

INSTRUCTIONS

CFS-232-T 2 (True But Exempt Child Maltreatment Investigative Determination Notice to Offender)

Purpose:

This notice to alleged offender of a true but exempt determination (name exempt from placement on the Central Registry) is used to provide notification to the alleged offender within ten business days from the investigative determination of true. If the notification involves an Underaged Juvenile Offender (under fourteen years of age), use CFS-223-T 1.

Completion:

To: Type or write the name of the alleged offender.

Address: Enter the full address of alleged offender.

From: Enter the name, job title, full address, and county of the 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 Alleged Offender: Enter the name of the alleged offender.

Name of Alleged Victim (s): Enter the name of alleged victim(s) involved in the allegation of maltreatment.

Date of Allegation: Enter the date the allegation was originally made.

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 via certified mail, restricted delivery, or process server to the alleged offender within **ten business days** of the investigative determination of true.
2. Retain a file copy.