

PROCEDURE XII-A1

DCFS Response to Children of Actual or Suspected Illegal Aliens

Maltreatment Reports:

- DCFS will accept a maltreatment report regarding a suspected illegal or undocumented immigrant.

Protective Services:

- DCFS will open a case as appropriate and ask for documentation of the parent and child's birth.
- The funding source for services to illegal immigrants will be State General Revenue (SGR).
- Staff will contact their Area Manager to receive approval from DCFS Administrative Services prior to any purchase of services for suspected illegal immigrants.
- Contact the Division of County Operations (DCO) and request any available information regarding the identity and citizenship or immigration status of the family members.
- If any family members involved in the case are in the United States illegally, the worker will report them through the County Supervisor and Area Manager. The Area Manager will discuss the case with the OCC attorney designated to handle such cases. The DCFS worker will make every reasonable effort to keep the family together.

Supportive Services:

- Will be available to illegal or undocumented immigrants. Ask the client to verify his or her citizenship or immigration status and accept their documents or verbal statement without further questioning. If any family member involved in the case is in the United States illegally, report them through the County Supervisor and Area Manager. The Area Manager will discuss the case with the OCC attorney designated to handle such cases.
- All requests for exception must go up through the supervisory chain and be referred to the DCFS Director for the same processing as a request for alternative compliance. See Appendix XI for protocol for requesting an Alternative Compliance or a Policy Waiver..

Foster Care:

- Document citizenship status in CHRIS.
- Address the issue of resolving alien status in the case plan.
- Judicial proceedings - If the parent of the child in foster care is deported and it is not in best interest of the child to be returned to the parent and parent's country, DCFS may request special immigrant juvenile status (SIJS) if the child is an illegal alien.
- Hold a staffing to determine if reunification is in the child's best interest or if the child's goal should be Another Planned Permanent Living Arrangement (APPLA), adoption or guardianship.
- If the child's goal is APPLA, adoption or guardianship, SIJS must be applied for if the child in care is an illegal alien. Contact the Area Manager for assistance in completing the application for Special Immigrant Juvenile Status.
- Immigrant status must be verified for Chafee services.

Adoption:

- A child whose immigration status is in question may be eligible for a State Adoption Subsidy.
- If the child is granted SIJS the child will be Medicaid eligible and may be IV-E eligible.

FINS:

- Verify immigrant status on FINS cases when working with immigrant population.

CHRIS:

- Documenting citizenship in CHRIS is done on the Client General Information Screen for each specific client in a case. There is a field called Citizenship/Alienage, which has picklist choices, which are listed below. To the right of the Citizenship/Alienage field is a blank box called "Alien Registration Number". That box is used to input the client's specific alien registration number, if he or she has one.
- To select a Citizenship/Alienage picklist choice and insert an associated alien registration number, the worker must do the following:
- Go to the workload toolbar in CHRIS to select your case and click on the Client button. The "select client" box will come up.
- Highlight the correct client and click Show.

- Click on the Gen Info button, which will bring up the Client Information screen for that specific client.
- The Citizenship/Alienage picklist field and the Alien Registration Number box are at the bottom of the client information screen in the Citizenship grouping.
- Click on the Citizenship/Alienage picklist field and select the appropriate choice. If the client has an alien registration number, type it into the Alien Registration Number” box.

Citizenship/Alienage: (picklist choices)

1. Alien legalized/210;
2. Alien legalized/210A;
3. Alien legalized 245A;
4. Alien legalized/902;
5. Eligible Alien;
6. Illegal Alien;
7. Ineligible Alien;
8. U.S. Citizen.