

INSTRUCTIONS

CFS-292-N (Notice to Offender of Name Placement on Central Registry)

Purpose:

This notice is used to inform the offender that his 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 that his name has been placed in the Central Registry provisionally because the true determination was brought before an administrative law judge in a preliminary hearing at which a prima facie case was established. This notice should be sent within ten working days after Central Registry receives the order of Upheld or the name has been placed in the Registry provisionally, or after thirty-five business days have passed and the offender did not request a hearing.

Completion:

To: Type or write the name of the offender.

Address: Enter the full address of the offender.

From: Enter the name, title, and full address, 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(s) 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Date of Allegation: Enter the date the allegation was originally made.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, no appeal was requested, or the true determination was brought before an ALJ in a preliminary hearing at which a prima facie case was established.

Check Appropriate Box: Whether the name has been placed in the Central Registry or the name has been placed provisionally in the Central Registry.

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

Routing:

1. Send a copy to the offender whose name has been placed on the Central Registry within ten working days after Central Registry receives the order of Upheld or the name has been placed in the Registry provisionally, or after thirty-five business days have passed and the offender did not request a hearing. If the notice is being sent to an offender whose name has been placed provisionally in the Central Registry, the copy shall be sent via certified mail.
2. Retain a file copy.