

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
Chapter 2: Administration of Child Welfare Section 01: Notice of Substantiation and Child Protection Index		
	Effective Date: January 1, 2026	Version: 8

POLICY OVERVIEW

This policy does not apply to a court proceeding that requests expungement of reports in the Child Protection Index (CPI) under law (IC 31-39-8-4).

The Indiana Department of Child Services (DCS) lets certain people know when a report of child abuse or neglect is substantiated and added to the Child Protection Index (CPI).

POLICY STATEMENT

Notification to Perpetrator

When DCS finds that someone has abused or neglected a child, they will officially record it. DCS will enter the substantiation into the CPI. The person who is named can ask for a hearing to challenge the decision. This is called an appeal hearing. (See policy 2.05)

Within 30 days after DCS approves the report, they will either mail or hand-deliver these three documents:

1. A Notification of Substantiation and Right to Request an Administrative Appeal Hearing (SF 53068) form;
2. A redacted copy of the report called an Assessment of Alleged Child Abuse or Neglect (311) (SF 113) (referred to as “311”); and
3. A Request for an Administrative Appeal Hearing for Child Abuse or Neglect Substantiation (SF 54776) form.

Notification to the Parent, Guardian, or Custodian

Within 30 calendar days of adding a substantiated CA/N report to the CPI, DCS will send a notice to the child’s parent, guardian, or custodian. The notice is called the Notice of Substantiation of Report of Child Abuse or Neglect (SF 53252) form. DCS will only share information if law allows it.

Notification to the Employer of a Child Care Worker (CCW)

If the perpetrator is a CCW, DCS will send notice to their current or future employer. The notice is called the Notice to Employer of a Report of Child Abuse or Neglect (SF 53031). DCS will send it within two business days after DCS approves the report.

LEGAL REFERENCES

- [IC 4-21.5-2-6: Inapplicability to certain formulation, issuance, and administrative review](#)
- [IC 4-21.5-3-1: Service of process; noticed by publication](#)
- [IC 4-21.5-3-2: Time computation](#)
- [IC 10-19-3-6: Ultimate authority for administrative proceedings](#)
- [IC 31-33-18: Chapter 18. Disclosure of Reports; Confidentiality Requirements](#)

- [IC 31-33-26: Child Protection Index](#)
- [IC 31-39-8-4: Expungement of child abuse or neglect information](#)
- [42 USC 5106a: Grants to States for child abuse or neglect prevention and treatment programs](#)
- [465 IAC 3: Administrative Reviews and Hearings](#)