

KANSAS DEPARTMENT for CHILDREN AND FAMILIES
NOTICE OF AGENCY DECISION

Date of Mailing: _____	DCF Service Center: _____
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TO: _____	FROM: _____
ADDRESS: _____	ADDRESS: _____
City, State, Zip: _____	City, State, Zip: _____
_____	TELEPHONE: _____

For your information, the _____, Kansas Department for
(DCF REGION)
Children and Families, has completed its investigation concerning a report on _____ that
(Date)
_____ of _____ has been
(Name of Involved Adult) (County)
a victim of:

☐ Abuse ☐ Neglect ☐ Financial Exploitation

by you.

DCF has found the report to be:

☐ Unsubstantiated
☐ Substantiated
☐ Substantiated and Corrective Action Plan initiated. Corrective Action Plan shall be
completed by _____. If Corrective Action Plan is completed, your name
(Date)
will not be entered into the Adult Abuse, Neglect, and Exploitation (ANE) Central Registry and the finding
will be amended from substantiated to unsubstantiated. If Corrective Action Plan is not completed and after due process,
your name will be entered into the ANE Central Registry.

If an ongoing law enforcement investigation provides the agency with additional information this case may be reopened,
and the finding may be changed. If a change is made to the finding, a new notification will be sent.

(See reverse side of form for Due Process instructions)
The basis of the finding (refer to K.S.A. 39-1430) is as follows:

If you have any question concerning this notice or the fair hearing process, please feel free to call:
_____ at _____
(Name) (Phone Number)

Distribution:

☐

Addressee

☐

APS Specialist

☐

File

☐

DCF Prevention and Protection Services 555 S. Kansas, Topeka, KS 66603

RIGHT TO APPEAL DECISION

You may appeal a finding identifying you as a substantiated perpetrator by filing a written request for fair hearing pursuant to K.A.R. 30-7-68 *et seq.* with the Office of Administrative Hearings, 1020 South Kansas Avenue, Topeka, Kansas 66612-1311 within 30 days from the date of this notice. Fair hearing request forms may be obtained from your local DCF office. You may have legal counsel or others to represent you at a hearing. If you are dissatisfied with the hearing decision, you may request a review of the decision by the State Appeals Committee. The decision of the State Appeals Committee may be appealed to the district court.

Unless you appeal this determination within such 30-day time period and prevail in the appeal, your name will be placed in the department's registry concerning the abuse, neglect, or financial exploitation. An individual placed in the registry may be barred from employment. Further, the results of our investigation may be given to other governmental agencies with responsibility for investigation of alleged adult abuse, neglect, or financial exploitation.

If your name is placed in the Adult Abuse, Neglect, and Exploitation Central Registry, you may apply to the Secretary of DCF after three years to have your name expunged from the registry. Your application shall be in writing and shall be directed to the Secretary for Children and Families, Prevention and Protection Services, 555 S. Kansas, Topeka, KS 66603-3444

CIVIL RIGHTS

No person shall, on grounds of race, color, national origin, age, handicap, religion, or gender, be excluded from participation in, be denied the benefits of, or subject to discrimination under any program or activity of the Department for Children and Families. If you feel that you have been discriminated against on the above grounds, you may make a complaint in writing to Civil Rights/EEO Section, Department for Children and Families, 555 S. Kansas, Topeka, KS 66603-3444

