



Dear Employee,

The state of Illinois, Department of Children and Family Services, requires the employee to complete the attached Child Abuse & Neglect Tracking System form, (CANTS), for purposes of making employment decisions to any organization working directly with children.

Please open link and complete this form as follows:

<https://dcfs.illinois.gov/content/dam/soi/en/web/dcfs/documents/about-us/policy-rules-and-forms/documents/cfs-600/cfs-689-authorization-for-background-check-for-programs-not-licensed-by-dcfs-fillable.pdf>

- Please PRINT or TYPE, no cursive handwriting
- Use only BLUE or BLACK ink
- PRINT your Last, First & Middle Name
- List your DOB, Gender & Race in the spaces provided
- List your Current Address, to include street, city, state & zip code
- List all previous IL addresses & include From/To dates in the spaces provided
- List Maiden Name and/or all other names by which you have been known
- Read the release statement and sign/date this form

Enter the following information to complete the bottom section:

- Submitting Agency Fax Number – **(703)791-8848**
- Submitting Email Address - [compliance@pwcs.edu](mailto:compliance@pwcs.edu)
- Agency Name – **Prince William County Schools**
- Agency Name – **HR, Compliance Specialist**
- Address – **14715 Bristow Road**
- City/State/Zip – **Manassas, VA 20112**

Bring this form, along with all completed documents, to your Employment Processing appointment with PWCS. This form will be submitted to the Illinois Department of Children and Family Services on your behalf.

If you have any questions on this matter, please contact us directly at (703)791-8958/8382.

Sincerely,

Compliance Specialist  
Human Resources Department