

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

**TABLE OF CONTENTS**

<b>Section</b>		
<b>329.10</b>	<b>Purpose</b>	<b>3</b>
<b>329.20</b>	<b>Definitions</b>	<b>3</b>
<b>329.30</b>	<b>Reporting Requirements for Caregivers, Workers and Supervisors</b>	<b>5</b>
	a) Reporting Requirements for Caregivers	5
	b) Reporting Requirements for Workers	6
	c) Requirements for Supervisors	8
	d) Requirements for the Child Intake and Recovery Unit (CIRU)	9
<b>329.40</b>	<b>Searching for Missing Children</b>	<b>11</b>
	a) Abducted Child (ABD)	11
	b) Missing Children whose Whereabouts are Unknown (WUK)	11
	c) Missing Children whose Whereabouts are Unknown and There is Periodic Contact by the Child with the Worker (WCC)	12
<b>329.50</b>	<b>Return of Missing, Runaway, and Abducted Children/Youth</b>	<b>13</b>
<b>329.60</b>	<b>Placement Considerations</b>	<b>16</b>
	a) Current Placement	16
	b) Cook County: Special Instructions for the Children’s Reception Center	17
	c) Downstate Locations: Special Instructions During After Hours, Weekends, and Holidays	18
	d) Children/Youth with a History of Runaway Behavior Who Take Prescribed Medication	18
<b>329.70</b>	<b>Runaway Children for Whom another Agency or Jurisdiction is Legally Responsible</b>	<b>18</b>
<b>329.80</b>	<b>All Other Runaway Children (Non-Wards)</b>	<b>19</b>
	a) Cooperation with Other Providers	19
	b) Arranging for the Return of Non-Ward Runaways	19
	c) Paying for the Return of Non-Ward Runaways	21

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

This page intentionally left blank.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

**Section 329.10 Purpose**

The purpose of these procedures is to establish requirements and provide instructions for Department and Purchase of Service (POS) staff when children for whom the Department is legally responsible are reported or believed to be missing, runaway, or abducted.

Children who are missing are at great risk of victimization and exploitation. Many do not perceive the inherent risks or see themselves as potential victims. This is especially true for children who are identified as “high risk”. Because of the potential dangers to the child, the child’s worker is to consider a missing or abducted child as a major event that requires intensive intervention.

DCFS and POS workers and Child Protection Specialists and their supervisors are required to notify the individuals, agencies and organizations described in these procedures upon learning that a child is missing. As required in Section 329.30, Reporting Requirements for Caregivers, Workers and Supervisors, notification to the Child Intake and Recovery Unit (CIRU) is critical. CIRU supports and documents the workers’ efforts to locate and return the child.

The State Central Register (SCR) shall refer all callers and information regarding missing children to CIRU. CIRU provides child specific information to law enforcement officials, the National Center for Missing and Exploited Children (NCMEC), workers, and supervisors. CIRU also provides assistance to any child for whom the Department has legal responsibility and who is requesting advocacy intervention services.

**Section 329.20 Definitions**

“Child Protection Warrant” (CPW) means a warrant or order issued by a Juvenile Court Judge which mandates a law enforcement officer to take custody of a minor and directs delivery of that minor to either the Juvenile Court or a DCFS designated location. The warrant should indicate that the minor is missing from placement and that there is probable cause and urgent and immediate necessity to believe that the minor is at risk.

“Crisis Intervention Service Provider” means an agency that is under contract through the Department of Human Services to provide interim crisis intervention, family reunification and family preservation services to youth.

“High Risk Child” means that the missing child’s safety is severely compromised because of the existence of one or more of the following safety factors:

- The child has been or is believed to have been abducted;
- The child is age 13 or younger;
- The child has one or more health conditions that, if not treated daily, will place the child at severe risk;
- The child is pregnant and or parenting and the infant/child is believed to be with him or her;
- The child has emotional problems that, if not treated, will place the child at severe risk;

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

- The child has a developmental disability that impairs the child’s ability to care for herself/himself;
- The child has an alcohol and/or substance abuse problem; or
- The child is known or suspected to be involved in Human Trafficking or Prostitution;
- The child is known or suspected to be involved in criminal behavior and/or gang involvement.

“LEADS” means Law Enforcement Agency Data System.

“Limited Custody” means that a law enforcement officer can take a minor into custody who is missing from home without the consent of his/her parent, guardian or custodian or the minor’s circumstances constitute a substantial or immediate danger to his/her physical safety. Such custody without a warrant may last up to six hours during which time the officer must arrange for the return of the minor to his/her home or release the minor to an agency or association providing crisis intervention or other appropriate services.

“Missing Child” means any child or youth up to 21 years of age for whom the Department is legally responsible who is absent from their placement without the permission or knowledge of the child’s caregiver or guardian or who may have been abducted.

A child who is absent from his or her placement may be considered missing when the child’s whereabouts are unknown.

