

Step 4 - Clearance

Each BGC step could take up to 1 month between communication from all BGC individuals.

- **Step 1 to 2** - Takes 2-3 weeks in between communication
- **Step 2 to 3** - Takes 1 month in between communication
- *****Reprints**: Each Reprint adds additional time. May take 1 month between communication if needed. 2 Reprints might be required before manual search is generated.
- **Step 3 to 4** - 1 month in between communication
- **Step 4** - Clearances are currently taking a total of 2-3 months to be processed from the beginning (Submittal of CFS 718-C).
- *****Denials** can take longer than 3 months to be reviewed and communicated to local program.



'Clearance Renewals' – 2-year expiration

Indicate 'Clearance Renewal' in Subject line of email only if they were cleared through Illinois CASA.

All other renewals prior to Illinois CASA are considered new to our process. Submit as a regular 'CFS 718-C' submittal.

E.g.
In the **Example** to right, the applicant would be due for a renewal on 12/22/2022.

The CFS form should be collected and submitted to Illinois CASA at least 2-3 months prior expiration date

Do not hold forms and send with signature dates close to the 6-month expiration.

Recommendation: Ask applicants to leave dates blank and write date in before submitting to Illinois CASA if you are to hold any CFS 718-C forms.

Re: Fingerprinting/Background Check:

CASA:

IL CASA - Provider 230662

The finding from the background check establishes that

is clear as of 12/22/2020.

This is your official notification of the clearance.

Please place a printed copy of this notice in the employee's personnel file or office personnel file for future reference. This is the ONLY communication you will receive regarding the background clearance. If you have any further questions, please do not hesitate to contact me.

Please note that background checks must be completed every two years; two years from the clearance date above will complete and submit another CFS 718-C.

Please submit clearance renewal closer to the expiration date. (2-3 months prior)



Please use the Background check training portion and resources located in the Illinois CASA website.

[Illinois CASA : What We Do : Training : Background Check](#)

*Illinois CASA - BGC Help Desk
Phone number*

312-505-4340



The screenshot shows the Illinois CASA website navigation. The main menu includes 'Who We Are', 'What We Do', 'How To Help', and 'News & Events'. A dropdown menu is open under 'What We Do', listing 'Training', 'Educational Advocacy', 'Advocacy', and 'Job Openings'. A second dropdown menu is open under 'Training', listing 'Upcoming Workshops & Webinars', 'Illinois YouthCare Training', 'Recorded Webinars', 'Completed In-Service Survey', 'Workshop & Webinar Mailing List', and 'Background Check'. A yellow arrow points to 'Training' in the main menu, and another yellow arrow points to 'Background Check' in the second dropdown menu.

Background Check information for all Illinois CASA program may be found on our website. You can watch an instructional video and download these forms.

Please Check for Periodic E-Mail Communication

Emailed on Fridays when there is new or updated information to communicate to the BGC contacts. Please read the email communication sent to the BGC E-Mail distribution list.

These emails contain backlog email updates, revisions to BGC Illinois CASA process, revisions to resource documents, and other relevant BGC reminders.



Thanks!

Q&A

Poll Q's

You may unmute to ask a question or add your feedback and questions in the chat box.

