



**NOTIFICATION OF ADMINISTRATIVE REVIEW
DECISION TO UNSUBSTANTIATE ALLEGATIONS
OF CHILD ABUSE AND/OR NEGLECT (CA/N)**

State Form 53071 (4-22)

DEPARTMENT OF CHILD SERVICES

INSTRUCTIONS: **Instructions:** The Department of Child Services (DCS) employee who completed the Administrative Review will use this form to notify an alleged perpetrator (**NOT a licensed resource parent, childcare worker [CCW], or DCS employee**) that previously substantiated allegations were unsubstantiated following administrative review (including a DCS decision to unsubstantiate following further assessment). Attach a copy of the approved redacted [Assessment of Child Abuse and/or Neglected \(SF 113\) \(311\)](#), and mail or hand-deliver the documents to the alleged perpetrator. **NOTE:** If the alleged perpetrator is a minor, a copy of this form must be sent to the minor alleged perpetrator and a separate, additional copy of this form must be sent to the minor alleged perpetrator's parent(s), court appointed guardian, or legal representative. See policy [2.02 Administrative Review Process](#) for more information.

This form was mailed or hand-delivered to _____ (name of individual)
on _____ (month, date, year).

Relationship of individual named above to the alleged perpetrator: _____ (self or
minor's parent(s), guardian, or legal representative).

Address where this form was mailed or hand-delivered to the individual named above
(street, city, state, ZIP code):

The Indiana DCS in _____ (local county office) has classified Child Abuse
and/or Neglect (CA/N) allegations as substantiated in assessment _____ (assessment
number), approved on _____ (date: mm/dd/yyyy) against:

Name of alleged perpetrator: _____

Address of alleged perpetrator (street, city, state, ZIP code):

Because you were identified as a perpetrator, you were notified of the classification. This letter is in response to your request for an administrative review of the DCS assessment decision to substantiate the allegations against you. DCS has reversed and reclassified the following allegations against you as **UNSUBSTANTIATED**. **Note:** If DCS records indicate that the person identified as an alleged perpetrator is under the age of 18, a copy of this notice is being sent to the minor alleged perpetrator and the minor's parent(s), court appointed guardian, or other legal representative.

ALLEGATION (mark all applicable)	VICTIM (Insert initials or "None")
<input type="checkbox"/> Physical Abuse	
<input type="checkbox"/> Sexual Abuse	
<input type="checkbox"/> Neglect	

The record of substantiated allegations will be removed from the Child Protection Index (CPI). A summary of the DCS assessment concerning the allegations is attached in the [Assessment of Alleged Child Abuse or Neglect \(SF 113\) \(311\)](#).

Printed name and title of the DCS employee who completed the Administrative Review:

Signature of the DCS employee who completed the Administrative Review:
