

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

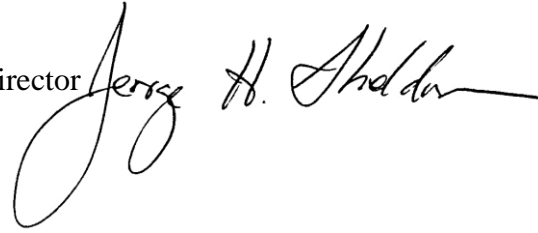
**POLICY GUIDE 2016.07**

**CFS 307 - INDIAN CHILD WELFARE ADVOCACY PROGRAM INTAKE  
FORM**

**RELEASE DATE:** May 27, 2016

**TO:** Rules and Procedures Bookholders, DCFS Child Protection Staff,  
DCFS Child Welfare Staff, and DCFS Clerical Support/CYCIS  
Data Entry Staff

**FROM:** George H. Sheldon, Director



**EFFECTIVE:** Immediately

**I. PURPOSE**

The purpose of this policy guide is to inform staff that the CFS 307-1, Indian Child Welfare Advocacy Referral Form, and CFS 307-2, Indian Child Welfare Advocacy Program Intake Form, have been combined into the a new form CFS 307, Indian Child Welfare Advocacy Program Intake Form. Procedures 307, Indian Child Welfare Services, will be revised to reflect this change.

**II. PRIMARY USERS**

Primary users of this policy guide are DCFS child welfare and child protection workers, supervisors, and clerical support/CYCIS data entry staff.

**III. BACKGROUND AND SUMMARY**

In July 2013, Procedures 307 were revised. Along with that revision, new forms **307-1, Indian Child Welfare Advocacy Referral Form**, and **CFS 307-2, Indian Child Welfare Advocacy Program Intake Form** were issued. As practice has evolved it has become apparent that two forms are unnecessary and, in many cases, are not being completed. The two forms have been combined into one form, **CFS 307, Indian Child Welfare Advocacy Program Intake Form**.

While the revision to Procedures 307 is pending discontinue use of the old forms and use the new **CFS 307** where either of the old forms is mentioned.

**IV. NEW FORM**

**CFS 307, Indian Child Welfare Advocacy Program Intake Form (5/2016)**

This form is available on the “T” Drive and DCFS Website.



**V. QUESTIONS**

Questions concerning these revisions may be directed to the Office of Child and Family Policy at 217/524-1983 or e-mail through Outlook at OCFP-Mailbox or for non-Outlook users at [cfpolicy@idcfs.state.il.us](mailto:cfpolicy@idcfs.state.il.us)

**VI. FILING INSTRUCTIONS**

File this Policy Guide immediately following page 6 of Procedures 307, Indian Child Welfare Services.