

Notice of Child Care Worker Substantiation

Date of Notice Insert Date

Name
Company Name
Street Address 1
Street Address 2
City, State Zip Code

Dear Insert Name,

This letter is to inform you that the Indiana Department of Child Services (DCS) substantiated allegations of child abuse and/or neglect that names Click to Insert name of employee as the perpetrator on click to insert date of sub. In accordance with confidentiality rules, DCS cannot release any other information to you without the signed authorization of person named as the perpetrator.

If you are facility a licensed by either DCS or the Indiana Family and Social Services Administration (FSSA), this information will be forwarded to the appropriate licensing unit.

Sincerely,

Name
Insert title