



DEPARTMENT OF FAMILY AND SUPPORT SERVICES
CITY OF CHICAGO

TO: DFSS HS/EHS Executive/Program/Human Resource Directors
Program Governance Support Staff

FROM: Madeline Cancel-Hanieh, Director *MC*
Children Services Division

DATE: September 18, 2014

SUBJECT: Monthly Certification of Personnel Actions – Electronic Submission via COPA
eDocs

DFSS funded HS/EHS agencies are required to certify when the policy committee has approved new hires, terminations and promotions; this includes consultants as well. The agency must also certify new hire CRC (criminal records check) dates. Using the electronic document provides space to record the following certifying information:

1. Name of Staff
2. Type of Personnel Action: Hire, Termination or Promotion
3. Date of Hire, Termination or Promotion
4. Date of Policy Committee Approval
5. Date CRC (criminal records check) was received
6. Signature of the Program Director and/or Program Governance Staff and the Human Resource Director

The electronic certifications should be completed, signed and uploaded to the COPA eDocs Agency Directory by the 7th of each month. If there were no personnel actions during the month, indicate this information on the certification form, obtain required signatures, and upload to COPA eDocs Agency Directory (*see attached for instructions*).

Remember, the human resource director's and program governance staff signatures attest that the personnel actions were presented to and approved by the policy committee during their meeting. Thus, the policy committee approval date should correspond with the policy committee meeting minutes.

If you have any questions regarding the Certifications of Personnel Actions please contact Elaine Millsap-Parker, Supervisor, at 312-743-1926 or Elaine.Millsap-Parker@cityofchicago.org; questions regarding the criminal records checks should be addressed to Bea Nichols, Assistant Director, at 312-743-1635 or Beatrice.Nichols@cityofchicago.org.

Thank You.