An abducted child has been taken or removed illegally by coercion or by force.

This definition includes a child placed in protective custody by a duly authorized staff person of the Department, or a child placed in temporary custody by the jurisdiction of a court, and the child’s whereabouts become unknown during the pending child protection investigation.

Children who are missing are categorized under one of the following three status/living arrangement (LIVAR) codes:

- a) **“Abducted” (ABD)** means a child’s whereabouts are unknown, and it is known or believed that the child is being or has been concealed, detained, or removed from the jurisdiction of the court by another person in violation of a valid court order granting custody to another;
- b) **“Whereabouts Unknown” (WUK)** means that a child’s whereabouts are unknown, the child is not known or believed to be abducted, and there has been no contact with the child; this would include children absent from placement without the knowledge or permission of the caregiver or guardian; or
- c) **“Whereabouts Unknown, Periodic Contact with Caseworker” (WCC)** means that a child’s whereabouts are unknown, the child is not known or believed to be abducted, and there is periodic contact with the child; (i.e. the child periodically calls, emails or checks in with his or her caseworker, caregiver or GAL; however, the Department is unable to verify the child/youth’s whereabouts. )

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

“NCMEC” means National Center for Missing and Exploited Children. NCMEC is an information clearinghouse and resource for parents, children, law enforcement agencies, schools, and communities to assist in locating missing children and to raise public awareness about ways to prevent child abduction, child sexual abuse and child pornography. NCMEC distributes photographs of missing children and accepts tips and information from the public.

“NCIC” means National Crime Information Center.

“Non-ward” means a child under age 18 who is not under the legal responsibility or authority of Illinois or another state, agency or jurisdiction.

“Worker” means the child or youth’s assigned DCFS or POS worker who has primary responsibility for case management and service coordination and delivery.

**Section 329.30 Reporting Requirements for Caregivers, Workers and Supervisors**

Supervisors and workers are expected to work very aggressively to locate a missing child and return the child to an approved placement. These requirements are outlined in these procedures. **Administrative Procedures #22, Diligent Search** provides additional guidance and resources to workers attempting to locate a missing child.

**a) Reporting Requirements for Caregivers**

- 1) Caregivers, including foster parents, relative caregivers, and staff of facilities, **within one (1) hour of realizing that a child in their care is missing** shall report any missing child or youth to:
  - A) The local law enforcement agency; Caregivers must obtain the number of the missing person report from the law enforcement officer taking the report and provide the report number to the DCFS Child Intake and Recovery Unit;
  - B) The child’s case manager/worker (if after hours, the worker should be notified on the next business day); and
  - C) The **Child Intake and Recovery Unit (CIRU) (1-866-503-0184)**.
- 2) If the caregiver is in a residential facility, group home or shelter, the appropriate facility staff will also be responsible to:
  - A) In accordance to **Procedures 331, Unusual Incidents, complete the CFS 119 Unusual Incident Report (UIR)**; and
  - B) Complete the **CFS 906-E**, after the child has been missing for 24 hours.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

**b) Reporting Requirements for Workers**

When a worker or the Child Protection Specialist learns that a child/youth for whom the Department is legally responsible or for whom there is a pending child protection investigation is missing, the worker shall:

**(These tasks are to be completed from the time of notification on the current business day; or if the worker is notified after hours the tasks are to be completed the next business day)**

- 1) Within one (1) hour**, contact CIRU at 1-866-503-0184 to ensure the caregiver reported the child missing to CIRU;
- 2) Within three (3) hours**, contact the National Center for Missing and Exploited Children (NCMEC) at 1-800-843-5678 if the child is 17 years of age or younger. The worker must provide NCMEC with the missing person's report number and a current photograph of the missing child;

NCMEC will fax the worker a questionnaire which includes an **Information Release and Verification Form** requiring the Guardian's signature. The Guardian has consented to disclosure of the requested information and notified NCMEC that a worker will complete the Information Release and Verification Form. Therefore, the worker may sign this form in lieu of the Guardian; however, the worker must strike out the word 'Guardian' and write in the word 'Caseworker' before signing his/her own name. This form is to be completed and faxed back to NCMEC within one (1) hour of receipt.

Upon receipt of the release of information and the child's photograph, NCMEC will publish the child's photograph on its website and distribute posters of the child both locally and nationally. The child's name and identifying information will be published with his/her photograph, but the child/youth will not be identified as a ward of the Department. Providing information to NCMEC, including the child's photograph, **DOES NOT** violate Department confidentiality rules.

