

INSTRUCTIONS

CFS-209-A (Notice of Child Maltreatment Allegation to Attorney Ad Litem or CASA of Child in Foster Home Where Maltreatment Is Reported or Where an Alleged Juvenile Offender or Underaged Juvenile Aggressor is Placed)

Purpose:

The "Notice of Child Maltreatment Allegation to attorney ad litem or CASA of Child in Foster Home Where Maltreatment Is Reported or Where an Alleged Juvenile Offender or Underaged Juvenile Aggressor is Placed" (CFS-209-A) is designed to provide timely notification to the AAL and CASA for a child in foster care that a report was made identifying the child as residing in the home where alleged child maltreatment occurred or where an aggressor has been placed.

Completion:

To: 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(s) of Child(ren): Enter the name of child(ren) residing in the home whom the AAL represents or for whom the CASA volunteers.

Date of Allegation: Enter the date the allegation was originally made.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