**Section 336.30 Written Notification of the Final Finding in Child Abuse and Neglect Investigations**

a) The State Central Register shall provide a written notification of the final finding determination of each child abuse and neglect investigation. The written notification that is sent to persons who are indicated for child abuse or neglect shall include, but not be limited to, the following:

1) a specific statement that the person has been indicated for child abuse;

2) the name of the perpetrator indicated for child abuse or neglect;

3) the allegations determined to be indicated;

4) the length of time the indicated finding shall be retained in the State Central Register; and

5) an explanation of how to request an administrative appeal of the Department's indicated finding and the address or facsimile number where the written request for an administrative appeal must be sent. The explanation shall specify that the request:

A) must be in writing; and

B) must be postmarked within 60 days after the date of the official notification letter, except when the person indicated for child abuse or neglect has a case pending in any criminal or juvenile court concerning the same set of facts as the indicated final finding.

b) The written notification of the final finding determination of the child abuse and neglect investigation shall be provided to the person indicated for child abuse and neglect within 10 days after the final determination to indicate has been entered into the State Central Register. The written notification of the final finding determination of the child abuse and neglect investigation shall be in the primary language of the person to whom the notice is sent.

c) When requested, Department staff shall assist persons indicated for child abuse or neglect in preparing a written request for an administrative appeal. The Department shall not hinder a person who wishes to appeal an indicated finding determination of child abuse or neglect.

(Source: Amended at 41 Ill. Reg. 15260, effective December 6, 2017)