

NOTICE OF INTENT TO SUBSTANTIATE ALLEGATIONS CHILD ABUSE AND/OR NEGLECT ON A CHILD CARE WORKER

Date
Perpetrator Name
Address
City, State, Zip Code
Case Number

The Indiana Department of Child Services (DCS) has investigated the report of suspected child abuse and/or neglect explained below. DCS intends to substantiate the allegations and list you as the person who committed the child abuse and/or neglect. A draft version of the investigation report is enclosed for your review. ***Please read this carefully.***

1. Children reported to be abused or neglected:
2. The reported abuse or neglect is alleged to have occurred at:
3. The Department intends to find you responsible for the following act/omissions (allegations):
4. A substantiated report for the above allegations will be kept on the Central Client Index (CCI) for **X years**, unless it is removed based on the outcome of an administrative appeal hearing that you request or by court order.
5. DCS will notify your employer and the appropriate licensing agent within 48 hours of substantiating the allegation(s).

Child Care Worker Investigation Review (CCWIR)

Before the decision to substantiate the allegations is finalized, you have the opportunity to meet with a DCS administrator not involved in making the recommendation. This meeting will allow you to respond to the allegations and the basis of proposed decision. You may have an attorney, or other representative, take part in this meeting. You **will not** be permitted to present or cross-examine witnesses. However, you can give your own account of the incident and provide written statements and documents. After the CCWIR, you will be given written notice of the decision and an explanation of the administrative appeal hearing process.

The date and time of your CCWIR meeting is Click to insert date , at Click to insert time
AM PM.

The CCWIR will be held at Click to insert location

The name of the person conducting the meeting is Click to insert name

This person may be contacted at Click to insert Day Phone

The CCWIR can be rescheduled for good cause. If you need to reschedule, call the person conducting the meeting at the number listed above as soon as possible.

You do not have to take part in the CCWIR. The CCWIR provides you with an opportunity to present any information that you believe could help DCS make the most accurate decision regarding the allegations of child abuse and/or neglect summarized in this notice. However, if you choose not to participate in the CCWIR, DCS may substantiate the allegations of child abuse or neglect against you as the perpetrator, based on the information obtained during the investigation and place your name on the Central Client Index.

Regardless of whether you participate in the CCWIR, you will be sent written notice of the final decision and an explanation of the expedited and regular administrative appeal process. Additionally, you retain your right to appeal the Department's final decision whether or not you participate in the CCWIR.

Sincerely,

Supervisor's Name
Supervisor's Telephone Number