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**NOTIFICATION OF A REPORT OF SUSPECTED CHILD ABUSE AND/OR NEGLECT**

_____	_____
Name	Date
_____	_____
Address	SCR No.
_____	
City, State, Zip Code	

The Department of Children and Family Services has received a report of suspected abuse and/or neglect of the following children:

\_\_\_\_\_

\_\_\_\_\_

The reported abuse or neglect is alleged to have occurred at: \_\_\_\_\_

\_\_\_\_\_

The reported abuse or neglect is alleged to have involved the following acts/omissions (allegations):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The purpose of the Department’s investigation is to keep children safe. In most cases where child abuse or neglect is found, the Department will try to help families to improve their ability to protect children. This often involves obtaining social and other services for the family. In addition to obtaining services, the Department has the authority to take protective custody of children, if necessary to keep children safe, and may also involve the police and Juvenile Court.**

You need to know:

**THE INVESTIGATIVE PROCESS**

1. The Department is required by a law called the Abused and Neglected Child Reporting Act, 325 ILCS 5/1 et seq., to conduct investigations into allegations of child abuse and neglect.
2. Within 60 days of the date of the report, unless there is good cause to take more time, the Department must complete its investigation.

3. During the course of the investigation, an investigator is required to interview certain witnesses, depending on the type of child abuse and neglect that is alleged and to **request an interview with you** as part of the investigation into these allegations.
4. You can refuse to be interviewed, however, if you refuse, your refusal could affect the outcome of the investigation and could be used against you.
5. You can give the investigator the names of other people who know what happened or who may have information about what happened. The investigator will contact at least two of these people.
6. The investigator will give you a brochure that more thoroughly explains the Department's investigative process. Department rules and further information can be found on the Department's website at [www.DCFS.illinois.gov](http://www.DCFS.illinois.gov).

## **RESULTS OF THE INVESTIGATION**

An investigation can result in an indicated report or an unfounded report. A report is indicated if the Department concludes that the incident of a child abuse and/or neglect occurred. A report is unfounded if the Department concludes that the incident of child abuse and/or neglect did not occur. If a report is indicated, the Department also makes a determination after consideration of all of the facts, as to whether a specific individual is responsible for the alleged child abuse or neglect.

You will be notified in writing of the outcome of the investigation and will have the right to appeal any indicated report if you are found to be responsible for the abuse or neglect.

## **STATE CENTRAL REGISTER**

1. **The Law.** The Department of Children and Family Service is required by law to maintain a State Central Register of all reports of suspected child abuse or neglect, as well as the outcome of the investigation of these reports. The outcome of the investigation may include a determination that a specific person abused or neglected a child, or was responsible for the abuse or neglect. The law that governs this process is in the Abused and Neglected Child Reporting Act, 325 ILCS 5/1.

### **2. Length of Time on Register**

- a. If you are indicated as the perpetrator of child abuse and/or neglect, your name will be placed on the State Central Register, unless the report is removed as a result of your appeal. Your name will remain on the State Central Register a minimum of 5 years. More serious reports may be retained for 20 or 50 years.
- b. If the report is unfounded, all identifying information concerning this report will be removed from the Department's files according to a schedule specified in 89 Ill. Adm. Code 431, Confidentiality of Personal Information of Persons Served by the Department.

3. **Who Can Get Information from the State Central Register.** The Department's State Central Register is not available to the public. However, employers or prospective employers of people who work with children can get information from the State Central Register. In addition, categories of people listed in the Abused and Neglected Child Reporting Act, 325 ILCS 5/11.1, which includes law enforcement personnel, physicians, and officials responsible for licensing people in professions that involve working with children, have access to the information kept on the State Central Register. This information can include whether you are listed on the State Central Register as being responsible for child abuse or neglect.

4. **Effect of Being Listed on the State Central Register.** The fact that you have been indicated as a perpetrator of child abuse or neglect and are therefore listed on the State Central Register may affect whether you will be able to obtain and maintain employment or a license needed to work with children, such as a license to operate a day care home.

5. **Appeal.** You may appeal the Department’s decision to indicate you as a perpetrator of child abuse or neglect through the Department’s administrative appeal process. This appeal will be before a neutral administrative law judge. Information about how to do this will be given to you in the event you are indicated.

6. **Juvenile Court and Criminal Court Cases.** An administrative appeal is different from a juvenile court case or a criminal court case. If you wish to appeal DCFS’ indicated finding, you should file an appeal even if a juvenile court or criminal court case is pending.

## **IMPORTANT INFORMATION IF YOU ARE A CHILD CARE WORKER**

### **1. Who is a “child care worker”?**

“Child care worker” includes:

**Employees who work directly with children, or owners/operators of facilities regardless of whether the facility is licensed by the Department of Children and Family Services.** Types of facilities include:

- Child Care Institutions
- Child Welfare Agencies
- Day Care/Night Care Centers
- Day Care/Night Care Homes
- Day Care/Night Care Group Day Care Homes
- Group Homes
- Hospitals or health care facilities
- School personnel, including school teachers or administrators (but not tenured public school teachers or administrators who have other processes available to them)
- Employees who work with children in before and after-school programs, recreational programs, summer camps, or as full-time nannies

**Persons actively engaged in the job placement process as a child care worker, a person currently enrolled in an academic program which leads to a position as a child care worker, or a person who has applied for a license required for a child care worker position.** A person shall qualify as a career entrant only if, at the time of notice of investigation, that person (1) has applied or will apply, within 180 days, for a position as a child care worker; (2) is enrolled in or will commence, within 180 days, an academic program which leads to a position as a child care worker; or (3) has applied for a license as a child care worker. If you qualify under this section as a child care worker, you must tell the child protective service worker as soon as possible and provide documentation or other evidence of qualification as a child care worker.

**Persons employed in one of the above settings or persons seeking employment, enrolled in an academic program or applying for a license for a child care position who are alleged to be responsible for child abuse or neglect outside of their employment.** If the investigation relates to your personal life, but you are a child care worker in one of the above settings, an indicated finding may affect your employment and any license you hold that allows you to work with children. In that case, you may request an Administrator’s Teleconference and still retain the right to appeal an indicated finding. **You must tell the child protective service worker that you want the investigation to be treated as an employment-related investigation** which means that you would receive a Notice of Intent to Indicate, an opportunity for an Administrator’s Teleconference and an opportunity for an expedited hearing as outlined below.

2. **Notice of Intent to Indicate.** The Department will notify “child care workers” of its intention to indicate a report.

3. **Administrator’s Teleconference.** Before the decision to indicate is made, you have the opportunity to request a telephone conference with a Child Protection Administrator who has not been involved in the investigation. Further information about the telephone conference will be provided to you in the Notice of Intent to Indicate in the event the Department intends to indicate you as a perpetrator of child abuse and/or neglect.

4. **Expedited Appeal Hearing.** In addition to the Administrator’s Teleconference, you may also request an expedited appeal hearing. Further information about the expedited hearing also will be provided to you with the Notice of Intent to Indicate in the event the Department intends to indicate you as a perpetrator of child abuse and/or neglect.

Sincerely,

**DCFS is an equal opportunity employer, and prohibits unlawful discrimination in all of its programs and/or services.**

\_\_\_\_\_  
Child Protective Service Worker

Address \_\_\_\_\_

\_\_\_\_\_  
Telephone Number (\_\_\_\_\_) \_\_\_\_\_