

For the sake of brevity certain sections have been omitted

PROCEDURE XIV-A5: Notices of Unsubstantiated Allegations of Child Maltreatment

07/2010

When a determination that an allegation of child maltreatment is not supported by a preponderance of evidence and is determined to be unsubstantiated, the investigating agency shall notify as outlined below or confirm upon request as outlined below, only if notice of the allegation was given:

- A. Law Enforcement
 - 1) Type of Allegation Severe maltreatment only
 - 2) What Information
 - Name of each victim
 - Name of alleged offender
 - Type of Maltreatment
 - 3) When Within 10 business days of determination
 - 4) Form CFS-241-U or CACD-241-U as appropriate

- B. Prosecuting Attorney
 - 1) Type of Allegation Severe maltreatment only
 - 2) What Information
 - Name of each victim
 - Name of alleged offender
 - Type of maltreatment
 - 3) When Within 10 business days of determination
 - 4) Form CFS-241-U or CACD-241-U as appropriate

- C. Licensing or Registering Authority
 - 1) Type of Allegation All maltreatment
 - 2) What Information
 - Name of alleged offender
 - Type of maltreatment
 - 3) When Upon request
 - 4) Form CFS-242-U or CACD-242-U as appropriate

- D. Facility Director
 - 1) Type of Allegation All maltreatment, only if the maltreatment occurred at the facility and the facility is licensed or registered by, or is operated by or operated under contract with the State of Arkansas
 - 2) What Information
 - Name of alleged offender
 - Type of maltreatment
 - 3) When Upon request
 - 4) Form CFS-243-U or CACD-243-U as appropriate

- E. DHS Division Director
 - 1) Type of Allegation All maltreatment, only if the maltreatment occurred at a facility operated by or operated under contract with the Department
 - 2) What Information
 - Name of alleged victim
 - Name of alleged offender
 - Type of maltreatment
 - 3) When Upon request
 - 4) Form CFS-250-U

- F. Alleged underaged juvenile offender (under 13 years of age)

- 1) Type of Allegation All maltreatment
2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
3) When Within 10 business days of determination
4) Form CFS-240-U1 or CACD-240-U1 as appropriate
- G. Alleged juvenile offender (13-17 years of age)
1) Type of Allegation All maltreatment
2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
3) When Within 10 business days of determination
4) Form CFS-240-U2 or CACD-240-U2 as appropriate
- H. Legal parent or legal guardian of alleged offender
1) Type of Allegation All maltreatment
2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
3) When Within 10 business days of determination
4) Form CFS-244-U or CACD-244-U as appropriate
- I. Legal parent or legal guardian of alleged victim in foster care
1) Type of Allegation All maltreatment
2) What Information Name of alleged victim
Type of maltreatment
3) When Within 10 business days of determination
4) Form CFS-245-U or CACD-245-U as appropriate
- J. Current Foster parent of alleged victim
1) Type of Allegation All maltreatment
2) What Information Name of alleged victim
Type of maltreatment
3) When Within 10 business days of determination
4) Form CFS-245-U or CACD-245-U as appropriate
- K. Custodial, non-custodial parent, guardians, legal custodians of victim, regardless of the age of the child
1) Type of Allegation All maltreatment
2) What Information Name of alleged victim
Type of maltreatment
3) When Within 10 business days of determination
4) Form CFS-245-U or CACD-245-U as appropriate
- L. Alleged Victim
1) Type of Allegation All maltreatment
2) What Information Name of alleged offender
Type of maltreatment
3) When Within 10 business days of determination
4) Form CFS-245-U-1 or CACD-245-U-1 as appropriate

M. Attorney ad litem of alleged victim

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-246-U

N. Court appointed special advocate of alleged victim

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-246-U

O. Juvenile division of circuit court with jurisdiction of an ongoing dependency neglect or FINS case for alleged victim

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-246-U

P. Counsel in Dependency Neglect or FINS case if alleged victim has an open court case

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-246-U

Q. Juvenile division of circuit court with jurisdiction of an ongoing dependency neglect or FINS case for alleged offender

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-250-U

R. Counsel in Dependency Neglect or FINS case if alleged offender has an open court case

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-250-U

S. Attorney ad litem of alleged offender

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged offender
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-248-U

T. Court appointed special advocate of alleged offender

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged offender
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-248-U

U. Attorney ad litem of other children in foster home where maltreatment is reported

- 1) Type of Allegation All maltreatment
- 2) What Information Name of child represented by the AAL only
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-249-U

V. Court appointed special advocate of other children in foster home

- 1) Type of Allegation All maltreatment
- 2) What Information Name of child represented by the CASA only
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-249-U

