

TO REQUEST A REVIEW

- Fill out this form completely
- Mail this form and a copy of the Form 311 that you received from DCS to your Local DCS Office
- Request must be received within 30 calendar days from the date of the notification letter.
- A review will be conducted in the DCS Local Office.
- A decision will be made by the DCS Local Office Director or Regional Manager who was not involved in the original investigation.
- The decision, including additional appeal procedures if applicable, will be mailed to you within 30 calendar days.

If your request is not received within 30 calendar days you will give up your right to any further review or appeal of this decision in the future.

**TO REQUEST AN
ADMINISTRATIVE REVIEW OF A
DCS SUBSTANTIATION OF
CHILD ABUSE OR NEGLECT
YOU MUST:**

**SEND THIS FORM ALONG
WITH A COPY OF THE DCS
FORM 311 TO THE
FOLLOWING ADDRESS:**

[Empty box for address information]

Keep a copy of this form and the original 311 for your records



**How To
Request an
ADMINISTRATIVE
REVIEW
for Child Abuse or
Neglect Substantiation**

REQUEST FOR ADMINISTRATIVE REVIEW OF CHILD ABUSE OR NEGLECT SUBSTANTIATION

Alleged Perpetrator Full Name (please print)

Street Address / P.O. Box Number

State

Zip Code

Telephone Number

County of Residence

County of Investigation

**PLEASE STATE IN DETAIL THE REASON(S) WHY YOU DISAGREE WITH THE DCS
SUBSTANTIATION OF CHILD ABUSE OR NEGLECT.** *(Additional paper may be used if necessary)*

**PLEASE IDENTIFY THE DCS STAFF PERSON(S)
INVOLVED WITH THIS INVESTIGATION (if known):**

Name: _____ Title: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Title: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Investigation Number (see Form 311)

Alleged Perpetrator Printed Full Name

Alleged Perpetrator Signature

Date Signed

The person listed as the alleged perpetrator on the Form 311 is the only person who may request an appeal hearing. If our records indicated that the perpetrator is under the age of 18, this request must be signed by parent/guardian/custodian, attorney, Guardian ad Litem or Court Appointed Special Advocate (CASA).