

INSTRUCTIONS

CFS-245-U (Notice of Unsubstantiated Child Maltreatment Investigative Determination to Legal Parent(s), Legal Guardian(s), and Current Foster Parent(s) of the Alleged Victim)

Purpose:

This notice is used to provide notification that the investigative determination was unsubstantiated. The notice must be sent within ten business days from the investigative determination of unsubstantiated to the legal parent(s), legal guardian(s), and current foster parent(s) of the alleged victim.

Completion:

To: Type or write the name of the legal parent(s), legal guardian(s), or current foster parent(s).

Address: Enter the full address of the legal parent(s), legal guardian(s), or current foster parent(s).

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 Victim(s): Enter the name of the alleged victim(s).

Date of Allegation: Enter the date the allegation was originally made.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 to the legal parent(s), legal guardian(s), of the alleged victim within **ten business days** of the investigative determination of unsubstantiated.
2. Send a copy to the current foster parents of the alleged victim within **ten business days** post due process of an unsubstantiated investigation determination.
3. Retain a file copy.