- 3) Within three (3) hours**, notify the child's parents (unless parental rights have been terminated), the guardian or legal custodian (prior to Department guardianship or custody), the juvenile court of jurisdiction, and the Guardian ad litem.
- 4) Within three (3) hours**, provide the information contained on the **CFS 680, Child Identification Form** and a recent photograph of the missing child to law enforcement. In the event that a worker is unable to file a missing person report with the appropriate law enforcement agency, the worker must immediately contact CIRU at 1-866-503-0184 for assistance.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

- 5) In accordance to **Procedures 331, Unusual Incidents**, complete the **CFS 119 Unusual Incident Report (UIR)** or verify the caregiver has done so, if caregiver is in a residential facility, group home or shelter. The UIR must include:
- A) The time, date, and place of the child’s disappearance;
  - B) The appropriate living arrangement code to identify the child’s status;
  - C) The police report number and the name and phone number of the police officer assigned to investigate the missing person report; and
  - D) Any and all high risk factors including, but not limited to, those defined in **Section 329.20** of these procedures.
- 6) **Once the child has been missing for 24 hours**, complete the **CFS 906/E or CFS 906-1/E** and submit to the Case Assignment Placement Unit (CAPU) or verify the caregiver has done so, if the caregiver is in a residential facility, group home or shelter.
- 7) Within **one (1) business day and no longer than two (2) business days**, request a Child Protection Warrant (CPW) for youth who are 17 years of age or younger as required by the court of jurisdiction:
- A) In Cook County, the worker will meet with the Assistant State’s Attorney and DCFS regional counsel for the assigned courtroom to review the written request for completion and accuracy. A copy of the completed request will be scanned and emailed to the CIRU mailbox at [CIRU.Referrals@illinois.gov](mailto:CIRU.Referrals@illinois.gov).
  - B) Outside of Cook County, the worker will contact the State’s Attorney to request a CPW. A copy of a written request will be scanned and emailed to the CIRU mailbox at [CIRU.Referrals@illinois.gov](mailto:CIRU.Referrals@illinois.gov). Verbal requests will be documented in an email to the CIRU mailbox at [CIRU.Referrals@illinois.gov](mailto:CIRU.Referrals@illinois.gov). The decision to request a CPW from the Court rests with each county’s State’s Attorney. If the State’s Attorney declines to request a CPW, the worker will document the decision in a contact note.
  - C) After issuance by the Court, the worker will scan and email a copy of the CPW to CIRU at [CIRU.Referrals@illinois.gov](mailto:CIRU.Referrals@illinois.gov);
- Note:** Downstate workers assigned to a legal ward of Cook County must contact the DCFS Office of Legal Services at 312-633-3400 for assistance with the issuances of a CPW
- 8) **Within two (2) business days** of issuance, complete the Initial SACWIS **CFS 1014**; and

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

- 9) Complete the UIR Disposition in accordance to **Procedures 331, Unusual Incidents**; and
- A) If the child has been recovered, the UIR Disposition must include details of the child’s recovery, including where and when the child was located, the well-being of the child, documentation of a medical examination and documentation of the “de-briefing interview” with the child.
  - B) If the child is still missing from care, the UIR Disposition must include documentation that all reporting requirements have been completed and documentation of location efforts being made to locate the child.

c) **Requirements for Supervisors**

**(These tasks are to be completed from the time of notification on the current business day; or if the worker is notified after hours, the tasks are to be completed the next business day)**

Upon notification that a child is missing, the supervisor shall:

- 1) **Within 24 hours**, confirm that the worker has completed all of the required reports and contacts as described in **Section 329.30** of these procedures.
- 2) Review the Initial SACWIS **CFS 1014** for accuracy and document supervisory approval by submitting the completed form via SACWIS.
- 3) Assist the worker developing and implementing a plan that contains specific strategies to locate the missing child and assure the child’s safety as quickly as possible and document the plan in a supervisory note. This plan will include daily and weekly activities to locate the child and will be revised as needed to assure progress is made toward locating the child and establishing safety.

**Note:** The Child Protection Supervisor is responsible for the case until the case is handed off to a Permanency Worker.

- 4) After initial reporting requirements are completed, the supervisor shall meet with the worker on a daily basis if the child is high-risk or otherwise on a weekly basis to:
  - A) Review the on-going strategies and efforts to determine the child’s whereabouts;
  - B) Review contact with law enforcement and others;
  - C) Determine what additional steps may be taken to assist in finding the child;
  - D) Develop a placement plan for when the child is located, and



**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

- E)** Confirm that the worker completes and data enters “Location Efforts” on a weekly basis in the “child location report” section of SACWIS.

All supervisory meetings must be documented in a supervisory note and the supervisory file.

