

# INSTRUCTIONS

## CFS-269-O

### (Notice of Overturned True Child Maltreatment Investigative Determination to Attorney Ad Litem and CASA for Other Children in Foster Home Where Maltreatment Is Reported)

#### **Purpose:**

This notice, of an overturned determination that was originally found true by the investigator, is used to provide notification to the Attorney Ad Litem and CASA of each child in care in a foster home where the alleged maltreatment occurred that the investigative determination, which was appealed by the alleged offender, has been overturned by an Administrative Law Judge. Each receive only notice regarding the child(ren) whom they represent. Notice should be sent within ten working days after Central Registry receives the order of Overturned.

**Do not use this notice to provide notification to the AAL of an alleged victim or alleged offender.**

#### **Completion:**

**To:** Enter the name of the attorney ad litem or CASA for each child present in the foster home where maltreatment is reported.

**Address:** Enter the full address of the attorney ad litem or CASA for each child present in the foster home where maltreatment is reported.

**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 Child Present in Foster Home:** Enter the name of the individual child present in the foster home where maltreatment is reported (not the name of alleged victim or offender). No other names of children, either victim, or offender, or others in care in the home should be released.

**Date of Allegation:** Enter the date and time the report was originally made.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 for each child present in the foster home where maltreatment is reported. Send notice within **ten working days** after the Central Registry receives the order of Overturned.
2. Retain a file copy.