

# INSTRUCTIONS

## CFS-231-T (Child Maltreatment True Investigative Determination Notice to School Where Victim is Enrolled)

### **Purpose:**

This notice of a true determination is used to provide notification regarding the victim within ten business days from the investigative determination of true to the school where the alleged victim is enrolled. Do not use this form if other children under the care of the alleged offender appear to be at risk, and the alleged offender is an employee or volunteer at a school. When other children under the care of the alleged offender appear to be at risk for maltreatment, and the alleged offender is an employee or volunteer at the school, notify the school using CFS-234-T: Child Maltreatment True Investigative Notice to Licensing or Registering Authority and Employer or Volunteer Coordinator.

### **Completion:**

**To:** Type or write the name of the school's counselor or other appropriate official and title.

**Address:** Enter the full address of the school.

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

**County of Referral:** Enter the county where the alleged offense took place.

**Primary Assigned County:** Enter the county assigned as primary.

**Date:** Enter the date the notice is sent.

**CHRIS Referral #:** Insert the CHRIS referral number.

**Name of Child(ren):** Enter the name of the child(ren) 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**Date of Allegation:** Enter the date the allegation was originally made.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 school where the alleged victim is enrolled within **ten business days** of a true investigative determination.
2. Retain a file copy.