

PACT for West Central Illinois
Substitute Paperwork Tracking Checklist

Name:

Date:

Center:

Check
Off

1	Site Supervisor conducts substitute interview using the Substitute/1 On 1 Aide Screening Tool.	
2	Applicant completes <i>Information on Person Employed in a Child Care Facility</i> (508-1) form. (original to CO, Copy in DCFS File)	
3	Applicant signs reference release on <i>Reference Check for 508-1</i>	
4	Applicant completes <i>Authorization for Background Clearance</i> form (718-B), at the center	
6	If the applicant checked YES to 718-B, section 3, indicated as perpetrator in a child abuse/neglect Investigation, the applicant will be told, "PACT does not hire anyone with a child abuse/neglect indication on file".	
7	If the applicant checked NO to 718-B, section 3, give finger printing dates	
8	Copy the completed <i>Authorization for Background Clearance</i> (718B) form for DCFS file.	
9	Ask the applicant if he/she was employed in a licensed childcare center or home day care	
10	CANTS must be verified on the DCFS WEB data base for all applicants. Print the information for the fingerprinting process. www.fingerprintsearch.dcf.illinois.gov	
11	Give the <i>Medical Report on an Adult in a Child Care Facility</i> Form to the applicant (request immunizations and COVID-19 vaccination proof)	
12	Contact Applicant after 30 to 60 days, if background clearance is not back.	
13	The applicant was fingerprinted and no longer interested in the position. Contact Sheila. The applicant was not fingerprinted and no longer interested in the position. Shred documents The results of the background clearance is back and sub is still intersted = the training is scheduled.	
14	Complete <i>Reference checks for 508-1</i> (check box on 508-1 when complete)	
15	Register for Gateways for ID Number	
16	W-4 State & Federal Tax Forms are filled out. (Original to CO)	
17	Contract is signed. (policy council packet)	
18	W-4 Tax forms and the original 508-1 are forwarded to central office.	
19	Three original handwritten references are verified. (copies in policy council packet)	
20	Proof of Education is verified. (copy of transcript or diploma on file)	
21	<i>Acknowledgment of Mandated Reporter</i> form completed	
22	<i>Standards of Conduct</i> form completed	
23	<i>Change of Status</i> form completed	
24	I - 9 form with proof of citizenship	
25	Complete Substitute Training Checklist.	
26	Look up applicant on the sex offender registry to verify they are not listed (make a copy of results for file)	
27	Send the <i>Substitute Staff Hire for Executive Director & Policy Council Approval</i> form with original contract, copies of references and background clearance to central office.	

Substitute Checklist- DCFS

Attach to DCFS file folder

Name: _____

Center: _____ Completed by: _____ Date: _____

_____ Information on Person Employed in a Child Care Facility - CFS 508-1 (send original to CO, keep a copy on file)

_____ Screening Tool

_____ Medical Report on an Adult in a Child Care Facility

_____ TB results

_____ Immunizations and COVID Vaccine on file

_____ Three original handwritten references. (if the written reference is typed and not on PACT form, the reference will be verified.)

_____ Reference Check 508-1 Form

_____ Proof of Education

_____ Change of Status Form

_____ Training Verification for Current Year

_____ Acknowledgment of Mandated Reporter Status Form

_____ Standards of Conduct Form (yearly)

_____ Gateways Registry ID Number

_____ Contract is completed with each position the substitute is qualified to work in marked and initialed. (The original to CO, one copy to employee, one copy for file)

_____ W-4's (State and Federal sent to Fiscal Officer with 1st timesheet)

_____ Executive Director/Policy Council Packet completed on substitute and sent to CO on: _____

***Confidential Files (filed in separate location from the above paperwork)**

_____ * I - 9 form for contractual employees. Documentation needed to verify eligibility for employment.

_____ *Background Clearance Results

_____ * Sex Offender Registry Print Out

SS-SUB 6/22