

INSTRUCTIONS

CFS-214-R (Employer or Entity in Charge of Paid or Volunteer Activities, or Licensing or Registering Authority)

Purpose:

The "Notice of Child Maltreatment Allegation to Employer or Entity in Charge of Paid or Volunteer Activity, or Licensing or Registering Authority" (CFS-214-R) is designed to provide timely notification to an employer or entity in charge of paid or volunteer activities, or to a licensing or registering authority that a report of child maltreatment has been made against employee, volunteer, or licensee engaged in child-related employment or activities as the alleged offender. Notification is made using this form **AFTER** completion of risk determination (CFS-215-R) **and** the Supervisor's approval.

Completion:

To: Enter the business name and name of employer or volunteer coordinator, school superintendent or principal, or licensing or registering authority.

Address: Enter the full business address of the employer or volunteer coordinator, superintendent or principal, 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Date of Allegation: Enter the date the allegation was originally made.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 coordinator, superintendent or principal, or licensing or registering authority after risk determination has been made and supervisor has confirmed.
2. Retain a file copy.