

INSTRUCTIONS

CFS-232-T 2 (Notice to Alleged Offender of True But Exempt Determination)

Purpose:

This notice to Alleged Offender of a True But Exempt Determination (name exempt from placement on the Central Registry) is used to provide notification to the alleged offender within ten business days from the investigative determination of true. Do not use this form if the determination is true and the offender's name, pending appeal, will be placed in the Central Child Maltreatment Registry. Use CFS-312 Non Exempt. Do not use this form if the notification involves an Underaged Juvenile aggressor (under ten years of age). Use CFS-232-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 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.

Name of Alleged Victim (s): Enter the name of alleged victim(s) involved in the allegation of maltreatment.

Date of Allegation: Enter the date the allegation was originally made.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 a copy via regular U.S. Mail, to the alleged offender within **ten business days** of the investigative determination of true.
2. Retain a file copy.