# ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES

### Office of Legal Services

Legal Screening Checklist: Termination of Parental Rights

Note: If the case will be screened without an in-person appointment, digitize/save each document separately and submit by email. Label/name each document as listed below.

1. Legal Screening Form (CFS 1427 TPR)

2. CERTIFICATES

1. Birth certificate for the child being screened
2. Death certificate for any deceased parent

3. Court Orders

1. Temporary Custody/Shelter Care
2. Adjudication
3. Disposition
4. Permanency – most recent
5. Paternity, if applicable
6. Termination of Parental Rights, if applicable

4. DILIGENT SEARCH documentation, if either parent’s whereabouts is unknown.

1. Request to and response from the Diligent Search Service Center
2. IDOC/Jail check updated immediately prior (within 48 business hours) to **each** legal screening appointment.
3. Cook County cases: additional documentation may be required
4. Voluntary Acknowledgment of Paternity

Get the VAP from DSSC and utilize information from it (such as SS#, DOB, address) to find either missing parent

5. DNA TEST RESULTS, if applicable

6. CONSENTS/SURRENDERS TO ADOPTION, if applicable

7. PUTATIVE FATHER REGISTRY SEARCH

* Putative father registry (PFR) search certificate is necessary in virtually all cases unless there is a court order of paternity based on a DNA test.

8. INTEGRATED ASSESSMENT

9. CRIMINAL HISTORY of parents – CANTS/LEADS, including LEADS/ISP printout

10. PSYCHIATRIC/PSYCHOLOGICAL and/or substance abuse history of parents -- records pertaining to psychiatric hospitalizations of the parents, clinical evaluations, drug/alcohol treatment reports

11. List of all OUTSIDE AGENCIES to which parents were referred, agency addresses and the reasons for the referrals.

12. CURRENT SERVICE PLAN and prior service plans, including a current SACWIS Family Service Plan

* Additional service plans may be required

13. BACKGROUND CHECKS on caregivers/foster parents

1. Fingerprint-based FBI/ISP background checks and results on all adults living in the home (18+ years)
2. CANTS/LEADS/SORs results for all adults in the home
3. CANTS for children between ages 13-17.

In advance of your screening appointment, if there are ‘hits,’ seek the advice of the appropriate DCFS attorney or paralegal who will screen your case.

14. Permanency Commitment by Foster Parent/Relative Caregiver (CFS 1443) completed and signed

* This must be signed by the caregivers, the caseworker and the supervisor.

15. CFS 411-A Initial

16. Interstate Compact, if applicable

1. Attach a copy of the form showing Interstate Compact Placement Approval, or if placement is not yet approved, attach a copy of the Interstate Compact Placement Approval Request Form (CFS 490)
2. Attach ICPC documentation if placement in another state is being considered

17. ICWA Documentation

* Check the Initial Integrated Assessment to see if either parent indicated potential tribal affiliation

**Note: Additional documentation may be required**