**d) Requirements for the Child Intake and Recovery Unit (CIRU):**

- 1)** When notified that a child is missing, the Child Intake and Recovery Unit shall:
- A)** **Within one (1) hour**, enter the child as “reported missing” in the “child location report” section of SACWIS, unless CIRU was notified that the child is missing via **CFS 906-E**.
  - B)** **Within one (1) hour**, call the DCFS Placement Clearance Desk to obtain the LEADS number and document in the “child location report” section of SACWIS.
  - C)** **Within (1) hour**, contact NCMEC, if the child is age 17 or younger, to obtain the NCMEC case identification number and NCMEC case manager’s name and document in the “child location report” section of SACWIS;
  - D)** **Within (1) hour**, notify the DCFS/POS worker and his/her supervisor of the issuing event via email. The email will minimally include the missing person report number and the LEADS number.
  - E)** The Initial SACWIS **CFS 1014** will automatically be issued to the worker after CIRU enters the child as reported missing in the “child location report” section of SACWIS. CIRU will monitor for timely completion;
- After the Initial SACWIS **CFS 1014** has been completed in SACWIS, CIRU staff will review for completion and accuracy and email the worker and his/her supervisor regarding any deficits or inaccuracies.
- F)** If any of “Reporting Requirements for Workers” is not completed in the specified timeframes, the CIRU worker will attempt to contact the worker via phone, to request completion of delinquent task(s). If the CIRU worker is unable to speak with the worker or supervisor via phone, the **CFS 680-B** will be completed and sent via email, to the worker and his/her supervisor.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

- 2) After initial reporting requirements are completed, The Child Intake and Recovery Unit will continue to support and monitor worker efforts to locate the missing child and return him or her to an approved placement.
- A) If the child is under the age of 17, CIRU staff will contact the NCMEC case manager to ensure all documents have been received to allow NCMEC to produce a poster of the child for distribution. If a photo is needed, and there is a current photo of the child in SACWIS, CIRU staff will email the photo to the NCMEC case manager. If the NCMEC waiver is needed, CIRU staff will sign the waiver and fax it to the NCMEC case manager. CIRU staff will email the worker and his/her supervisor after forwarding the child's photo and/or NCMEC waiver to the NCMEC case manager. If there is no photo in SACWIS and/or other information is needed from NCMEC, CIRU staff will complete the **CFS 680-B** and send via email to the worker and his/her supervisor.
- Once the child's NCMEC poster has been completed, CIRU staff will monitor the NCMEC website on a weekly basis to ensure the poster remains active until the child is located.
- B) CIRU staff will review location efforts entered in SACWIS by the worker to ensure appropriate efforts are made on a weekly basis. If location efforts are not entered by the end of the business week, CIRU staff will complete the **CFS 680-B** and e-mail it to the worker and his/her supervisor.
- C) CIRU staff will review minimally the following on a weekly basis for any information of the child's whereabouts and will email the worker and his/her supervisor with any information that may assist the worker in his/her efforts to locate the child. CIRU staff will document their location efforts in the "Child Location Report" section of SACWIS.
- CYCIS;
  - SACWIS (including medical claims);
  - Public Aid Database;
  - City and County Jails and the Illinois Dept. of Corrections; and
  - Facebook
- 3) Once the child has been recovered, CIRU staff will:
- A) Monitor the Recovery SACWIS **CFS 1014** for timely completion, if applicable;
- B) Ensure the **CFS 906** is completed, if applicable;
- C) Complete the final disposition in the child location report section of SACWIS.

If recovery requirements are not completed within the required timeframes, CIRU staff will complete the **CFS 680-B** and email to the worker and his/her supervisor.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

**Section 329.40 Searching for Missing Children**

The worker shall enter all efforts made to locate the child into the child location report section of SACWIS by the end of each business week. In addition to possible efforts listed below, the worker shall review the child's SACWIS record and paper file for historical information that could be helpful in locating the child and document the results of the review in a case note.

**a) Abducted Children (ABD)**

If the child has been abducted or is believed to have been abducted, the worker's efforts to locate the child must focus on the abductor. In addition to the requirements in **Administrative Procedures #22, Diligent Search**, workers for abducted children are required to contact law enforcement and the NCMEC case manager to both provide and obtain any new information regarding the alleged/suspected abductor on a weekly basis.

**Note:** More frequent follow-up activities may be necessary for children considered "high risk" as determined by the worker or required by the supervisor.

**b) Missing Children whose Whereabouts are Unknown (WUK)**

When a child's whereabouts are unknown, the worker must make a sustained effort to locate the child. The worker shall consider the following list for applicable people, agencies and organizations when making weekly efforts to locate the child:

- 1) Local police, sheriff's office or law enforcement agency;
- 2) Local emergency shelters and homeless youth programs;
- 3) Most recent caregiver and any other caregivers with whom the child is known to have had a close or long term relationship;
- 4) Relatives, including the child's parents and siblings;
- 5) Neighbors and landlord of the child's last known address;
- 6) Close friends and classmates of the child, including any known boyfriends, girlfriends, or anyone else in the community with whom the child may have developed a significant relationship;
- 7) Teachers, counselors, and other school personnel from the school that the child last attended or at other schools the child attended if there is knowledge that the child had a close relationship with persons at that school;
- 8) Employees of the Department or POS agency who may have knowledge of the possible location of the minor;
- 9) Probation Officers when appropriate;
- 10) Parole Officers when appropriate (Contact IDOC Parole Officers at 1-800-666-6744);

