

CHILD PROTECTIVE SERVICES' NOTICE OF DUTY TO INFORM

When Child Protective Services (CPS) receives an allegation of child abuse or neglect by a parent, guardian or custodian and a report is taken, Arizona law requires CPS to conduct an investigation *and* provide you with *information about your rights both verbally and in writing*. The following complaint or allegation concerning your family is currently under investigation:

This *notice* is to inform you that:

- CPS has no legal authority to compel or make you cooperate with the investigation or to accept services, but it is our hope that by working together we can find solutions to ensure that your child (or children) is safe and that your family has what it needs.
- CPS has a duty to proceed with the investigation even if you decide not to cooperate to ensure that your child (or children) is safe, although we would prefer to carry on with the investigation with your support.
- Your refusal to cooperate with the investigation or services offered does not in itself form a basis for CPS to take temporary custody of your child (or children), unless it is clearly necessary to protect your child (or children) from abuse or neglect.
- CPS has the authority to petition the Juvenile Court for a determination that your child (or children) is dependent and in need of protection.
- You have the right to provide written, telephonic or verbal responses to the allegation, including any documentation, and to have the information considered in determining whether your child (or children) is in need of protective services.
- You need to know that anything you say or write can be used in a court proceeding.
- You need to know that anything you say may be included in CPS' report of the investigation.
- You need to know that any written response that you provide, including any documentation, will be included in the CPS case record.
- You need to know that any information that you provide in response to the complaint or allegation(s) will be considered during the investigation.
- You have the right to appeal determinations made by CPS about the results of the investigation and will be notified in writing of these results and how to appeal.
- You have the right to:
 - Request and participate in a Mediation Program in the Attorney General's Office. The telephone number for the Mediation Program in Phoenix is (602) 542-7767, and in Tucson, (520) 628-6782. The Mediation Program may be used to settle disputes that arise among families, CPS, and others concerned with the welfare of children.
 - File a complaint with the Arizona Ombudsman-Citizens Aide. The telephone number in Phoenix is (602) 277-7292, and statewide toll-free is 1-800-872-2879. The Ombudsman-Citizen Aide office is available to handle inquiries, concerns and complaints about agency actions, including CPS.

More information about CPS and your parental rights are outlined in the pamphlet, "Guide to Child Protective Services" that I am leaving with you today.

By signing this form, you are acknowledging that I have reviewed the information contained in this notice with you.

PARENT, GUARDIAN OR CUSTODIAN'S SIGNATURE	PARENT, GUARDIAN OR CUSTODIAN'S NAME <i>(Please print)</i>	DATE
PARENT, GUARDIAN OR CUSTODIAN'S SIGNATURE	PARENT, GUARDIAN OR CUSTODIAN'S NAME <i>(Please print)</i>	DATE

Yes **No** **Parents were asked about Native American/American Indian heritage.**

Explain: _____

CPS SPECIALIST'S SIGNATURE	CPS SPECIALIST NAME <i>(Please print)</i>	DATE
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Equal Opportunity Employer/Program ♦ Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact 602-542-0220; TTY/TDD Services: 7-1-1.