

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



ALL COUNTY INFORMATION NOTICE NO. I-03-00

**REASON FOR THIS TRANSMITTAL**

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY PROBATION OFFICERS

SUBJECT: CHILD ABUSE REPORTS SUBMITTED TO DEPARTMENT  
OF JUSTICE

REFERENCE: PENAL CODE SECTION 11169 (a)

The Department of Justice (DOJ) reports that the number of child abuse reports has declined in recent years. We want to insure that Child Protective Agencies (CPA) are following the requirements in Penal Code Section 11169 (a). Each CPA is required to forward to DOJ a written report of every case it investigates of known, or suspected, child abuse which is determined to be substantiated or inconclusive after the completion of the investigation. A report is not required for cases coming within subdivision (b) of Section 11165.2, regarding general neglect.

The CPA should not forward a written report of child abuse to DOJ unless the CPA has conducted an active investigation and determined that the report is not unfounded. Reports submitted to DOJ are then placed in the Automated Child Abuse System (ACAS) and are maintained by DOJ as a statewide reference file.

The California Department of Social Services, Community Care Licensing Division uses reports on the ACAS as part of its screening process to make sure that persons who represent a threat to children do not become foster parents and/or child care providers. Also, county placement workers, when making license-exempt relative foster care placements, may access the ACAS to find prior child abuse history. Therefore, it is important for the ACAS to contain all required reports of child abuse to protect children.

If DOJ has made written contact with the agency that submitted the report to verify that the investigative file is still valid and that it meets current statutory and regulatory requirements for retention and dissemination, the CPA should reply within 30 days to DOJ with the file status. This response is necessary in order to maintain accurate reporting records.

If you have any questions or require further clarification, contact the Children's Services Operations Bureau at (916) 445-2832.

Sincerely,

DEL SAYLES-OWEN, Acting Deputy Director  
Children and Family Services Division

c: CWDA