



NOTIFICATION OF ADMINISTRATIVE REVIEW DECISION REPORT RETURNED FOR FURTHER ASSESSMENT

State Form 53094
Department of Child Services

- INSTRUCTIONS:**
1. The Department of Child Services (DCS) employee who completed the Administrative Review will use this form to notify an alleged perpetrator (**NOT a licensed resource parent, childcare worker [CCW], or DCS employee**) that an assessment is being returned for further assessment following an administrative review. Mail or hand-deliver the documents to the alleged perpetrator. See policy [2.02 Administrative Review Process](#) for more information.
 2. **NOTE:** If the alleged perpetrator is a minor, a copy of this form must be sent to the minor alleged perpetrator and a separate, additional copy of this form must be sent to the minor alleged perpetrator's parent(s), court appointed guardian, or legal representative.

SECTION A	
This form was <input type="checkbox"/> mailed or <input type="checkbox"/> hand-delivered to _____ on _____	Name of individual Date (month, day, year)
(self or minor's parent(s), guardian, or legal representative)	
Relationship of individual named above to alleged perpetrator: _____	
Address where this form was mailed or hand-delivered to the individual named above: _____	

SECTION B
The Indiana DCS in _____ has classified Child Abuse and/or Neglect (CA/N) allegations as substantiated in assessment _____, approved on _____ against:
Name of alleged perpetrator: _____
Address of alleged perpetrator: _____

SECTION C
<p>Because you were identified as a perpetrator, you were notified of the classification. This letter is in response to your request for an administrative review of the assessment decision. DCS has returned the report to the local office for further assessment. DCS will send you a copy the updated Assessment of Alleged Child Abuse or Neglect (SF 113) (311) once it is complete and notify you if you have a right to an administrative review once a decision has been reached.</p> <p>Note: If DCS records indicate that the person identified as a perpetrator is under the age of eighteen (18), a copy of this notice is being sent to the minor alleged perpetrator and the minor's parent, court appointed guardian, or other legal representative.</p> <p>You have no right to an administrative review at this time.</p>

SECTION D
Printed name and title of the DCS employee who completed the Administrative review
Signature of the DCS employee who completed the Administrative Review