

# INSTRUCTIONS

## CFS-252-U (Notice of Unsubstantiated Child Maltreatment Investigative Determination to 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 to the alleged offender within ten business days from the investigative determination of unsubstantiated.

### **Completion:**

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

**Address:** Enter the full address of the alleged offender.

**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:** Enter the name of the alleged victim(s)

**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**Date of Allegation:** Enter the date the allegation was originally made.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 alleged offender within **ten business days** of the investigative determination of unsubstantiated.
2. Retain a file copy.