

# INSTRUCTIONS

## CFS-202-A (Notice of Child Maltreatment Allegation to Licensing/Registering Authority)

### **Purpose:**

The "Notice of Child Maltreatment Allegation to Licensing/Registering Authority" (CFS-202-A) is designed to provide immediate notification that a report was made alleging a child was subjected to maltreatment while at a facility licensed or registered by the authority or that the maltreatment was perpetrated by someone who holds a license or registration administered by the authority.

### **Completion:**

**To:** Enter the name of the licensing or registering authority.

**Address:** Enter the full address of the licensing or registering authority.

**From:** Enter the name, full address, and county of the DCFS staff sending the notice.

**Date:** Enter the date the notice is sent.

**CHRIS Referral #:** Insert the CHRIS referral number.

**Name of Offender:** Enter the name of the alleged offender.

**Date of Allegation:** Enter the date the allegation was originally made.

**Allegation:** Insert a brief description of the suspected child maltreatment.

**Signature:** Print and sign the name of the staff member who is sending the form.

### **Routing:**

1. Send a copy to the licensing/registering authority **immediately** upon receipt of the hotline report.
2. Retain a file copy.