

INSTRUCTIONS

CFS-208-A (Notice of Child Maltreatment Allegation to Attorney Ad Litem and CASA of Alleged Offender)

Purpose:

The "Notice of Child Maltreatment Allegation to attorney ad litem and CASA of alleged offender" (CFS-208-A) is designed to provide timely notification to the AAL and CASA that a report of child maltreatment has been made identifying the child as the alleged offender.

Completion:

Name: Type or write the name of the AAL or CASA.

Address: Enter the full address of the AAL or CASA..

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.

Name of Alleged Victim(s): Enter the name(s) of the alleged victim(s).

Date of Allegation: Enter the date the allegation was originally made.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 AAL or CASA within **five business days** of receipt of hotline report.
2. Retain a file copy.