

April 28, 2010

Dear _____ :

On _____, the _____ **County Office** received your request for the correction or expungement (removal) of information in report number _____ from the Central Abuse Registry. After reviewing your request and the report, this office has determined that:

- The original information and findings for report number _____ will remain as currently written. However, a copy of your request letter will be placed in the case file.
- To make the correction(s) you requested. An addendum (addition) to the report showing the change will be sent to you and to all other subjects (the parent, guardian or custodian; the child; and alleged abuser).

If you are not satisfied with this decision, you may request an administrative hearing. To make this request, send a written and signed statement of the reasons you disagree with the report **within six months** of the date of the Notice of Child Abuse Assessment. The date of the Notice of Child Abuse Assessment was _____.

The Appeals Section address is:

Appeals Section
Iowa Department of Human Services
1305 E Walnut St
Des Moines, Iowa 50319-0114

If you need additional information about the request for an administrative hearing, please contact me.

Sincerely,

Child Protective Supervisor
(County or Service Area designee)

cc: Case file