



**CABINET FOR HEALTH AND FAMILY SERVICES  
COMMONWEALTH OF KENTUCKY  
Department for Community Based Services**

DPP-152B  
Rev. 01/24

**Child Protective Service (CPS) Substantiated Investigation  
Notification Letter**

Date:

TWIST

No.:

Local Office Address:

Name and Address of Perpetrator, Parent or Caretaker, Facility Director, and Victim (if appropriate):

Dear Superintendent \_\_\_\_\_,

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 the, \_\_\_\_\_ Public Schools. The alleged perpetrator, \_\_\_\_\_ is a \_\_\_\_\_ (type of employee, e.g., teacher, security guard, janitor, etc.) at \_\_\_\_\_ (name of school). Based upon the information received through the investigation of this report, the allegations have been found to be substantiated.

The factual basis for the substantiated finding of abuse or neglect (KRS 600.020(1)) is as follows:

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 and this finding is not a judicial finding. This finding may be the basis for denial of certain rights and privileges, such as approval for foster parenting, adoption, or employment as required by state or federal law, after the Department places the perpetrator's name on the state registry of child abuse or neglect perpetrators. See below for details on how to file an appeal.

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 that finding. The perpetrator identified in this letter may request such an administrative hearing within thirty (30) calendar days from the date he/she received notification of the Department's substantiated finding. If no such hearing is requested, the Department will place the school employee's name on the state registry of child abuse or neglect perpetrators.

Pursuant to 922 KAR 1:470, if the perpetrator identified in this letter does not file an appeal, his or her 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 permanently if the substantiation is related to sexual abuse or the fatality or near fatality of a child. In order to file an appeal, the individual completes and submits the attached DPP-155 to the address above. The form must be postmarked within thirty (30) calendar days of receipt of the letter.

All information contained within this letter is confidential and shall not be disclosed except as permitted by state and federal laws. If you need additional information regarding this investigation, please forward an open records request detailing the information needed to the following address: Cabinet for Health and Family Services, Records Management Section, 275 E. Main St., 3 E-G, Frankfort, KY 40621.

Sincerely,

Staff Name:  
Title:

cc: Principal:

School name:

School address:

Education Professional Standards Board  
100 Airport Road, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601