

INSTRUCTIONS

CFS-234-T (Child Maltreatment True Investigative Determination Notice to Licensing or Registering Authority and Employer or Volunteer Coordinator)

Purpose:

This notice of a true determination is used to provide notification regarding the offender, to the employer or entity in charge of a paid or volunteer activity involving children, the elderly, or individuals with disabilities, or individuals with mental illness, 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.

Only provide this notice if the entity was previously provided notice regarding the hotline report.

Completion:

To: Type or write the name of the employer or entity in charge of a paid or volunteer activity or licensing or registering authority.

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

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 Alleged Offender: Enter the name of the alleged offender.

Date of Allegation: Enter the date the allegation was originally made.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 employer or entity in charge of a paid or volunteer activity or licensing or registering authority upon request or if department determines notification is necessary to ensure the health and safety of the child, once a true investigative determination has been made.
2. Retain a file copy.