

NOTICE OF POSSIBLE LISTING ON THE CHILD ABUSE CENTRAL INDEX

All County Child Welfare Services agencies are required to investigate allegations of child abuse or neglect, and to send a child abuse report to the California Department of Justice (DOJ) Child Abuse Central Index (CACI), when the county has determined that the allegations of child abuse or neglect are true, or that the allegations may be true. The CACI contains the name of the person against whom allegations of child abuse or neglect have been made, as well as other information.

Law enforcement agencies, court investigators, probation departments and district attorneys use the CACI when investigating possible child abuse or neglect. It is also used by licensing agencies and county welfare departments as a safety check when licensing or approving persons to care for children. If any of these agencies or departments receive a notice that a person is listed on the CACI, the agency or department is required to investigate the child abuse or neglect allegations. CACI listings maintained by the DOJ are confidential and may only be disclosed to statutorily authorized parties. (Penal Code Section 11167.5)

For all persons referred for listing on the CACI prior to May 1, 2008, counties were not required to provide those persons with an opportunity to challenge the counties' decision to have that person listed on the CACI through a grievance hearing. All counties are now required to provide a grievance hearing to persons who were listed on the CACI prior to May 1, 2008, who wish to challenge their listing. Persons wishing to challenge their CACI listing must submit to the appropriate county a "REQUEST FOR GRIEVANCE HEARING."

WHAT YOU NEED TO DO:

1. Complete DOJ's Child Abuse Central Index Self Inquiry Search Request form, and have the form notarized. The DOJ's Self Inquiry Search Request can be obtained by visiting the California Attorney General's website (www.ag.ca.gov) or by calling the DOJ's Child Protection Program directly at (916) 227-3285 and requesting the form. You may also write to DOJ at the address below to ask if you are listed on the CACI by any county. This written request must be notarized, and must include your name, address, date of birth, and either a social security number or a California Identification Number. The request form should be mailed to:

**California Department of Justice
Bureau of Criminal Information and Analysis
Child Protection Program
P.O. Box 903387
Sacramento, CA 94203-3870**

2. You will receive a letter from the DOJ telling you whether or not your name is listed on the CACI. If your name was listed on the CACI by a County Child Welfare Services agency, the letter will give you county contact information.
3. You must promptly send the county contact person a notarized letter asking for a "REQUEST FOR GRIEVANCE HEARING" form to challenge your listing on the CACI. You must include in this letter your name, address, date of birth, and either a social security number or a California Identification Number. You must also include a copy of the letter that you received from DOJ. You will receive written information from the county that will guide you through the review and grievance hearing process.