



This is a sample letter.

STATE OF MAINE
DEPARTMENT OF HEALTH & HUMAN SERVICES

To: Agency Name:
Agency Address:

Subject involved in substantiated child protective case: _____

Date of Birth: _____

Other names known by: _____

1. Based on an earlier release of information signed by the person named above, we notified you that this person was involved in a substantiated child protective case.
2. You provided us with a subsequent release of information signed by this person to disclose the nature of the findings and results regarding this person.

Findings:

Results:

3. The fact that an applicant has been involved in a substantiated case should not be used as the sole reason to disqualify the applicant. The nature of the problems in the case, the use of resources, and the outcome should also be considered; this is the Department's policy regarding applicants for child care licenses issued by the Department who have been involved in a child protective case.
4. This information is being provided to you solely for the purpose identified in the signed release and is subject to continuing confidentiality as provided by Maine statutes Title 22 section 4008. Any other disclosure is a violation of this individual's rights to confidentiality.
5. If you have questions about this information, please let me know.

Sincerely,

Child Protective Intake Unit

BCFSCP O-85