



**CABINET FOR HEALTH AND FAMILY SERVICES
COMMONWEALTH OF KENTUCKY
275 EAST MAIN STREET, 3E-A
FRANKFORT, KY 40621
(502) 564-6852 Phone (502) 564-3096 Fax
DEPARTMENT FOR COMMUNITY BASED SERVICES
DIVISION OF PROTECTION AND PERMANENCY
AN EQUAL OPPORTUNITY EMPLOYER**

DPP-152 **CHILD PROTECTIVE SERVICES (CPS) SUBSTANTIATED INVESTIGATION NOTIFICATION LETTER**
(Rev. 01/18)

Local Office Address: _____ Date: _____

Dear _____,

On _____, the Cabinet for Health and Family Services, Department for Community Based Services received a report of suspected child abuse or neglect as defined in Kentucky Revised Statute (KRS) 600.020(1) regarding a child 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 the Department for Community Based Services in investigating reports of child abuse or neglect is to assess the risk to the child and to make efforts to protect children from further risk. The Department is not responsible for criminal prosecution. If you do not request an administrative hearing within 30 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, risk of abuse, or neglect). Requests for an administrative hearing must be made by completing the attached DPP-155 form and submitting it, **postmarked within thirty (30) calendar days of receipt of the letter** to:

OFFICE OF THE OMBUDSMAN
Performance Enhancement Branch
Quality Assurance Section
275 East Main Street, 1E-B
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, neglect or risk of harm, 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 call me at _____ (Staff telephone number).

Sincerely,

(Staff Name)
(Title)

