\*\*\*Remove or replace all red and italicized content before sending to client\*\*\*

MINOR PERPETRATOR – CHARGE PENDING

NOTICE OF SUBSTANTIATION

DFS LETTERHEAD

 *Date of Notice*

*Name*  **(Notice sent via certified mail,**

*Street Address*  **return receipt requested**

*City, DE and Zip Code*  **and First Class U.S. Mail)**

FOCUS Case Number:

NOTICE OF INTENT TO SUBSTANTIATE FOR ABUSE OR NEGLECT AND ENTER ON CHILD PROTECTION REGISTRY

Dear [*Custodial Parent’s Name*] and [*Name of Alleged Child Perpetrator (Do not address the child as Master/Miss)]*:

 Following an investigation, the Delaware Division of Family Services (DFS) has determined that you, [*insert child’s name*]*,* were responsible for an incident of abuse or neglect regarding [*child victim’s name*]. This incident occurred on or about *[month, day, year],* at which time DFS has determined that you *[describe the incident of abuse or neglect]*. Your case will be *[transferred/closed; if closed explain why]*.

Pursuant to the provisions of Title 16, Chapter 9 of the Delaware Code, **PLEASE TAKE NOTICE:** As a result of this investigation, DFS intends to substantiate the above-described incident of abuse or neglect and enter you on the Child Protection Registry at Child Protection Level[insert CPR level]. **(The remainder of the second paragraph is the same as the selected Level letter for adults—copy and paste here).**

Since you are a minor (under age 18), the Division of Family Services has determined it is in your best interest to receive a Substantiation Hearing in Family Court. The Division will file a Petition to Substantiate in Family Court and the Court will conduct a Substantiation Hearing to decide if there is enough evidence to substantiate you and enter you on the Child Protection Registry. You will be notified to attend the hearing.

If you are facing a criminal charge or charges as a result of this incident, civil Child Protection Registry proceedings will be stayed (halted) until the criminal case is concluded. A plea to any criminal charge relating to this incident may subject you to being placed on a higher level on the Child Protection Registry. You may need to consult with an attorney to have the possible consequences explained.

A minor who is entered on the Child Protection Registry on any level as a result of a civil or criminal proceeding may file a Petition for Removal from Child Protection Registry for One Entered as a Juvenile any time after his/her 18th birthday. The petition must be filed in Family Court in the county where the civil substantiation or criminal proceeding occurred.

Sincerely,

 *Casework*er’s *Name*

 *Job Title*

DFS/Investigation Unit

 *Supervisor’s Name*

 *Job Title*

 DFS/Investigation Unit