

# INSTRUCTIONS

## CFS-268-O

### (Notice of Overturned True Child Maltreatment Investigative Determination to Attorney Ad Litem and CASA of Alleged Offender)

#### **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 to the attorney ad litem and CASA of the alleged offender.

#### **Completion:**

**To:** Enter the name of the attorney ad litem or CASA of the alleged offender.

**Address:** Enter the full address of the attorney ad litem or CASA of the alleged offender.

**From:** Enter the name, full address, phone number, 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 the alleged offender.

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

**Date of Allegation:** Enter the date and time the report was originally made.

**Allegation:** Insert a brief description of the suspected child maltreatment.

**Signature:** Print and sign the name of the investigator 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 attorney ad litem or CASA of the alleged offender. Send notice within ten working days after the Central Registry receives the order of Overturned.
2. Retain a file copy.