W. Multi-Disciplinary Team of alleged victim and alleged offender

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged offender
Name of alleged victim
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-250-U

X. Alleged offender

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged offender
Name of Alleged Victim
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-252-U or CACD-252-U as appropriate

Y. Alleged offender's employer when other children under the care of the alleged offender appeared to have been at risk, only if notified initially

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged offender
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-254-U or CACD-254-U as appropriate

Z. Person in charge of alleged offender's paid or volunteer activity when other children under the care of the alleged offender appeared to have been at risk, only if notified initially

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged offender
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-254-U or CACD-254-U as appropriate

AA. Licensing or registering authority when children under care of the alleged offender appeared to have been at risk, only if notified initially

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged offender
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-254-U or CACD-254-U as appropriate

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 - Type of Maltreatment
 - 3) When Within 10 business days of determination
 - 4) Form CFS-241-U or CACD-241-U as appropriate
- B. Prosecuting Attorney
 - 1) Type of Allegation Severe maltreatment only
 - 2) What Information
 - Name of each victim
 - Name of alleged offender
 - Type of maltreatment
 - 3) When Within 10 business days of determination
 - 4) Form CFS-241-U or CACD-241-U as appropriate
- C. Licensing or Registering Authority
 - 1) Type of Allegation All maltreatment
 - 2) What Information
 - Name of alleged offender
 - Type of maltreatment
 - 3) When Upon request
 - 4) Form CFS-242-U or CACD-242-U as appropriate
- D. Facility Director
 - 1) Type of Allegation All maltreatment, only if the maltreatment occurred at the facility and the facility is licensed or registered by, or is operated by or operated under contract with the State of Arkansas
 - 2) What Information
 - Name of alleged offender
 - Type of maltreatment
 - 3) When Upon request
 - 4) Form CFS-243-U or CACD-243-U as appropriate
- E. DHS Division Director
 - 1) Type of Allegation All maltreatment, only if the maltreatment occurred at a facility operated by or operated under contract with the Department
 - 2) What Information
 - Name of alleged victim
 - Name of alleged offender
 - Type of maltreatment
 - 3) When Upon request
 - 4) Form CFS-250-U
- F. Alleged underaged juvenile offender (under 13 years of age)

EXCERPT, Procedure XIV-A5

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- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-240-U1 or CACD-240-U1 as appropriate

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G. Alleged juvenile offender (13-17 years of age)

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-240-U2 or CACD-240-U2 as appropriate

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H. Legal parent or legal guardian of alleged offender

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-244-U or CACD-244-U as appropriate

I. Legal parent or legal guardian of alleged victim in foster care

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-245-U or CACD-245-U as appropriate

J. Current Foster parent of alleged victim

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-245-U or CACD-245-U as appropriate

K. Custodial, non-custodial parent, guardians, legal custodians of victim, regardless of the age of the child

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-245-U or CACD-245-U as appropriate

L. Alleged Victim

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged offender
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-245-U-1 or CACD-245-U-1 as appropriate

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M. Attorney ad litem of alleged victim

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-246-U

N. Court appointed special advocate of alleged victim

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-246-U

O. Juvenile division of circuit court with jurisdiction of an ongoing dependency neglect or FINS case for alleged victim

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- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-246-U

P. Counsel in Dependency Neglect or FINS case if alleged victim has an open court case

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Name of alleged offender
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-246-U

Q. Juvenile division of circuit court with jurisdiction of an ongoing dependency neglect or FINS case for alleged offender

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- 2) What Information Name of alleged victim
Name of alleged offender
Type of maltreatment
- 3) When Upon request
- 4) Form CFS-250-U

R. Counsel in Dependency Neglect or FINS case if alleged offender has an open court case

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Name of alleged offender
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- 4) Form CFS-248-U

T. Court appointed special advocate of alleged offender

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- 2) What Information Name of alleged offender
Type of maltreatment
- 3) When Upon request
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U. Attorney ad litem of other children in foster home where maltreatment is reported

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V. Court appointed special advocate of other children in foster home

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- 4) Form CFS-250-U

X. Alleged offender

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged offender
Name of Alleged Victim
Type of maltreatment
- 3) When Within 10 business days of determination
- 4) Form CFS-252-U or CACD-252-U as appropriate

Y. Alleged offender's employer when other children under the care of the alleged offender appeared to have been at risk, only if notified initially

- 1) Type of Allegation All maltreatment
- 2) What Information Name of alleged offender
Type of maltreatment
- 3) When Within 10 business days of determination
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