

# INSTRUCTIONS

## **CFS-250-U (Notice of Unsubstantiated Child Maltreatment Investigative Determination to DHS Division Director; Responsible Multidisciplinary Team; and Circuit Judge or Counsel in Dependency Neglect or FINS Case for Alleged Offender or Alleged Victim)**

### **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 the investigative determination of unsubstantiated has been made, to the DHS division director, responsible multi-disciplinary team, circuit judge or counsel in dependency neglect or FINS case for alleged offender or alleged victim.

### **Completion:**

**To:** Type or write the name of the division director, the coordinator of the multi-disciplinary team, circuit judge, or counsel.

**Address:** Enter the full address of division director, the coordinator of the multi-disciplinary team, circuit judge, or counsel.

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

**Name of Alleged Offender:** Enter the name of the alleged offender.

**Date of Allegation:** Enter the date the allegation was originally made.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 division director, the coordinator of the multi-disciplinary team, circuit judge, or counsel upon request.
2. Retain a file copy.