

INSTRUCTIONS

CFS-284-N (Notice of Name Placement on Central Registry to Legal Parent(s) and Legal Guardian(s) of Juvenile Offender)

Purpose:

This notice is used to inform the juvenile offender's Legal Parent(s) and Legal Guardian(s) of the Juvenile Offender (10 to 17 Years of Age) that their child's name has been placed in the Central Registry because the investigative determination of true was upheld during the Administrative Hearing or the offender did not request a hearing within the thirty day period after receiving notice of the true finding or the investigative determination of true was upheld on a provisional basis during the preliminary hearing.

This notice should be sent within ten working days after Central Registry receives the order of Upheld, or after thirty-five business days have passed and the offender did not request a hearing, or the investigative determination of true was upheld on a provisional basis during the preliminary hearing.

Completion:

To: Type or write the name of the legal parent(s) or legal guardian(s) of the juvenile offender.

Address: Enter the full address of the legal parent(s) or legal guardian(s) of the juvenile offender.

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

Date: Enter the date the notice is sent.

CHRIS Referral #: Insert the CHRIS referral number.

Name of Child(ren): Enter the name of victim child(ren) involved in the maltreatment

Name of Alleged Offender: Enter the name of the offender in the maltreatment.

Date of Allegation: Enter the date the allegation was originally made.

Type of Maltreatment: Enter the type of maltreatment.

Check Appropriate Box: Whether the true determination was upheld or no appeal was requested.

Signature: The staff member who is sending the form should print and sign their name.

Routing:

1. Send a copy to the juvenile offender's legal parent(s) or legal guardian(s) whose child's name has been placed on the Central Registry within ten working days after Central Registry receives the order of Upheld, or after thirty-five business days have passed and the offender did not request a hearing.
2. Retain a file copy.