

## CARELINE AND INTAKE

### APPEAL OF SUBSTANTIATION/CENTRAL REGISTRY PROCESS

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<b>Policy</b>	<p>At any time, a person who has been substantiated as an individual responsible for child abuse or neglect, whose name has been placed on the Department's Child Abuse and Neglect Central Registry (Central Registry) or who is the parent/guardian of a child who has been substantiated, may request an internal review of the findings.</p>
<b>How to request an appeal</b>	<p>A review shall be requested in writing, via email, letter, or by the utilizing DCF-2210 b form. (Note: This form is available in several languages on the Department's internet.) The request shall be sent via</p> <ul style="list-style-type: none"><li>• email to DCF.APPEALS@ct.gov</li><li>• fax to (860) 560-5001</li><li>• mail to: DCF-Legal Division, Department of Children and Families, 505 Hudson Street, Hartford CT 06106</li></ul>
<b>Deferrals</b>	<p>A request for review shall be deferred pending disposition of any criminal court proceeding or civil court proceeding arising from the allegation of child abuse or neglect which is the subject of the review. An individual may file a written objection to such deferral.</p>
<b>Denials</b>	<p>A request for review of a substantiation shall be denied when a criminal court proceeding or civil court proceeding has been finally disposed with a factual determination by the court that the identified person committed the act of child abuse or neglect that is the subject of review. The individual may still request a review regarding placement on the Central Registry.</p>
<b>Time frame for review</b>	<p>Upon receipt, the Department's designated person shall review the case to determine whether the substantiation or registry finding is factually or legally deficient and ought to be reversed.</p> <p>The Department shall provide, in writing, the results of the review to the individual who requested the review. If the Department fails to complete the review within 30 days of receipt, the individual may request an administrative hearing from the Department's Administrative Hearing Unit.</p> <p><b>Cross Reference:</b> DCF Policy 6-5, "Administrative Hearings"</p>
<b>Removal from the Department's Child Abuse and Neglect Registry after Hearing</b>	<p>Except as noted below, any individual whose name has been placed on the Child Abuse and Neglect Central Registry as a result of final decision rendered by the Administrative Hearings Unit may file a request with the Department of Children and Families for removal of the individual's name from the Central Registry.</p> <p>(continued next page)</p>

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**Removal from the Department's Child Abuse and Neglect Registry after Hearing**  
(continued)

The request shall include information that demonstrates conditions have changed from the time the Applicant was placed on the Central Registry. Evidence of changed conditions include, but are not limited to:

- Documentation about services that the Applicant engaged in from the time the Applicant was placed on the Central Registry to the present;
- Recommendation letters concerning the Applicant;
- Information concerning the Applicant's involvement with the criminal justice system from the time the Applicant was placed on the Central Registry to the present;
- Information concerning the Applicant's involvement with the Department of Children and Families from the time the Applicant was placed on the Central Registry to the present.

The burden of proof is on the Applicant to demonstrate changed conditions by a preponderance of the evidence.

The Applicant may not file a request for removal from the Central Registry earlier than two years from the date of the final decision issued by the Administrative Hearings Unit placing the Applicant on the Registry. If the Applicant is denied a Central Registry modification request, the Applicant may not file again until two years from the date of the final decision denying the removal from the Registry.

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