



**CABINET FOR HEALTH AND FAMILY SERVICES**  
**Department for Community Based Services**  
**Division of Protection and Permanency**

**DPP-152**  
**CHILD PROTECTIVE SERVICES (CPS) SUBSTANTIATED INVESTIGATION**  
**NOTIFICATION LETTER**

Local Office Address:

Date:

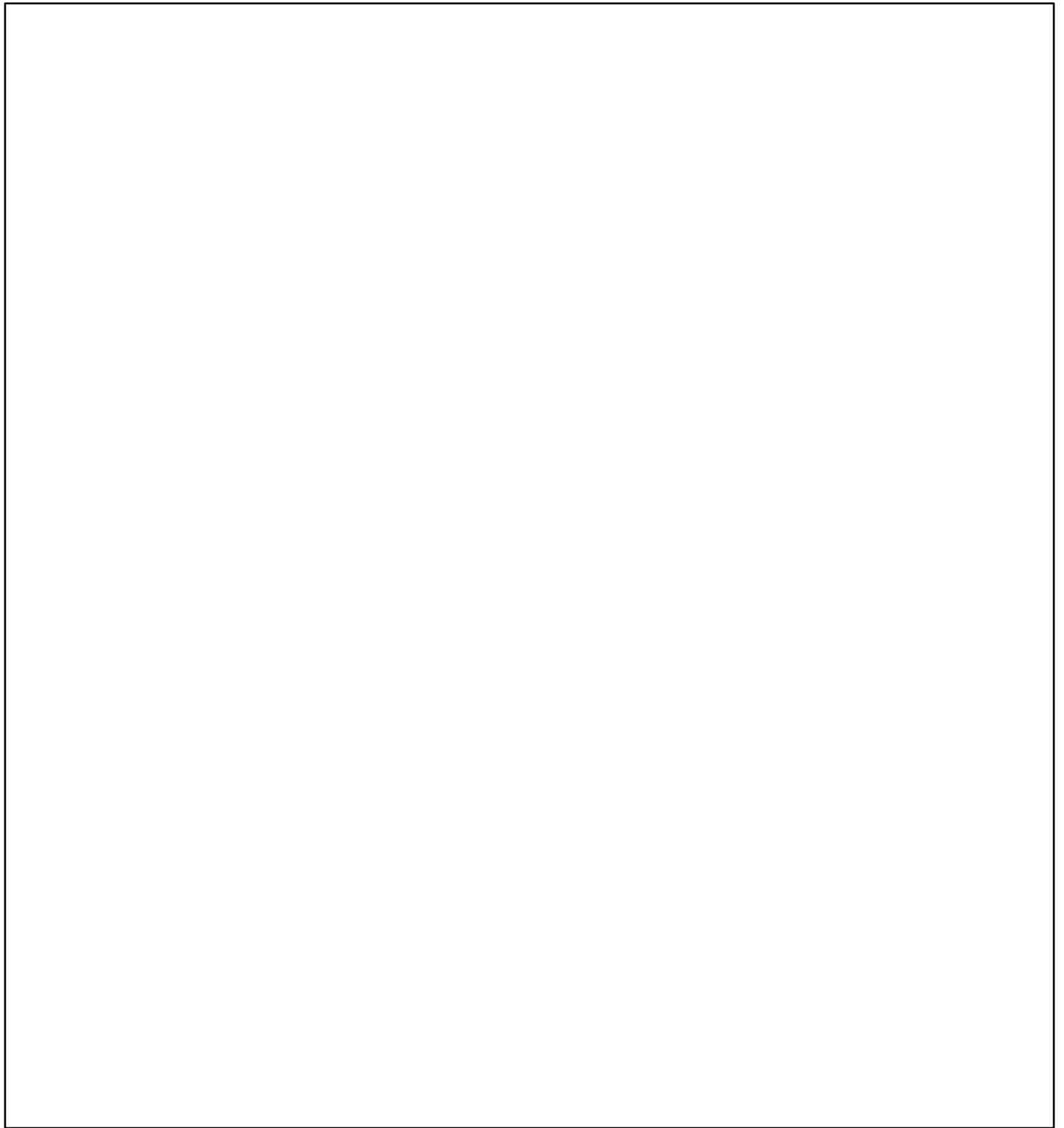
TWIST No.:

Recipients Address:

Dear \_\_\_\_\_,

On \_\_\_\_\_, the Cabinet for Health and Family Services (CHFS/Cabinet), Department for Community Based Services (DCBS) received a report of suspected child abuse or neglect as defined in Kentucky Revised Statute (KRS) 600.020(1) regarding a child(ren) in your care. Based upon the information received through the investigation of this report the allegations have been found to be substantiated. The role of DCBS in investigating reports of child abuse or neglect is to assess for safety threats and risk factors to the child(ren) and to make efforts to protect the child(ren) from further safety threats and minimize risk factors. DCBS is not responsible for criminal prosecution. If you do not request an administrative hearing within thirty (30) calendar days of receipt of this letter as described below, this substantiation of abuse or neglect will be added to a central registry. This finding may be the basis for denying you certain rights and privileges, such as approval for foster parenting, adoption, or employment as required by state or federal law. See below for details on how to file an appeal.

The factual basis for the finding of abuse or neglect (KRS 600.020(1)) is as follows:



Pursuant to 922 Kentucky Administrative Regulation (KAR) 1:330, Section 10 (1), individuals who are found to be substantiated perpetrators of child abuse or neglect shall be given the right to request an administrative hearing to challenge the finding of (abuse, or neglect). Requests for an administrative hearing must be made by completing the attached DPP-155 Request for Appeal of Child Abuse or Neglect Investigative Finding form and submitting it, postmarked within thirty (30) calendar days of receipt of the letter to:

Office of the Ombudsman  
Quality Advancement Branch  
275 East Main Street, 2E-O  
Frankfort, Kentucky 40621

If you do not file an appeal by completing the attached DPP-155 form and submitting it, postmarked within thirty (30) calendar days of receipt of the letter to the address above, your name will be listed on a central registry for seven (7) years if the substantiation is related to abuse or neglect, and will be listed on the central registry permanently if the substantiation is related to sexual abuse or the fatality or near fatality of a child, pursuant to 922 KAR 1:470.

If you have any questions or concerns regarding this letter or the investigation, please contact me. You can reach me by phone or email utilizing the contact information below.

Phone number:

Email address:

Sincerely,

Staff Name:

Title: