

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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POLICY GUIDE 2011.06

PRELIMINARY PROCESS PRIOR TO REQUESTING A BACKGROUND CHECK

DATE: July 6, 2011

TO: Rules and Procedures Book Holders, DCFS and Purchase of Service Staff, Licensed Facilities, and other State Entities.

FROM: Erwin McEwen, Director 

EFFECTIVE: Immediately

I. PURPOSE

The purpose of this policy guide is to instruct the staff of the Department, Purchase of Service Agencies, and other Illinois State entities that use the Illinois Department of Children and Family Services' licensing background check system for the purpose of processing background checks (CA/N, ISP, SOR, and FBI).

The procedures outlined below require a check of the fingerprint web-based computer data tracking system **prior** to requesting a criminal history background check. This procedure will eliminate the duplication of fingerprint submissions and will minimize the costs of conducting Illinois State Police (ISP) and Federal Bureau of Investigation (FBI) fingerprint-based inquiries.

II. PRIMARY USERS

The primary users of this policy guide are Department, Purchase of Service, and staff from other Illinois State agencies/entities requesting a background check from the Department.

III. POLICY

a) **Applicability**

Effective immediately a name search of the DCFS fingerprint database is **required** prior to requesting a criminal history background check on persons who are subject to background check listed in **Section 385.20**.

"Persons subject to background checks" means:

- the operators of the child care facility;
- all current and conditional employees of the child care facility;



- any person who is used to replace or supplement staff;
- any person who has access to children, as defined in **Section 385.20**; and
- any person who provides services that allow unsupervised access to children if the requirement for background checks is a condition of a contract or agreement or is required otherwise under 89 Ill. Adm. Code **357, Purchase of Service**.

A child care facility which operates in a family home, the license applicants and all members of the household age 13 years of age and older are subject to background checks even if these members of the household are not usually present in the home during the hours the child care facility is in operation.

b) **Procedure for Conducting a Name Search in the Fingerprint Database**

Prior to sending an individual for a criminal background check via fingerprints the requesting person shall check the web based DCFS Fingerprint Search data system at <https://fingerprintsearch.dcf.illinois.gov/> to determine if DCFS has a fingerprint record of that person. The website will not disclose the results of the fingerprint search, if any, but will list persons by name who have been fingerprinted by DCFS in the past. The requesting person/worker shall:

- 1) obtain the appropriate completed, dated, and signed **CFS 718** Authorization for Background Check form from the individual for whom a background check is required (See Section VI of this Policy Guide);
- 2) complete all fields in the section titled “To Be Completed By Employer”;
- 3) access the DCFS Fingerprint Search System at <https://fingerprintsearch.dcf.illinois.gov/>; and
- 4) positively identify the person to be fingerprinted using a photo ID (e.g. government issued ID, driver license, passport); enter the following information in the mandatory data entry requirement fields : Provider ID, First Name, Last Name, Birth Date, and the last four (4) digits of the individual’s social security number and click search.

The Fingerprint Search system will conduct a search of the DCFS fingerprint database and display one of the following messages (in red, on the left side of the screen):

- Fingerprint Exist. Print the form in the Pop Up Window or
- Fingerprint is not on file. Print form in the Pop Up Window

The requesting person shall click the “print” icon (on the pop up window) and the system will generate the *Fingerprint Search Results* document.

Depending on the fingerprint search results the requesting person will follow the appropriate processes below to complete the Background Check Process which are:

5) **Fingerprints on File**

The requesting person/worker shall:

- A) make a copy of the appropriate **CFS 718** and the *Fingerprint Search Results* document for the file; and
- B) staple the *Fingerprint Search Results* to the **CFS 718** and submit both documents directly to the appropriate Background Check Unit (BCU) for processing

See table in Section VI of this Policy Guide for instructions on where to send the respective **CFS 718**.

6) **Fingerprints NOT On File**

The requesting person/worker shall:

- A) make a copy of the appropriate **CFS 718** and *Fingerprint Search Results* document as a file copy;
- B) staple the *Fingerprint Search Results* document to the **CFS 718**;
- C) contact Accurate Biometrics at (773) 685-5699 or at <http://www.accuratebiometrics.com/> and schedule the individual for fingerprinting; and
- D) give the appropriate **CFS 718** and the *Fingerprint Search* documents to the individual required to be fingerprinted. The individual must be present both the **CFS 718** and the *Fingerprint Search Results* to Accurate Biometrics in order to be fingerprinted.

c) **Fingerprint Update Costs**

There is no charge to update finger print searches for license renewal, persons subject to a background check applying to work in an licensed agency, adoption, subsidized guardianship, relative adoption, and unlicensed home of relative placement. The cost of updating fingerprints is addressed in **Rule 385, Background Checks**.

IV. FINGERPRINT REPRINT NOTICES

- a) The requesting person shall follow all instructions printed on the fingerprint reprint notice.
- b) The individual needing to be reprinted shall take the reprint notice to the fingerprint vendor to have new fingerprints taken.

V. NO INTERNET ACCESS

A requesting person who does not have access to the Internet to conduct the web based fingerprint search shall, contact the Background Check Unit responsible for processing the Authorization for Background Check form. Please call either BCU-Chicago at (312) 328-2465; (312) 328-2464 or BCU – Springfield at (217) 785-2688.

VI. INSTRUCTION TABLE FOR SENDING CFS 718, AUTHORIZATION FOR BACKGROUND CHECKS

Authorization Form #	Authorization for	Where to Send
CFS 718	Operator of Child Care Facility except Foster Care	BCU – Chicago 1911 S. Indiana – 7 th floor Chicago, IL. 60616
CFS 718	DCFS and POS Traditional Foster Care	BCU – Springfield 406 E. Monroe St. Station #60 Springfield, IL. 62701
CFS 718-C	Non-licensed Contract Staff	BCU – Chicago 1911 S. Indiana – 7 th floor Chicago, IL. 60616
CFS 718-E	Child Care Facility Employee or Volunteer	BCU – Chicago 1911 S. Indiana – 7 th floor Chicago, IL. 60616
CFS 718-L	Adoptive Home, Subsidized Guardianship, and Legal Screening Updates	BCU – Springfield 406 E. Monroe St. Station #60 Springfield, IL. 62701
CFS 718-LE	DHS – License Exempt Child Care Providers	BCU – Chicago 1911 S. Indiana – 7 th floor Chicago, IL. 60616
CFS 718-RL	Unlicensed Relatives applying for licensure	BCU – Springfield 406 E. Monroe St. Station #60 Springfield, IL. 62701

VII. QUESTIONS

Questions regarding this Policy Guide may be directed to the Office of Child and Family Policy at 217-524-1983 or via Outlook at OCFP – Mailbox or cfpolicy@idcfs.state.il.us.

VIII. FILING INSTRUCTIONS

File this Policy Guide immediately following **Rule 385, Background Checks**.