

REPORTER DISPOSITION NOTIFICATION LETTER

PURPOSE:

This form letter is completed by the CSW. It is sent to:

All mandated reporters, whose call to CANHU, resulted in a CA/N report.

All other reporters, who were not anonymous, whose call resulted in a CAN report, and who has requested in writing to the local office disposition information.

This form is required and no substitute may be used.

NUMBER OF COPIES AND DISTRIBUTION:

Two or more copies of this form letter are completed by the CSW. The Reporter will receive the original and the CSW files the second copy of the letter in the case record.

**The CS-21b is mailed only after supervisory review and approval of the investigation. This is indicated by the supervisor signing the Child Abuse and Neglect Report Form (Initial CA/N-1) and the Child Abuse Neglect Investigation/Family Assessment Summary (CPS-1).**

INSTRUCTIONS FOR COMPLETION:

- Circuit Manager: Enter the name of the Circuit Manager.
- Date: Enter the date the form is completed.
- County Office: Enter the name of the county office.
- Address: Enter the address of the county office.
- Telephone: Enter the telephone number of the county office.
- Incident Number: Enter the CANHU generated incident number of the CA/N report.
- Blank Space: Enter the name and address of parent, non-custodial parent, or suspected perpetrator to whom the letter is being sent.
- Dear: Enter the name of the Reporter.
- RE: Enter the names of the family members, including parents/guardians and child(ren).
- On: Enter the date the CA/N report was received.

- Please see findings below: Check the appropriate box that describes the the finding of the investigation/family assessment.

The Division Has Determined That: Check the appropriate conclusion.

- The result of this investigation was a finding by a preponderance of evidence that abuse/neglect occurred.** *Preponderance of evidence* is that degree of evidence that is of greater weight or more convincing than the evidence which is offered in opposition to it or evidence which as a whole shows the fact to be proved to be more probable than not.
- This investigation was unsubstantiated.** There is a finding of insufficient or no evidence for the allegations of abuse and/or neglect. If a report is unsubstantiated, a referral will be made to the *Office of the Child Advocate* for review, if you request it in writing.
- A family assessment was conducted.** The purpose of a Family Assessment is to discuss with the family the safety of the children, resources of the family and the family's possible need for services.

- Signature: The CSW who conducted the investigation signs the form.

INSTRUCTION FOR RETENTION:

This form should be kept until the entire case is destroyed.

MEMORANDUM HISTORY: CD04-