

Pat Quinn
Governor



Erwin McEwen
Director

Illinois Department of Children & Family Services

NOTIFICATION OF INDICATED DECISION IN AN EMPLOYMENT RELATED 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 determined that there is credible evidence that you are responsible for the following child abuse or neglect

Children reported to be abused or neglected:

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

The Department intends to find you responsible for the following acts/omissions (allegations):

An indicated report for the above allegations will be kept on the State Central Register for _____ years, unless, based on the outcome of your appeal, it is removed.

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 WILL ALSO BE RECEIVING OFFICIAL WRITTEN NOTIFICATION OF THE INDICATED FINDING FROM THE STATE CENTRAL REGISTER.

You need to know:

RESULTS OF THE INVESTIGATION

An investigation can result in an indicated report or an unfounded report.

- A. A report is **indicated** if the Department concludes that the incident of a child abuse and/or neglect occurred.
- B. 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 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.

APPEAL

You have the right to appeal this decision. You may request an expedited appeal hearing or a regular appeal hearing. Expedited appeals are only available to child care workers. You will have **60** days from the date of the letter sent from the State Central Register in which to request either an expedited or regular administrative appeal. But the sooner you appeal, the sooner you will receive a decision from the Department. Your request for an administrative appeal must be in writing. You can simply sign at the bottom of this form and send a copy to:

Administrative Hearings Unit
Expungement Appeals
406 East Monroe Street
Station #15
Springfield, Illinois 62701-1498

Or fax it to 217-557-4652

If you request an expedited administrative appeal, you will receive a final administrative decision within 35 days of your request for an administrative appeal. If you do not request an expedited administrative appeal, you may still request a regular administrative appeal. If you request a regular administrative appeal, you will receive a final administrative decision within 90 days of your request for an administrative appeal.

Career Entrants or Investigation Outside of Employment. If you qualify as a career entrant or if the investigation relates to your personal life but you are a child care worker, you will be entitled to an expedited hearing if you informed the child protective service worker that you wanted the case to be treated as an employment related case.

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 (____) _____