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

- 11) County Juvenile or Adult Detention Centers;
- 12) If known, monitor the child's Facebook account. If the worker doesn't have access to Facebook, he/she can request a Facebook search by contacting the DCFS Child Intake and Recovery Unit; and
- 13) The National Center for Missing and Exploited Children (if the child is age 17 or younger)

**Note:** The worker shall request each person or agency he or she contacts to notify the worker immediately if any information becomes available that could assist in locating the child.

c) **Missing Children Whose Whereabouts are Unknown and There is Periodic Contact by the Child with the Worker (WCC)**

The worker must make every effort to return the child to an authorized placement. In addition to completing the applicable contacts listed above (b)(1-13), the following information should also be sought from the missing child:

- 1) The child's location at the time of the contact;
- 2) Any information about where he/she is staying for any period of time;
- 3) Any information about individuals that may be with the missing child/youth;
- 4) Information about the health and safety of the child/youth. (If parenting, also inquire about the health and safety of the infant or child);

**Note:** If the child/youth requires medical help, he or she shall be encouraged to seek prompt medical attention by going to the nearest hospital emergency room or urgent care facility.

- 5) Whether he/she is attending school and where;
- 6) Whether he/she is employed and where; and
- 7) Any contact he/she has made with family, other relatives, friends, probation or parole agents, etc.

If the worker obtains information that may assist in locating the child, the worker shall immediately report the information to the local police, sheriff's office or law enforcement agency. The worker shall also keep the court informed of any changes in the child's status.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

**Section 329.50 Return of Missing, Runaway, and Abducted Children/Youth**

- a) In instances where a “Missing Child” appears at any DCFS office or contract provider site, the receiving DCFS office or contract provider shall engage and retain the youth and immediately contact CIRU. CIRU staff will contact the assigned DCFS or POS Permanency Worker and initiate the development of a plan to ensure the child’s safety and secure an appropriate placement. In Cook County, CIRU will contact Aunt Martha’s Shelter at 773-617-3979. If the child presents after hours, CIRU will contact SCR and report the child’s whereabouts. SCR staff will contact the after-hours worker who will work with CIRU and develop a plan to ensure the child’s safety and secure an appropriate placement. SCR staff will generate an Information Only (IO) to the assigned Permanency Worker.

**Note:** It is Department policy that under no circumstances shall a “Missing Child” be turned away without providing for the safety and wellbeing of the child/youth.

- b) Once the child has been located and is in a safe placement, the child’s POS or DCFS worker shall:

**(The following tasks are to be completed from the time of notification on the current business day; or if the worker is notified after hours the tasks are to be completed on the next business day.)**

- 1) Within two (2) business days, conduct a thorough follow-up interview with the child using the **CFS 680-A, Missing Child De-Briefing** form to guide and document the interview and complete the **CFS 680-A** in SACWIS;
- 2) Within three (3) hours, inform those who were notified of the missing child, including, but not limited to the police, CIRU, NCMEC, the child’s legal parents, the juvenile court of jurisdiction and the Guardian ad Litem that the child has been located;
- 3) Review the child's placement options in accordance with **Section 329.60, Placement Considerations**;
- 4) Schedule a medical examination for the child before entering placement or if not possible, **within 24 hours**;
- 5) Determine what needs to be done for the immediate resumption of the child's educational program, preferably at the child's previous school;
- 6) Replace any clothing or personal items the child may need, if these have been lost;
- 7) Complete the Recovery SACWIS **CFS 1014** **within two (2) business days** from the date the child was recovered;

## Locating and Returning Missing, Runaway, and Abducted Children

May 22, 2015 – PT 2015.11

- 8) Complete a report of the incident to record the circumstances surrounding the occurrence and to review any changes necessary to prevent any re-occurrences and document in a case note;
  - 9) Address the child's service, treatment and placement needs. If new services needs are identified, the Permanency Worker shall revise the service plan, which is developed collaboratively with the child, to address any new service needs; and
  - 10) Take digital photographs of the child and upload them to the child's SACWIS record if the child's appearance has changed or if there is no current photo in SACWIS.
  - 11) If a Child Protection Warrant was issued, contact the court of jurisdiction **within one (1) business day and no longer than two (2) business days**, to inform the court of the child's return and request that the CPW be quashed.
- c) When a **child for whom the Department is legally responsible is located in an Illinois** locale that is distant from the responsible Region, workers shall proceed as described in this section when arranging for a ward's return:
- 1) When Department or POS staff in the area where a ward is located are contacted, the staff member shall immediately contact the CIRU and the DCFS Region/Field office that has service responsibility for the ward. The Regional/Field staff nearest the child's location shall obtain shelter for the ward until the travel arrangements can be finalized to return the child/youth to the DCFS Region or POS agency from which he/she is missing.
  - 2) When the child's assigned worker is notified of a child/youth's location in another Region, he or she shall immediately contact the CIRU and the DCFS office nearest to the location of the child to request staff assistance in providing shelter until travel arrangements have been completed.
  - 3) POS workers who are notified of a child or youth's location in another part of the state shall immediately contact the CIRU and the worker's POS agency office serving the area where the child is located to request assistance in providing shelter until travel arrangements have been completed. If the worker's POS agency does not have an office serving the area where the child is located, the POS worker shall contact the local DCFS Region/Field office in that area for assistance.
  - 4) The DCFS or POS worker or supervisor is responsible for arranging travel for the child's return to the service area.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

d) When a **child/youth for whom the Department is legally responsible is located in another state**, workers shall proceed as described in this section when arranging for the ward's return. If the child/youth is located in a foreign country, all arrangements for the child's return shall be made through the DCFS Office of the Guardian (1-312-814-8600).

