INSTRUCTIONS
CFS-214-R 1 (Follow-Up Notice to Employer, Entity in Charge of Alleged Offender’s Paid or Volunteer Activity, or Licensing or Registering Authority)

Purpose:
The "Follow-up Notice to Employer, Entity in Charge of Alleged Offender’s Paid or Volunteer Activity, or Licensing or Registering Authority Regarding Child Maltreatment Allegation” (CFS-214-R 1) is designed to notify an employer, entity in charge of paid or volunteer activity, or a licensing or registering authority that a child under the care of a person engaged in child-related activities or employment who was previously identified as an alleged offender in a report of child maltreatment is no longer determined to be at risk.

This form will be sent to the employer/volunteer entity/licensing or registering authority only if: (1) There is no preponderance of evidence to prove children under the care of the alleged offender are at risk and (2) The employer/volunteer entity/licensing or registering authority received prior notice of the allegation via CFS-214-R, “Notice of Child Maltreatment Allegation to Employer, Entity in Charge of Alleged Offender’s Paid or Volunteer Activity, or Licensing or Registering Authority” and (3) Approval has been obtained from your supervisor.

Completion:
To: Enter the business name and name of employer, volunteer entity, or licensing or registering authority.
Address: Enter the full business address of the employer, volunteer entity, or licensing or registering authority
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.
Name of Alleged Offender: Enter the name of the alleged offender.
Date of Allegation: Enter the date the allegation was originally made.
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. Send copy to employer/volunteer entity/licensing or registering authority.
2. Retain a file copy.