

INSTRUCTIONS

CFS-204-A (Notice of Child Maltreatment Allegation to Legal Parent(s), Legal Guardians and Current Foster Parent(s) of Alleged Offender in Foster Care)

Purpose:

The "Notice of Child Maltreatment Allegation to Legal Parent(s), Legal Guardian(s), and Current Foster Parent(s) of Alleged Offender in Foster Care" (CFS-204-A) is designed to provide timely notification to the parent(s), guardian(s), or foster parent(s) of a child that a report of child maltreatment has been made against the child as the alleged offender.

Completion:

To: Type or write the name(s) of the legal parent(s), legal guardian(s), or foster parent(s).

Address: Enter the full address of the legal parent(s), legal guardian(s), or foster parent(s).

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 Alleged 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Date of Allegation: Enter the date the allegation was originally made.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 copy to the legal parent(s), legal guardian(s), or foster parent(s) within **five business days** of receipt of hotline report.
2. Retain a file copy.