

Letters of Notification

Rhode Island Department of Children, Youth and Families

Policy: 500.0085

Effective Date: July 7, 1984

Revised Date: December 9, 2011

Version: 3

Letters of Notification acknowledge receipt of report(s) of suspected child abuse and/or neglect to the State Central Registry and alleged perpetrators of the pending Child Protective Services investigations and the dispositions of those investigations.

Related Procedure

[Letters of Notification](#)

Letters of Notification

Procedure from Policy 500.0085: Letters of Notification

- A. Notification of Report of Suspected Child Abuse and/or Neglect by Child Protective Services (CPS)
 - 1. The Notification of Child Protective Services Investigation (DCYF #180) informs the subject that he/she has been identified as a suspected perpetrator in an alleged incident of child abuse or neglect. The notice is hand delivered by the Child Protective Investigator (CPI) to suspected perpetrator. If suspected perpetrator cannot be found, the notice is mailed to his or her last known address.
 - 2. If the suspected perpetrator is a minor, the Notification of Child Protective Services Investigation [2] (DCYF #181) is used to inform the minor perpetrator's parent/guardian that child has been identified as a suspected perpetrator in an alleged incident of child abuse or neglect. The notice is hand delivered by the CPI to the parent/guardian of suspected minor perpetrator. If the parent/guardian of suspected minor perpetrator cannot be found, the notice is mailed to his or her last known address.
 - 3. Templates for these notices are accessible on the network in Windows under "New Office Document".
 - a. CPI documents in Investigation Observations/Recommendations in RICHIST that notice was sent.
 - b. CPI includes a copy of the form in the hard copy record.
- B. Notification of Investigation Findings
 - 1. The Notification of Child Protective Services Investigation Findings (DCYF #182) informs a person, who is alleged to have perpetrated abuse and/or neglect upon a child, whether the Department's CPS investigation will be "indicated" or "unfounded" and identifies the allegation(s) that have been "indicated" or "unfounded".
 - 2. This notice is mailed to the alleged perpetrator at his or her last known mailing address and advises the alleged perpetrator that:
 - a. In the case of an "indicated" finding, the record is maintained by the Department is permanent unless appealed.
 - b. In the case of an "unfounded" finding, the record is maintained by the Department for a period of three years.
 - c. All persons who have been aggrieved by a CPS determination have a right to appeal. All requests for appeal are submitted in writing to the Director's Hearing Officer.
 - d. Any person seeking to file an appeal must submit a written request within thirty days of the date that individual receives written notice of the disposition of the investigation. The Department reserves the right to amend this time frame in accordance with or in compliance with any changes in the Administrative Procedures Act.
 - e. The "indicated" finding may be disseminated to a prospective child care employer pursuant to the provisions of R.I.G.L. § 40-13.2-3.1. seq.
 - 3. In the case of a minor alleged perpetrator, the following notification is made:
 - a. The Notification of Child Protective Services Investigation Findings (DCYF #182) is sent to the minor. CPI documents in Investigation Observations/Recommendations in RICHIST that notice was sent and a copy is included in the hard copy record.
 - b. The Notification of Child Protective Services Investigation Findings [2] (DCYF #183) is sent to the parent/guardian of a minor alleged perpetrator to inform the parent/guardian whether the Department's CPS

investigation will be "indicated" or "unfounded" and identifies the allegation(s) that have been "indicated" or "unfounded".

4. Notification is mailed within three working days of completion of the investigation. For purposes of this paragraph, the completion of the investigation occurs when the CPI's findings are approved by his/her supervisor.