

CA/N DISPOSITION FORM LETTER FOR PARENTS, NON-CUSTODIAL PARENTS AND ALLEGED PERPETRATORS (CS-21) INSTRUCTIONS

PURPOSE: This form letter is completed by the CSW. It is sent to all parents, including non-custodial parents, alleged perpetrators, and guardians-ad-litem (includes court appointed attorneys for children in CD custody, family court, and court appointed special advocates) following an investigation. The use of this form letter ensures consistency and strengthens the agency's legal position if there is an appeal. 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. Parents, non-custodial parents, and alleged perpetrators receive a personalized letter. The original is mailed to the parents, non-custodial parents and alleged perpetrators. The CSW files the second copy of the letter in the case record.

NOTE: Individuals are only entitled to the disposition of the allegations naming them as an alleged perpetrator and/or any allegation involving their child(ren).

NOTE: This form is sent to the alleged perpetrator's parents when the alleged perpetrator is a non-emancipated minor.

The CS-21 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).

Supervisors must review all CS-21s to ensure accuracy prior to letters being mailed.

INSTRUCTIONS FOR COMPLETION

The CS-21 is generated in FACES once the worker submits the CPS-1 for approval.

For preponderance of evidence findings, staff must enter a succinct summary of the evidence for each element that FACES generates in the corresponding text field.

For reports that are unsubstantiated in their entirety, staff should state why the abuse or neglect concern was unsubstantiated by explaining how at least one (1) of the legal elements of abuse or neglect was not met by a POE. In addition, staff should provide their rationale for recommending preventive services for unsubstantiated, preventive services indicated determinations.

The CS-21 should mirror the CPS-1 conclusion summary and only include factual information based on the evidence.

For any report that is substantiated by a POE, staff shall mail the CS-21 to the alleged perpetrator by certified mail. If the certified letter is returned as undeliverable, staff must re-send the CS-21 to the alleged perpetrator through regular mail.

INSTRUCTIONS FOR RETENTION

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

MEMORANDA HISTORY: CS87-35; CS87-111; CS88-61; CS90-20; CS90-45; CS91-51; CS91-61; CS94-45; CS96-8; CS00-27; CD04-79; CD06-67; CD07-25; CD16-05