

Essential Forms

Background Notes

There are several forms in the agency, which you will need to quickly become acquainted with. These forms serve as documentation and records of fact that are important for case planning and vitally important to have in the case record. Some of the forms are strictly for DHS, and some of the forms are required by the federal government in order for the agency to receive federal funds, which are needed to provide services to our families. Below is a list of a few of the essential forms that you should become acquainted with. There are several more. This is just a beginning. Most of the forms can be found on the DHS Web site at <http://www.dhs.state.or.us/admin/forms/>

Tasks / Assignments:

- Locate the following forms in your office or on the DHS website. Many offices have forms which are frequently used available to staff. Caseworkers also keep supplies at their desk for quick use and reference. Talk with a caseworker or support staff to locate the following forms. Ask your supervisor for instructions on how and when to use the following forms.
 - Verification of ICWA Eligibility (CF 1270)
 - Father(s) Questionnaire (CF 418)
 - Relative Information (CF 447)
 - Placement Information (CF 261)
 - Authorization for Use and Disclosure of Information (DHS 2099)
 - Service Application (CF 304)

Discoveries:

- *Where are the forms located in your office?*
- *What did you learn about the importance of the forms?*
- *Are there forms not listed that you discovered you will be frequently using?*

