

INSTRUCTIONS

CFS-232-T 1 (Child Maltreatment True Investigative Determination Notice to Alleged Adult Offender)

Purpose:

This notice to alleged offender of a true determination (name not exempt from placement on the Central Registry) is used to provide notification to the alleged adult offender (adult eighteen years of age or older) within ten business days from the true investigative determination. For a true but exempt determination use CFS-232-T 2. For notification of a true investigative determination of an Underaged Juvenile offender (a juvenile under fourteen years of age) use CFS-223-T 1.

Completion:

To: Type or write the name of the alleged offender.

Address: Enter the full address of alleged offender.

From: Enter the name, job title, full address, and county of the DCFS staff sending the notice.

County of Referral: Enter the county where the alleged offense took place.

Primary Assigned County: Enter the county assigned as primary.

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 Child(ren): Enter the name of alleged victim(s) involved in the allegation of maltreatment.

Certified Mail #: If sending notice via certified mail, insert the certified mail number.

Date of Allegation: Enter the date the allegation was originally made.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

Mailed by: Write in the name of the DCFS Central Office Notification Unit staff who is mailing the form.

Routing:

1. **Signature of Offender:** If you are delivering the form in a face-to-face meeting, have another DHS staff member accompany you to act as witness. Take two copies: one to give to the offender to retain and one for the offender to sign and give back to you to return to the case record. If the offender refuses to sign the form, utilize the CFS-232-T1A: Witness Statement of Investigative Determination. Attempt one of these methods of delivery before utilizing a process server.
2. Send a copy within **ten business days of the investigative determination of true** via U.S. Certified Mail, Restricted Delivery, or:
3. Present face-to-face, to the alleged offender within **ten business days** of the investigative determination of true.
4. Retain a file copy of form signed by the named offender. If named offender refuses to sign,
5. Retain a copy of the Witness Statement if utilized.