1) When a child/youth in the Department's care is located in a different state, the worker shall immediately notify the CIRU of the child's location. The worker shall request the assistance of the child welfare agency or the reporting party in that state for the return of the child to Illinois.

If the other state or reporting party is willing to assist, the worker shall facilitate the return of a child/youth seventeen years or younger to Illinois as described below:

A) The Illinois worker shall provide the necessary documents to the other state's reporting agency and/or the Interstate Compact on Juveniles (217-557-1030) proving that the child is a ward of the court and under the guardianship of the IDCFS Guardianship Administrator;

B) If the child is capable, he/she must voluntarily consent to return to Illinois. The ward may also refuse to return to Illinois; and

C) If the child agrees to return voluntarily, his/her consent must be documented.

**Note:** The Interstate Compact on Juveniles has authority to intervene or act on behalf of children who are seventeen years old or younger (only). The return of youth eighteen years or older for whom DCFS has legal responsibility shall be arranged by the youth's assigned worker.

2) If a child/youth seventeen years of age or younger refuses to return to Illinois, the worker must request the filing of the **Interstate Compact on Juveniles Form I, Requisition For Runaway Juvenile** and any other necessary court orders from the State's Attorney in the Illinois county of jurisdiction in downstate areas or in Cook County, the courtroom DCFS Regional Counsel.

A) During the processing of **Form I** and other necessary court orders, the child should be sheltered by the local juvenile authorities in the state in which he/she is located.

B) Workers shall maintain contact with the State's Attorney's office and the juvenile authorities during the processing of **Form I** and any other necessary court orders.

C) If the youth is being detained in the other state for a criminal offense, the worker must consult with his/her supervisor and DCFS legal staff before requesting his/her return to Illinois.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

- 3) Travel arrangements for the child/youth's return shall be made by the worker after filing the **Interstate Compact on Juveniles Form I, Requisition for Runaway Juvenile, or the Interstate Compact on Juveniles' Form III Consent for Voluntary Return by Runaway, Escapee, or Absconder**.

If the youth agrees to return voluntarily during the hearing, his/her consent must be documented via the **Interstate Compact on Juveniles' Form III Consent for Voluntary Return by Runaway, Escapee, or Absconder** or a requisition is issued for the child or youth's return.

- 4) Payment for Travel Expenses

The Department pays for travel expenses to return a child/youth for whom it has legal responsibility to Illinois. The worker shall contact their Regional Business Manager prior to any verbal authorization regarding the travel arrangements.

**Note:** When a child/youth who was missing from an **out-of-state** placement is located, the **CIRU Administrator** will negotiate with staff of the other state to have the above activities completed.

**Section 329.60 Placement Considerations**

**a) Current Placement**

- 1) When deciding whether to return the child/youth to the last placement he/she was in before being reported on runaway, the worker shall:
- A) Interview the caregiver and the child separately to determine why the child ran away; and
  - B) Discuss the reasons given by the caregiver and those given by the child with the supervisor to determine whether the caregiver's and child's reasons for the child running away are related to the placement itself and whether placement stabilization services would be beneficial.
- 2) If the child/youth has a history of running away or indicates that he or she will not accept any placement selected by the Department, the worker shall discuss with the child/youth where he or she wants to live or what type of placement the child is willing to accept. Such alternate placements may include:
- A) A particular relative with whom the child is comfortable. The requirements for relative placement contained in **Procedures 301.80** must be met in order to place the child with that relative;
  - B) A former caregiver or another adult with whom the child has formed a relationship and with whom the child expresses a desire to be placed. All licensing requirements must be met to place the child with a former caregiver or another adult. If they are not licensed, the worker shall consult with licensing staff regarding the possibility of licensure. If the former caregiver or adult considers licensure, the potential for placement shall be explained to the child;



