

INSTRUCTIONS

CFS-212-A (Notice of Child Maltreatment Allegation to Alleged Offender)

Purpose:

The "Notice of Child Maltreatment Allegation to Alleged Offender" (CFS-212-A) is used to advise the alleged offender that a report of child maltreatment has been made against him/her. The notice should be given to the alleged offender on initial, face-to-face contact.

The investigator must ascertain during the initial contact whether the alleged offender:

- (1) Is a juvenile under the age of ten;
- (2) Is a state employee; or
- (3) Has direct or unsupervised contact with children in employee-related or volunteer activities.

If the alleged offender has direct or unsupervised contact with children, the investigator must conduct a Risk Assessment (CFS-215-R) to determine whether children under the care of the alleged offender appear to be at risk.

Completion:

To: Type or write the name of alleged offender.

Address: Enter the full address of the alleged offender.

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.

RE: Enter the name alleged offender and the name(s) of the alleged victim(s).

Date of Allegation: Enter the date the allegation was originally made.

Table: Indicate if alleged offender is a juvenile under the age of ten, a state employee, or has direct/unsupervised contact with children as an employee or volunteer.

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. Make **two copies** of form.
2. Provide one copy to the alleged offender **on initial contact** and keep one copy to retain in the file.