INSTRUCTIONS

CFS-224-T 3 (Notice of True Child Maltreatment Investigative Determination to Legal Parents or Legal Guardians of the Alleged Juvenile Offender (14-17 years of age)

Purpose:
This notice of a True Determination is used to provide notification within ten business days from the investigative determination of true to the legal parents or legal guardians of the alleged juvenile offender in foster care.

Completion:
To: Type or write the name of legal parents or legal guardians of the alleged juvenile offender in foster care.
Address: Enter the full address of the legal parents or legal guardians of the alleged juvenile offender in foster care. From: Enter the name, full address, and county of the DCFS staff sending the notice.
County of Referral: Enter the county that the case was referred to.
Primary Assigned County: Enter the county of primary assignment.
Date: Enter the date the notice is sent.
CHRIS Referral #: Insert the CHRIS referral number.
Name of Offender: Enter the name of alleged offender involved in the allegation of maltreatment.
Date of Allegation: Enter the date the allegation was originally made.
Check Appropriate Box: Whether the maltreatment is entered in the Central Registry or Exempt.
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.
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 legal parents or legal guardians of the alleged juvenile offender in foster care within ten business days of the investigative determination of true.
2. Retain a file copy.