

INSTRUCTIONS

CFS-289-N

(Notice of Name Placement on Central Registry to Attorney Ad Litem and CASA of Child in Foster Home where Maltreatment is Reported)

Purpose:

This notice is used to inform the attorney ad litem and CASA of each child in foster care (who is not the victim or offender) present in a foster home where alleged maltreatment occurred that the offender's name has been placed in the Central Registry because the investigative determination of true was upheld during the Administrative Hearing or the offender did not request a hearing within the thirty day period after receiving notice, or the investigation determination of true was upheld on a provisional basis during the preliminary hearing.

This notice should **not** be used to notify the circuit judge, attorney ad litem, CASA, and Counsel in Dependency Neglect or FINS cases of the victim or the offender when alleged maltreatment has occurred in the foster home.

This notice should be sent within ten working days after Central Registry receives the order of "Upheld" or the investigative determination of true was upheld on a provisional basis during the preliminary hearing or after thirty-five business days have passed and the offender did not request a hearing.

Completion:

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

Address: Enter the full address of the attorney ad litem and 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.

Date: Enter the date the notice is sent.

CHRIS Referral #: Insert the CHRIS referral number.

Name of Child: Enter the name of the individual child present in the foster home where alleged maltreatment occurred.

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

Name of Offender: Enter the name of the offender.

Date of Allegation: Enter the date and time the allegation was originally made.

Type of Maltreatment: Enter the type of maltreatment.

Check Boxes: Indicate whether the true determination was upheld or no appeal was requested or in a preliminary hearing the true determination was provisionally upheld. And indicate whether the offender's name appears outright in the Central Registry or appears on a provisional basis.

Signature: The staff member who is sending the form will print and sign his/her name.

Routing:

1. Send a copy to each the attorney ad litem and CASA for each child present in the foster home where alleged maltreatment occurred within ten working days after Central Registry receives the order of Upheld or the investigative determination of true was upheld on a provisional basis during the preliminary hearing or after thirty-five days have passed and the offender did not request a hearing.
2. Retain a file copy.