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

**INVESTIGATION OUTCOME LETTER – UNSUBSTANTIATED WITH CONCERN,**

**CASE OPENED FOR RISK**

**PERPETRATOR NOT KNOWN**

DFS LETTERHEAD

 Date of Notice

*Name*  **(Notice sent via First Class U.S. Mail)**

*Street Address*

*City, DE and Zip Code*

FOCUS Case Number:

Dear *[Caregiver’s Name]*:

The purpose of this letter is to provide you with the outcome of our recent investigation of a report of child abuse and neglect involving your family. Although our investigation indicates that your child was abused or neglected while in your care, based on the evidence that is currently available, the Division of Family Services does not intend to substantiate an incident of abuse or neglect at this time. Therefore, Child Protection Registry proceedings are not warranted regarding the following alleged incident/case: *[child name, date, incident description]*. The Division of Family Services has identified the following concerns and risk factors:

[*List concerns and risk factors – for example:*

1. *domestic violence*
2. *substance abuse]*

Based on these concerns and risk factors, we have determined the Division’s involvement would be beneficial to you and your family. As a result, we will be transferring your case to a treatment worker who will begin the case planning process with you. Your case will remain open with the Division while we work with your family and provide services. However, because the Division does not intend to substantiate an incident of child abuse or neglect, your name will not be entered on the Child Protection Registry (formerly known as Child Abuse Registry).

You need to be advised that to meet federal requirements, the Division must maintain this information in its internal information system with the strictest of confidentiality rules applying on your behalf.

Please understand the above finding is not conclusive as to any criminal or civil proceeding which may be pending or subsequently filed as a result of the same or similar alleged incident.

If you have any further questions, please feel free to contact me.

 Sincerely,

 *Caseworker’s Name*

 *Job Title*

DFS/Investigation Unit

 *Supervisor’s Name*

 *Job Title*

DFS/Investigation Unit

Pc: Case Record