

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

POLICY GUIDE 2018.01 – Corrected

**OUT-OF-STATE FINGERPRINTS FOR ADOPTION AND
SUBSIDIZED GUARDIANSHIP CASES**

DATE: December 13, 2018

TO: DCFS and Private Agency Permanency and Licensing Staff

FROM: Beverly J. Walker, Acting Director

EFFECTIVE: Immediately

I. PURPOSE

The purpose of this Policy Guide is to update procedures to secure required Illinois State Police (ISP) fingerprint clearances for foster families pursuing adoption or subsidized guardianship of a foster child who is under the legal auspices of the Department, but whose current residence is outside the State of Illinois. These updates reflect a form number change and the correct address for Accurate Biometrics. These procedures only apply to adoption and subsidized guardianship cases that are to be finalized in Illinois. This Policy Guide 2018.01 – Corrected replaces Policy Guide 2018.01 issued January 10, 2018.

II. PRIMARY USERS

The primary users of this policy guide are Department and Private Child Welfare Agency staff with responsibilities for children with a permanency goal of adoption or subsidized guardianship.

III. BACKGROUND

The Illinois Adoption Act requires that an investigation occur before an adoption, i.e., *“The investigation required under this Section (of the Adoption Act) shall include a fingerprint based criminal background check with a review of fingerprints by the Illinois State Police and Federal Bureau of Investigation.”* As a result, the Department is issuing procedures in order to increase efficacy for the purpose of securing permanency for youth through adoption and subsidized guardianship, while meeting the requirements of statute.



IV. SUMMARY OF PROCEDURES

Foster parents who reside out of state and are pursuing adoption or subsidized guardianship in Illinois, and any household member who is 18 or over, shall be fingerprinted, with fingerprints being completed and processed as follows:

PROCEDURAL STEPS

- a) The child welfare agency that is assigned responsibility for facilitating the child's adoption or subsidized guardianship shall secure and complete Section 1 of the most recently revised version of the **CFS 718-A, Authorization for Background Check for Unlicensed Home of Relative**
- b) The child welfare agency shall subsequently send a **CFS 718-A** for each household member who is 18 years or older
- c) Each and every household member of the foster home who is age 18 years or older shall complete Sections 2 & 3 of the **CFS 718-A**, including signature and date.
- d) Each adult household member shall take the **CFS 718-A** to their local law enforcement agency or vendor.
- e) The local law enforcement agency shall fingerprint each adult household member using the standard FBI fingerprint card, form number **FD-258**. When the local law enforcement agency does not have the **FD-258**, the form can be printed from the Accurate Biometrics website at:

accuratebiometrics.com/fingerprinting_Ink_and_Roll.html
- f) Any fee for fingerprints required by out-of-state law enforcement agencies shall be the responsibility of the foster parents pursuing adoption or subsidized guardianship.
- g) The completed **CFS 718-A** and **FD-258** for each adult household member shall be submitted by the foster family to the Child Welfare Agency responsible for securing the child's permanency.
- h) The Child Welfare Agency shall ensure that the **CFS 718-A** has correctly been completed by each adult household member (sections 2 & 3) and that the **FD-258** is attached.
- i) The child welfare agency shall be responsible to subsequently complete section 4 of the **CFS 718-A**. The child welfare agency shall keep the original **CFS 718-A** for the child's case file and send a copy of the **CFS 718-A** and the original **FD-258** with a cover sheet that is clearly marked "Adoption Only and for ISP Only," to the following address:

Accurate Biometrics, 500 Park Boulevard, Suite 1260, Itasca, IL 60143

- j) The responsible child welfare agency shall have a LEADS certified adoption worker concurrently electronically scan and send the **CFS 718-A** to Central Office of Licensing, with the provider's name and ID# written in the subject line, at the following D-Net Outlook mailbox that is in the Outlook Directory, i.e. **DCFS OSURE**
- k) Accurate Biometrics shall process the fingerprints using the AWA purpose code, with the results being made accessible to the Central Office of Licensing Unit.
- l) Central Office of Licensing shall complete the ISP portion of Section 5 of the **CFS 718-A** and send the fingerprint results to the responsible child welfare agency.

V. **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. Non Outlook users may e-mail questions to cfpolicy@illinois.gov.

VI. **FILING INSTRUCTIONS**

Please remove Policy Guide 2018.01 that was issued on January 10, 2018 from behind **Rules 385, Background Checks**, and replace with this corrected policy guide.

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