INSTRUCTIONS
CFS-212-A (Notice of Child Maltreatment Allegation to Alleged Offender)

Purpose:
The "Notice of Child Maltreatment Allegation to Alleged Offender" (CFS-212-A) is used to advise the alleged offender that a report of child maltreatment has been made against him/her. The notice should be given to the alleged offender on initial, face-to-face contact.

The investigator must ascertain during the initial contact whether the alleged offender:
   (1) Is a juvenile under the age of ten;
   (2) Is a state employee; or
   (3) Has direct or unsupervised contact with children in employee-related or volunteer activities.

If the alleged offender has direct or unsupervised contact with children, the investigator must conduct a Risk Assessment (CFS-215-R) to determine whether children under the care of the alleged offender appear to be at risk.

Completion:
To: Type or write the name of alleged offender.
Address: Enter the full address of the alleged offender.
From: Enter the name, full address, and county of the DCFS staff sending the notice.
Date: Enter the date the notice is sent.
CHRIS Referral #: Insert the CHRIS referral number.
RE: Enter the name alleged offender and the name(s) of the alleged victim(s).
Date of Allegation: Enter the date the allegation was originally made.
Table: Indicate if alleged offender is a juvenile under the age of ten, a state employee, or has direct/unsupervised contact with children as an employee or volunteer.
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.

Routing:
1. Make two copies of form.
2. Provide one copy to the alleged offender on initial contact and keep one copy to retain in the file.