**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

- C) An independent or transitional living arrangement. If independent or transitional living is considered, an assessment must be made of the child’s ability to live independently. See **Procedures 302, Appendices F through N** for a description of the Department’s independent living programs (**Procedures 301.60(e), Transitional and Independent Living Program Services, Procedures 301.60(f), Supporting Emancipated Youth Services, and Procedures 315.110, Worker Contacts and Interventions**) for approval processes, and additional casework requirements;
  - D) Reunification with the child’s parent(s). If the child expresses a desire to live with his or her parent(s), the worker shall assess safety and risk factors in the parent’s home. If the abuse or neglect that led to the child or youth’s placement is no longer a factor due to the child’s age and ability to care for him or herself, Department procedures for reunification shall be followed; or
  - E) A Self-Selected Placement in accordance with **Procedures 301.60 (d)** if the Department’s ward is 18 years of age or older.
- b) Cook County: Special Instructions for the Children’s Reception Center (CRC)**
- 1) When a missing child is located by the Chicago Police Department or other law enforcement agency within Cook County, and the worker is unavailable or it is after hours, during a weekend or holiday, the law enforcement agency that located the child will be requested to transport the child directly to the Children’s Reception Center (CRC) located at 5001 S. Michigan, Chicago, Illinois. If the law enforcement agency declines or is unable to transport the child, CRC (Aunt Martha’s) personnel will contact the assigned Permanency Worker or SCR (if after-hours) to arrange for the child’s transportation to CRC.
  - 2) Upon arrival of the child, CRC (Aunt Martha’s) staff shall:
    - A) Notify the CIRU that the child is at CRC;
    - B) If the child is not considered “high risk” and does not require special interventions, the CRC (Aunt Martha’s) worker shall:
      - i) Assure that the child’s immediate needs and comforts are met;
      - ii) Perform an intake evaluation which includes completion of the **CFS 680-A, Missing Child De-Briefing** form, with updated digital photographs taken by CRC (Aunt Martha’s) staff; CRC staff will send the digital photographs to CIRU staff. CIRU staff will upload the photographs into SACWIS.
      - iii) Assure that a health screening is completed; and
      - iv) Facilitate appropriate placement within the shelter system
    - C) Perform any necessary case management tasks.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

**c) Downstate Locations: Special Instructions During After Hours, Weekends, and Holidays**

- 1) All downstate DCFS locations shall provide to CIRU after hours contact information for their specific locations. Contact information shall include rosters, contact phone and/or pager numbers for the scheduled on-call workers, and answering service phone numbers in locations where a worker must be contacted via an answering service after hours.
- 2) When CIRU is notified after hours that a missing child has been located or is believed to be at a specific location, the CIRU worker will contact the appropriate on-duty, after- hours worker.

**d) Children/Youth with a History of Runaway Behavior Who Take Prescribed Medications**

- 1) When a child has a history of running away or the worker is notified that the child has threatened to run away, the worker shall contact the caregiver and the child's doctor to discuss whether the caregiver should give any amount of a prescription medication to the child, or whether the caregiver should tell the child that he/she can get his/her medication by coming back to the foster home, contacting the worker or doctor, or going to an emergency room. The doctor's approval must be noted in a written order, and must list the medications that the caregiver may give to the child. When a child has been authorized to carry emergency/rescue medication, the worker shall ensure that the doctor's order addresses these medications.
- 2) The worker shall obtain and review the doctor's written order, and place the order in the case record and make a note in the child's section of the service plan.
- 3) The worker shall ensure that the **CFS 680, Child Identification Form**, contains an accurate and complete list of the child's medications, and that this information is provided to law enforcement and the Child Intake and Recovery Unit (CIRU).

**Section 329.70 Runaway Children for Whom another Agency or Jurisdiction is Legally Responsible**

When a runaway child for whom another agency, state, or other jurisdiction has legal responsibility, is located in Illinois and is referred to the Department for assistance in returning the child, CIRU staff shall utilize the following procedures:

- a) Do not initiate any action to arrange for or pay for the child's return to his/her home;
- b) Contact the Department of Corrections' Juvenile Compact Administrator at 1-217-557-1030 and notify the Administrator of the child's location;
- c) Notify local law enforcement of the child's location; and
- d) Provide any requested assistance (with the exception of payment) to help ensure the child's return home.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

**Section 329.80 All Other Runaway Children (Non-Wards)**

**a) Cooperation with Other Providers**

Department staff who become aware of a child or youth who is not in the care of DCFS and who has run from another state to Illinois, from Illinois to another state, or from one Illinois location to another, shall cooperate with and/or provide assistance to service providers or other authorized agencies or organizations to ensure the child's return to his/her home in accordance with the procedures outlined in this Section. Additionally, Department and youth service agency staff shall cooperate with and provide assistance when requested by the Interstate Compact on Juveniles. All states are a party to the Juvenile Compact; therefore, the rules and regulations of the Compact are applicable in each state.

