

# INSTRUCTIONS

## CFS-248-U (Notice of Unsubstantiated Child Maltreatment Investigative Determination to Attorney Ad Litem and CASA for Alleged Offender)

### Purpose:

This notice of an unsubstantiated determination is used to provide notification that the investigative determination was unsubstantiated. The notice must be sent upon request when an investigative determination of unsubstantiated has been made, to the attorney ad litem or CASA of alleged offender in foster care.

### Completion:

**To:** Type or write the name and title of the AAL or CASA.

**Address:** Enter the full address of the AAL or CASA.

**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 alleged offender 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**Date of Allegation:** Enter the date the allegation was originally made.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 to the AAL or CASA of the alleged offender of the investigative determination of unsubstantiated upon request.
2. Retain a file copy.