# 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**