

 <p>Children's Services Agency</p> <p>Communication Issuance</p> <p>20-067</p>	Subject/Title	COVID-19 Response: Notification to Referral Source
	Type	<input type="checkbox"/> Informational Memorandum <input checked="" type="checkbox"/> Program Instruction <input type="checkbox"/> Policy Guide
	Issuance Date	07/09/2020
	Obsolete Date	N/A
	Contact Name	Colin Parks
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Due Date	N/A	
Due to	N/A	
Distribution	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> MDHHS BSC and County Directors <input checked="" type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> MDHHS Child Welfare Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Office of Workforce Development and Training <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input checked="" type="checkbox"/> Private Residential Abuse/Neglect Managers/Staff <input checked="" type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input type="checkbox"/> Other:	

This version replaces prior versions of communication issuance (CI) 20-067.

The following provides guidance to Children's Protective Services (CPS) caseworkers for sending the DHHS-1224, *Complaint Source Notification Letter*.

In accordance with the Child Protection Law, if a mandated reporter makes a complaint to the department of suspected child abuse and neglect, the department must inform the person in writing of the investigation results (disposition) and whether legal action was taken.

During the COVID-19 pandemic, the DHHS-1224, *Complaint Source Notification Letter*, may be sent to the referral source via encrypted email. Staff must ensure documents emailed to entities outside of the State of Michigan email network are securely sent using MiEncrypt. To review how to send an email using MiEncrypt, please see [CI 19-045](#) for more information.