



Iowa Department of Human Services

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Governor

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Director

August 2, 2013

GENERAL LETTER NO. 12-E-21

ISSUED BY: Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter E, *CHILD CARE CENTERS*, page 20, revised; and page 20a, new.

Summary

Chapter 12-E is revised to add the "Work Flow for Founded Abuse in Child Care" flowchart. The flowchart provides visual guidance regarding field staff roles and responsibilities. Mandated protocols must be followed when there is a founded (registry placed) case of child abuse in a child care facility. Child care facilities include licensed child care centers, registered child development homes, or child care homes receiving child care assistance payments.

Effective Date

Immediately.

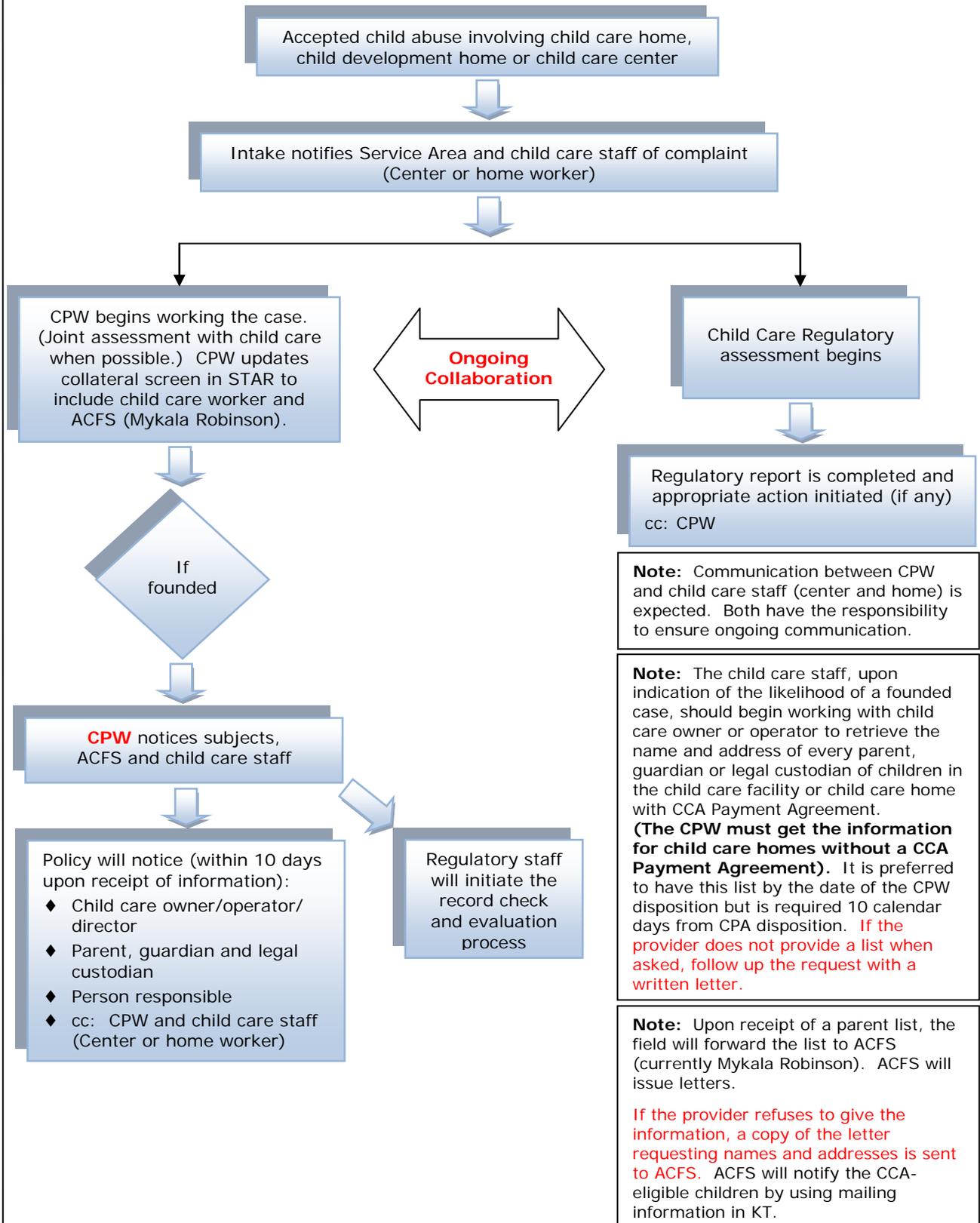
Material Superseded

This material replaces Employees' Manual, Title 12, Chapter E, page 20, dated December 2, 2005.

Additional Information

Refer questions about this general letter to Mykala Robinson, Child Care Regulatory Program Manager.

Work Flow for Founded Child Abuse in Child Care



Procedure: The letters shall be sent immediately in the case of founded sexual abuse or when the situation may cause the children in care to be at great risk. Take the following steps:

1. Check the Central Abuse Registry to verify that the founded case is on file.
2. Send a letter to the owner or operator explaining the action to be taken. Send a copy of the letter to the licensing supervisor. The letter shall contain the following information:
 - ◆ There has been a founded case of child abuse or neglect involving the owner, the operator, a resident, or one of the employees at the child care center or preschool.
 - ◆ Under Iowa Code Section 237A.5, the Department is required to evaluate the abuse and determine whether it merits prohibition of involvement with child care.
 - ◆ Under Iowa Code Section 237A.5, the Department is required to notify the parent, guardian, or legal custodian of each child for whom the facility provides child care, when the child care facility had responsibility for care of a child for which there is a founded child abuse against an employee, owner, operator, or resident of the child care facility.
 - ◆ In order to meet this requirement in the Iowa Code, a letter will be sent to each parent, guardian, or legal custodian.
 - ◆ A letter will be sent to the person on whom the abuse case was founded informing the person of the right to request correction and that the Department is required to notify the parent, guardian, or legal custodian of each child for whom the facility provides child care.
 - ◆ If at some future date the assessment is determined not to be founded, the Department will inform each parent, guardian, or legal custodian accordingly.

Example

Dear (Owner/Operator),

This letter is to inform you that a child abuse assessment has been completed by the Department of Human Services concerning (the specific abuse that was founded). (Number of reports) report/reports has/have been founded.