

REPORT DISPOSITION APPEAL POLICY

Athens County Children Services is required by Ohio Administrative Code Rule 5101: 2-33-20(A) (2) to develop and implement a written policy for receiving, reviewing, and resolving appeals of case dispositions of a report of child abuse or neglect.

The appealing party has a right to receive a prompt review and hearing concerning the disposition of the case in which they are a party.

Updated 06/16/2023

Athens County Children Services

Mission Statement

**Protecting Children
Strengthening Families
Securing Futures**

Contact us for more information:
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ATHENS COUNTY CHILDREN SERVICES

**GRIEVANCE
POLICY
FOR
ALLEGED
PERPETRATORS**



*Athens County
Children Services*

PURPOSE AND PROCEDURES

PURPOSE

To provide procedures for an alleged perpetrator (AP) who disagrees with the case disposition (i.e., an “indicated” or “substantiated” decision) to file an appeal of that finding.

Each alleged perpetrator will be made aware of the grievance policy at the time of case disposition.

Grievances must be filed within thirty days of disposition notification to be considered for review.

Note: If an alleged perpetrator has a concern or complaint prior to disposition, please refer to the Grievance Policy brochure.

PROCEDURES

Step 1: A dispositional letter (i.e., written notice of the report disposition) is mailed to the alleged perpetrator of a child abuse or neglect report, notifying them of the outcome of the investigation and their right to appeal.

Step 2: When the disposition of a child abuse or neglect investigation is found to be “indicated” or “substantiated,” the alleged perpetrator can submit a written request for an appeal within thirty calendar days of receipt of the dispositional letter. A written appeal request must be made to the Executive Director and/or the Quality Assurance Officer.

A request for an appeal contains the following information:

- Name of alleged perpetrator
- Mailing address and contact phone number of the alleged perpetrator
- A copy of the dispositional letter
- Disclosure of current or potential court activity involving the subject matter being investigated (e.g., civil or criminal matters pending before a Court involving the issues investigated by ACCS)
- Disclosure of any formal review by a licensing body (i.e., Social Work and Counselor Board, Board of Education, Ohio State Bar Association).

Step 3: The alleged perpetrator will receive a confirmation letter acknowledging receipt of the request within three working days of receipt. The Executive Director and/or the Quality Assurance Officer will investigate and respond as to whether a hearing should be held.

Additional information regarding the hearing and the hearing decision can be found in the Agency Operations Manual section 4.08: *Report Disposition Appeal Policy* and is available at request.

Step 4: If the alleged perpetrator is dissatisfied with the local agency decision, they may request a hearing by the Ohio Department of Job and Family Services (ODJFS). This office can review a case after the county complaint process has been followed.

When ODJFS reviews a case, it looks at whether Ohio law and administrative procedures were followed.

Note: ODJFS has no authority to change or overturn any decisions of the children services agency or the court; and due to confidentiality restrictions, ODJFS cannot provide you any case specific information.

ODJFS Help Desk

Email: Help-Desk-OCF@jfs.ohio.gov

Phone: 1-866-886-3537

OTHER PROVISIONS

To communicate the review or grievance policy to all individuals, the agency will provide an interpreter for individuals who primarily speak a language other than English, and for individuals with a hearing and/or visual impairment.

Athens County Children Services shall document in the case record the complaint, the complaint review process, and the findings of the complaint review.

A copy of this grievance policy will be forwarded to the grievant within three working days of their request.