

INSTRUCTIONS

CFS-283-N (Notice to Facility Director of Name Placement on Central Registry)

Purpose:

This notice is used to inform the facility director 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 a Preliminary Administrative Hearing or the offender did not request a hearing within the thirty day period after receiving notice. This notice should be sent within ten working days after Central Registry receives the order of Upheld or Provisionally Upheld or after thirty-five business days have passed and the offender did not request a hearing.

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, county, and phone number of the DCFS staff sending the notice.

Date: Enter the date the notice is sent.

CHRIS Referral #: Insert the CHRIS referral number.

Name of Alleged Offender: Enter the name of the offender involved in the maltreatment.

Date of Allegation: Enter the date the allegation was originally made.

Type of Maltreatment: Enter the type of maltreatment.

Check Appropriate Box: Whether the true determination was upheld or no appeal was requested and whether the name has been placed in the Child Maltreatment Central Registry outright or on a provisional basis.

Signature: The staff member who is sending the form should print and sign their name.

Routing:

1. Send a copy to Facility Director within ten working days after Central Registry receives the order of Upheld or Provisionally Upheld or after thirty-five business days have passed and the offender did not request a hearing.
2. Retain a file copy.