

# INSTRUCTIONS

## CFS-295-N (Notice to Child Safety Center Involved in Investigation of Maltreatment of Name Placement on Central Registry)

### **Purpose:**

This notice is used to inform the child safety center involved in the investigation of maltreatment 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. 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 child safety center involved in the maltreatment investigation.

**Address:** Enter the full address of the child safety center involved in the maltreatment investigation.

**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 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**Date of Allegation:** Enter the date the allegation was originally made.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 child safety center 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.
2. Retain a file copy.