Scheduled Review of the Initial Determination of Child Abuse and/or Neglect

Date:

Dear      :

We received your letter requesting our agency’s review of the Initial Determination that you abused and/or neglected one or more children. Your review is scheduled for:

**Date:**

**Time:**

**Location / Call-In Information:**

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| --- |
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**Please note the following procedures for this review process:**

* You may hire an attorney, if you so choose.
* You or your attorney may speak and/or present written or documentary evidence as to whether you abused and/or neglected the child(ren) as specified in the agency’s Initial Determination(s).
* You may request a translator from the agency for this review, if needed.
* You and your attorney cannot present witnesses or question agency staff regarding the conclusion(s).
* The agency is not required to present evidence or witnesses to support the determination.

The review will be scheduled for at least one hour. If you do not attend the review, a decision will be made based on the information we have on your case. Within 15 days after the review you will be notified of the agency’s final decision in writing. If you have any questions regarding the review, or if you cannot appear on this date and time, please contact our agency at the number listed below.

Sincerely,

Telephone Number:

***Unauthorized disclosure of the information contained in this notice is prohibited by law.***