

INSTRUCTIONS

CFS-224-T 3 (Notice of True Child Maltreatment Investigative Determination to Legal Parents or Legal Guardians of the Alleged Juvenile Offender (14-17 years of age))

Purpose:

This notice of a True Determination is used to provide notification within **ten business days** from the investigative determination of true to the legal parents or legal guardians of the alleged juvenile offender in foster care.

Completion:

To: Type or write the name of legal parents or legal guardians of the alleged juvenile offender in foster care.

Address: Enter the full address of the legal parents or legal guardians of the alleged juvenile offender in foster care. **From:** Enter the name, full address, and county of the DCFS staff sending the notice.

County of Referral: Enter the county that the case was referred to.

Primary Assigned County: Enter the county of primary assignment.

Date: Enter the date the notice is sent.

CHRIS Referral #: Insert the CHRIS referral number.

Name of Offender: Enter the name of alleged offender involved in the allegation of maltreatment.

Date of Allegation: Enter the date the allegation was originally made.

Check Appropriate Box: Whether the maltreatment is entered in the Central Registry or Exempt.

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.

Mailed by: Write in the name of the DCFS Central Office Notification Unit staff who is mailing the form.

Routing:

1. Send a copy to the legal parents or legal guardians of the alleged juvenile offender in foster care within **ten business days** of the investigative determination of true.
2. Retain a file copy.