

# INSTRUCTIONS

## CFS-263-O (Notice of Overturned True Child Maltreatment Investigative Determination to Facility Director)

### **Purpose:**

This notice, of an overturned determination that was originally found true by the investigator, is used to provide notification that the investigative determination, which was appealed by the alleged offender, has been overturned by an Administrative Law Judge. Notice should be sent within ten working days after Central Registry receives the order of Overturned.

### **Completion:**

**To:** Type or write the name and title of the facility director.

**Address:** Enter the full address of the facility director.

**From:** Enter the name, full address, and county of the DCFS staff sending the notice.

**County of Referral:** Enter the county that the case was referred to.

**Primary Assigned County:** Enter the county of primary assignment.

**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**Date of Allegation:** Enter the date the allegation was originally made.

**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 facility director within **ten working days** after Central Registry receives the order of Overturned.
2. Retain a file copy.