

INSTRUCTIONS

CFS-294-N (Notice to Licensing or Registering Authority and Employer or Entity in Charge of Volunteer Activity of Name Placement on Central Registry)

Purpose:

This notice is used to inform the employer or entity in charge of a paid or volunteer activity and the appropriate licensing or registering authority responsible for the agency or organization where the abuse occurred, or when other children under the care of the alleged offender appear to be at risk or when the authority is responsible for the professional behavior of the licensed professional that the offender'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 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 licensing or registering authority or employer or entity in charge of volunteer or paid activity of the offender.

Address: Enter the full address of the licensing or registering authority or employer or entity in charge of volunteer activity.

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 Alleged Offender: Enter the name of the offender involved 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Date of Allegation: Enter the date the allegation was originally made.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 licensing or registering authority employer or entity in charge of volunteer activity within ten working days after Central Registry receives the order of Upheld or the investigative determination of true was upheld on a provisional basis during the preliminary hearing or after thirty-five business days have passed and the offender did not request a hearing.
2. Retain a file copy.