**b) Arranging for the Return of Non-Ward Runaways**

**1) Interstate Returns**

- A)** When a child has run from another state to Illinois and his/her location is known by Department staff, the runaway shall be referred to a Department of Human Services service provider who handles youth alleged to be Minors Requiring Authoritative Intervention (MRAI). Department staff shall also notify the local law enforcement agency of the child's referral to the service provider.
- B)** When an out-of-state runaway is picked up by, or referred to local law enforcement, the runaway child/youth can be held in "limited custody" for six (6) hours during which time law enforcement officers will try to return the child to his/her parents or legal caretaker.
- C)** If law enforcement agents are unable to effect the child/youth's return home because of the inability to locate/contact the parents or legal caretaker, because of the child's refusal to return home, or because of the parent's refusal to accept the child home, the law enforcement agent shall refer the child/youth to the local youth service provider.
- D)** When a non-ward who has run from Illinois to another state is located and Department assistance is requested to ensure the child's return to Illinois, staff shall refer the caller to the CIRU at 1-866-503-0184.

**2) Intrastate Returns of Children/Youth for Whom the Department does not have Legal Responsibility**

- A)** When a child or youth from Illinois has run to another location within Illinois, Department staff shall not make arrangements or payment for returning the child/youth to his/her home. However, staff who are aware of a runaway shall refer the child to the local law enforcement agency. Law enforcement shall attempt to return the child/youth home within the six (6) hour period of limited custody.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

- B)** When law enforcement agents are unable to return the child or youth home via contact with parents/legal caretaker or obtain the child/youth's voluntary consent to return home, the child must be referred to one of the agencies under contract with the Department of Human Services to provide crisis intervention services to youth who are referred from limited custody. The crisis intervention service provider shall attempt to return the child or youth to his/her home within the first forty-eight (48) hour period after referral. When the runaway still cannot be returned home, he/she may be placed in a temporary living arrangement for up to twenty-one (21) days during which time continued efforts shall be made to return the child home.

**3) Return Process**

For a child or youth seventeen years old or younger for whom the Department has no legal responsibility, the Interstate Compact on Juveniles requires the voluntary consent of the child or youth via **Form III, Consent For Voluntary Return By Runaway, Escapee or Absconder**, or via **Form I, Requisition For Runaway Juvenile** to return the runaway to his/her home in another state.

**A) Voluntary Consent to Return**

When a runaway is to be returned to his/her home on a voluntary basis, Department or crisis intervention agency staff shall:

- i) Allow the runaway youth the opportunity to voluntarily consent to the interstate return via the Interstate Compact on Juveniles' Form III, Consent for Voluntary Return by Runaway, Escapee, or Absconder;
- ii) Request an immediate informal hearing before the juvenile court in the jurisdiction where the youth was located to ensure that the youth's voluntary consent to return is documented via the Form III during the informal hearing;
- iii) If the youth is considered too young (usually age 7 or under) or unable to complete the Form III and/or unable to understand the meaning of the voluntary consent, a court appointed representative, a guardian or guardian designee may sign the Form III on behalf of the youth during the informal hearing; and
- iv) Distribute signed copies of the Form III (a minimum of four) as noted on the form, with a copy retained for Department or agency files.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

**B) Returning Youth After Voluntary Consent**

After the runaway has agreed to his/her voluntary return, the service provider shall contact the Illinois Department of Corrections' Interstate Compact on Juveniles (IDOC-ICPC-J) at 1-217-557-1030. The service provider shall provide the Office of Interstate Compact on Juveniles with the following information:

- i) The child's name;
- ii) The child's date of birth;
- iii) The name, address and phone number of the child's legal guardian;
- iv) The name, address and phone number of the person to whom the child will be returned, if other than the legal guardian;
- v) Any general information related to the reason/cause for the child's runaway; and
- vi) Information that the Form III has been signed.

(IDOC-ICPC-J is the compact administrator for all Illinois children located out-of-state).

**Note:** Crisis intervention agency staff shall provide any requested assistance to ensure that transportation is arranged to return the child/youth home.

**C) Refusal of Voluntary Consent to Return**

When a runaway who is located in Illinois refuses to provide voluntary consent to return home, the Administrator of the Interstate Compact Unit for Juveniles of the Illinois Department of Corrections shall be notified (1-217-557-1030).

**c) Paying for the Return of Non-Ward Runaways**

**1) Payment for Interstate Returns**

The Department will pay the cost of travel for the return of a child or youth for whom it does not have legal responsibility back to Illinois or from Illinois back to another state when the home state, the parent or legal guardian refuses to pay, no other resources can be found for travel expenses, and the stated requirements of **Section 329.80** of these procedures have been met.

Reimbursement or payment for the Interstate return of runaways shall be made through the "Maintenance and Travel for Aided Persons" fund. This fund is allocated through Central Office under the direction of the Division of Field Operations.

**Locating and Returning Missing, Runaway, and Abducted Children**  
**May 22, 2015 – PT 2015.11**

**2) Payment for Intrastate Returns**

The Department will not pay the cost of travel for a runaway for whom it does not have legal responsibility to return or travel from one Illinois location to another. It is the responsibility of the parents or legal guardian to provide travel expenses for the return of a child/youth who is not a ward back to his/her home within Illinois or payment may be made by the crisis intervention service agency, if appropriate.