

INSTRUCTIONS

CFS-214-R 1 (Follow-Up Notice to Employer, Entity in Charge of Alleged Offender's Paid or Volunteer Activity, or Licensing or Registering Authority)

Purpose:

The "Follow-up Notice to Employer, Entity in Charge of Alleged Offender's Paid or Volunteer Activity, or Licensing or Registering Authority Regarding Child Maltreatment Allegation" (CFS-214-R 1) is designed to notify an employer, entity in charge of paid or volunteer activity, or a licensing or registering authority that a child under the care of a person engaged in child-related activities or employment who was previously identified as an alleged offender in a report of child maltreatment is no longer determined to be at risk.

This form will be sent to the employer/volunteer entity/licensing or registering authority only if: (1) There is no preponderance of evidence to prove children under the care of the alleged offender are at risk **and** (2) The employer/volunteer entity/licensing or registering authority received prior notice of the allegation via CFS-214-R, "Notice of Child Maltreatment Allegation to Employer, Entity in Charge of Alleged Offender's Paid or Volunteer Activity, or Licensing or Registering Authority" **and** (3) **Approval has been obtained from your supervisor.**

Completion:

To: Enter the business name and name of employer, volunteer entity, or licensing or registering authority.

Address: Enter the full business address of the employer, volunteer entity, or 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 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Date of Allegation: Enter the date the allegation was originally made.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 employer/volunteer entity/licensing or registering authority.
2. Retain a file copy.