

Notice of Investigation Outcome

Insert Date

Name
Street Address 1
Street Address 2
City, State Zip Code

Dear Insert Name,

This letter is to inform you, the alleged perpetrator, of the outcome of investigation # insert investigation number regarding allegations of child abuse and/or neglect of Insert name of child. **The Department of Child Services has taken the following action for each allegation listed below:**

Action:	Allegation
<input type="checkbox"/> Substantiated <input type="checkbox"/> Unsubstantiated <input type="checkbox"/> Indicated	Insert Allegation
<input type="checkbox"/> Substantiated <input type="checkbox"/> Unsubstantiated <input type="checkbox"/> Indicated	Insert Allegation
<input type="checkbox"/> Substantiated <input type="checkbox"/> Unsubstantiated <input type="checkbox"/> Indicated	Insert Allegation

IF ONE OR MORE ALLEGATIONS HAVE BEEN SUBSTANTIATED, PLEASE READ THE FOLLOWING.

You have the right to request an administrative review of the substantiation(s).

To do so, you must complete the enclosed form, [Request for Administrative Review](#). Your request must be received by DCS within thirty (30) calendar days of the date of this letter. The form has instructions and a summary of the process. If you have any questions, please contact the Insert County Name local DCS office at Insert Gen Office #.

If our records indicate that you are under the age of eighteen (18), a copy of this notice is being sent to your parent/guardian/custodian. Any request by a person under age 18 for administrative review must be signed by the person's parent/guardian/custodian.

Sincerely,

Name
Insert title