

Illinois Department of Children & Family Services

To: DCFS and POS Supervisors & Managers

RE: Foundation for Child Welfare Specialist: Intact Family Casework
Foundation for Child Welfare Specialist: Placement/Permanency Casework

Welcome to Foundation Training for Permanency/Placement or Intact Family Caseworkers. As your staff prepare to attend the 9-week Foundation Training, we ask that you complete the application process. This process will help shorten the time it takes from the hiring date of a new employee or transfer, until they are fully ready to be assigned a caseload.

The process for **new employees** who must complete training and Licensure includes:

1. Complete the following forms **prior to your new hires entering Foundation training:** (Only **original** forms with **original signatures** will be accepted.)



717F



717G

The **717F & 717G** must be sent to the following address:

Office of Training
227 S. 7th Street, Station #122
Springfield, 62701

POS agencies staff ONLY: the CFS 718E – Authorization for Background Check is to be completed at the time of hire. The new hire must complete sections 1, 2 and 4 of the form. The POS new hire must take this completed form with him/her at the time of fingerprinting and leave it with the vendor. Do not send this form to the CWEL office in Springfield. **The 718E must be left with the Fingerprinting Agent.**



718E

OFFICE OF PROFESSIONAL DEVELOPMENT

10 West 35th Street, 5th Floor • Chicago, IL 60616 312-328-2828 • 312-328-2870 Fax
227 South 7th Street • Springfield, IL 62701 217-785-5689 • 217-782-9301 Fax

Accredited • Council on Accreditation for Children and Family Services

- Supervisors must request a new NT account for new hires, and updated account information for transfer employees **prior** to training. Please submit the NT account request using the link below. The NT account will enable you to obtain your employee's computer network ID prior to Foundation training. **The network ID will be needed on the first day of training.**

[NT account application](#)

- Supervisors must complete the Virtual Training Center Account application and submit it to the Office of Training for all new hires, and for transfer employees who don't already have accounts. Please submit the VTC account request by e-mail or fax to **1-217-557-4349**.

[VTC account application](#)

- Ensure that new hires immediately order a copy of their official college transcripts. Only transcripts sent directly from the college/university, which display the conferred degree, are acceptable. All foreign transcripts must be translated to English. If new hires are unsure of Foreign Educational Translation Services, they should contact the CWEL Office at **(217) 785-5689**. Sealed transcripts must be sent *directly* from the college/university to:

The CWEL Office
Station # 122-DCFS
227 So. 7th St.,
Springfield, Illinois 62701

- Request a **CYCIS ID** number as soon as you hire your new staff person. Complete the form below and either fax or mail the form to:

Toya Hall
1026 S. Damen
Chicago, IL 60612
Fax: (312) 793-5261
Phone: (312) 793-3220



CYCIS Form

- Review and adhere to *the Agency-Supervisor-Employee Guide to Foundation Training*. All **new hires, transfer employees, and supervisors** will participate in a teleconference the Friday before training begins. An e-mail will be sent directly to the supervisor, new hires, and transfer employees with the teleconference date, time, toll-free teleconference number and pass code. Everyone is expected to participate in the teleconference. You will review the expectations of new hires, transfer employees, supervisors, the Trainer and the Office of Training. Many if not all of your questions related to training will be addressed during the teleconference.
- Secure lodging:** The Office of Training secures a block of rooms for **all** trainees; however, the Office of Training can **direct bill for DCFS employees only**. New hires or transfer employees must secure lodging by calling the hotel number listed on the confirmation letter they receive upon completing the registration process. Although direct billing has been arranged for DCFS

trainees, the new hires and transfer employees will need to call the hotel to reserve a room using a personal credit card. The personal credit card will be used to **reserve** the room and to cover **any incidental charges**.

8. **Licensure and Certification:** In the unfortunate event an employee does not pass the CWEL or CERAP exam, the Testing and Certification Unit will contact the employee's supervisor. Arrangements will be made for remediation or retesting.
9. **SACWIS and Office Automation** training have been incorporated into all Foundation training courses.

If you have any questions about these matters, please feel free to e-mail or call the Office of Training. We hope that by streamlining this front end process, we can help your new hires/transfers have a successful training experience.

Thank you,

Office of Training and Professional Development