

The Child Protection Registry is a database of *substantiated* child abuse and neglect reports dating back to January 1, 1992.

A report is substantiated if, following an investigation, the Department for Children and Families (DCF) determines that it is based on accurate and reliable information that would lead a reasonable person to believe the child was abused or neglected.

Registry Records

Each registry record includes:

- The name of the individual substantiated for abuse or neglect;
- The date and nature of the finding;
- At least one personal identifier other than the person's name; and
- A designated child protection level¹ for individuals placed on the Registry on or after July 1, 2009.

¹ A *child protection level*, related to the risk of future harm to children, is assigned as follows:

Level 1 is assigned if:

- The substantiation involves substantial child endangerment;
- There are court adjudications for related conduct; or
- There is a high risk of future harm.

Level 2 is assigned for all other substantiations.

Risk of Future Harm

To assess the risk of future harm, we consider factors such as:

- The nature of the conduct and extent of the child's injury if any; and
- The person's:
 - ▶ History of child abuse or neglect;
 - ▶ Response to the investigation;
 - ▶ Willingness to engage in recommended services; and
 - ▶ Age and developmental maturity.

Impact of a Registry Record

Having a registry record may affect a person's ability to become a:

- Foster parent, adoptive parent, and child care provider;
- Employee of facilities regulated by DCF and residential facilities for children, youth, or vulnerable adults; and
- Volunteer, contractor, employee, or grantee who provides care, custody, treatment, transportation, or supervision of children, youth, or vulnerable adults.

If you were substantiated for child abuse or neglect, you may request:

- 1. A review to challenge the substantiation; and**
- 2. A review to have your registry record expunged (or removed).**

1. Challenging Substantiation

If you were substantiated before September 1, 2007: you are listed on the Registry and may request a review to challenge the substantiation at any time.

If you were substantiated on or after September 1, 2007: DCF will send you a letter informing you about:

- ▶ Our intent to add your name to the Child Protection Registry¹; and
- ▶ Your right to request a review within 14 days of when the letter was mailed².

If you don't request a review within the time allowed, your name will be added to the Registry, the department's decision will be final, and you'll have no further right of review.

What happens if I request a review?

The review will be conducted by an independent reviewer. Before it takes place, you will be provided:

- The time and place of the review;
- The review procedures, including ways you can submit information you'd like the reviewer to consider; and
- Copies of investigative documents as authorized by law.

1. The Commissioner has the right to immediately add a person's name to the Registry in cases involving sexual abuse or serious physical abuse.
2. The Commissioner may grant a waiver and permit a review beyond the given time for "good cause".

What happens after the review?

The reviewer may:

1. Reject or overturn the substantiation;
2. Uphold the substantiation; or
3. Direct DCF to reopen the investigation.

You'll be notified of the decision. If the reviewer upholds the substantiation:

- Your record will be immediately added to the Registry (if you already have a registry record, it will remain); and
- You may appeal the decision to the Human Services Board.

2. Requesting Expungement

You may request a review to have your registry record expunged (*removed*) after it has been listed:

For at least three (3) years if:

- Your name was placed on the Registry before July 1, 2009.
- Your name was placed on the Registry on or after July 1, 2009 AND your designated child protection level is 2.
- You were substantiated before you turned 18. *If you were substantiated before age 10, your record will be automatically removed when you turn 18 — provided you have had no subsequent registry records.*

For at least seven (7) years if:

- Your name was placed on the Registry on or after July 1, 2009 AND your designated child protection level is 1.

What happens if I request a review to have my record expunged?

You'll be given the chance to present evidence and witnesses that support your request for removal. You have the burden of proving that a reasonable person would believe you no longer present a risk to the safety or well-being of children.

The Commissioner will consider:

- The nature and number of substantiations;
- The amount of time that has passed since a substantiation;
- The circumstances of the substantiation and whether a similar incident is likely;
- Activities that reflect on your changed behavior or circumstances (e.g., therapy, employment, or education); and
- References that attest to your good moral character.

You will be notified of the Commissioner's decision. If your request is denied, you may appeal the decision to the Human Services Board.

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To Request a Review:

Complete the attached form and mail it to:

Commissioner's Registry Review Unit
103 S. Main Street
Waterbury, VT 05671-2401
Email: Registry.Review@state.vt.us

dcf.vermont.gov/child_protection_registry



The Child Protection Registry



Request for Review of a Substantiation

To request review of a substantiation, please fill out this form accurately and completely. Incomplete forms cannot be processed. **Please print everything but the signature.**

If you recently received a letter informing you about the substantiation decision, read it carefully. It may include information about how much time you have to request a review.

Contact Information for Person Substantiated

Last Name		First Name	Middle Name
Other Names Used			
Mailing Address		City/Town & State	Zip Code
Date of Birth (mm/dd/yyyy)	Daytime Phone (include area code)	Email Address	

Parent/Legal Guardian of Person Substantiated

If you are the parent or legal guardian of a child or adult who is the subject of this request, please include your information below.

Last Name	First Name	Middle Name
Daytime Phone (including area code)	Email Address	

Signature of Person on Registry / Parent or Guardian

Signature _____		Date _____
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Mail your completed form to:

Vermont Department for Children and Families
Commissioner's Registry Review Unit
103 South Main Street
Waterbury, VT 05671-2401

Request for the Expungement (removal) of your Name from the Child Protection Registry

To petition for the removal of your registry record, please fill out this form accurately and completely. Incomplete forms cannot be processed. **Please print everything but the signature.**

Is this petition for expungement employment related? Yes No

Contact Information for Person Substantiated

Last Name	First Name	Middle Name
Other Names Used	City/Town & State	
Mailing Address	Zip Code	
Date of Birth (mm/dd/yyyy)	Daytime Phone (include area code)	Email Address

Parent/Legal Guardian of Person Substantiated

If you are the parent or legal guardian of a child or adult who is the subject of this request, please include your information below.

Last Name	First Name	Middle Name
Daytime Phone (including area code)	Email Address	

Signature of Person on Registry / Parent or Guardian

Signature _____	Date _____
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