DCFS | CASE FIELD BINDER CHECKLIST

Reusable case preparation and field forms tracker

CASE IDENTIFICATION

Case name: _____
Case number: _____
Assigned worker: _____ Date: _____
Office / unit: _____ Supervisor: _____

A. REQUIRED CLIENT INFORMATION & CORE FORMS

☐ Client Expectations and Responsibilities
☐ ICWA
☐ Form 470
☐ Form 42
☐ Form 41
☐ Form 45
☐ Form 48
☐ Form 97
☐ Form 29A
☐ Form 5
☐ Form 5 SP
☐ Form 35 — Consent or Release of Information
☐ Form 35 H

B. FIELD CONTACTS & FAMILY RESOURCES

☐ Worker Contact Letter (may vary by local office)
☐ Resources List
☐ Referral Forms (Early Steps, Food Banks, etc.)
☐ Safe Sleep Resources
☐ Family Connections Forms
☐ Any local office forms — ask coworker or supervisor

C. FINAL FIELD BINDER CHECK

☐ Required forms placed in field binder / folder
☐ Check current versions in Chapter 25 of the Child Welfare folder
☐ Confirm applicable forms and local requirements with supervisor

FOLLOW-UP / NOTES

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_____

Completed by: _____ Date: _____

Source: Rachel A. Derouen, DCFS Learning & Development — field binder printout list. Sections C and notes added for personal organization.