

FOR YOUR INFORMATION

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Issue 19-11

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CHILD ABUSE REPORTING RESPONSIBILITY

This is a reminder that all employees of the Department of Children and Family Services (DCFS) are mandated reporters and are required by law to report any known or suspected incident of child abuse and/or neglect to the Child Protection Hotline (CPH) :

- This includes all levels of staff: Human Services Aides, Eligibility Workers, Children's Social Workers and line managers, Children Services Administrators, Deputy Directors, etc.;
- All DCFS employees are mandated to report known or suspected instances of child abuse and/or neglect;
- DCFS employees are required to report *any* **objectively reasonable suspicion** of child abuse and/or neglect to the CPH;
- This includes reporting new allegations of known or suspected child abuse/neglect on open cases and referrals.

If a DCFS employee, in their professional capacity or within the scope of their employment, observes, suspects, or receives a report of abuse, neglect, caregiver absence/incapacity, or exploitation from a source other than the CPH, that employee must immediately contact the CPH at **(800) 540-4000** to make a referral.

Within 36 hours of making a verbal report to the CPH, employees must also follow up with a written report by completing the SCAR (SS 8572) and submit online or by mail to the CPH. Employees will need the referral number given by the CPH to complete the form:

- Mandated reporters are required to make **both** a verbal and written report.

For non-emergent suspected child abuse and neglect, DCFS employees may report it online at <https://reportChildAbuseLA.org>; which may take up to 24 hours to process.

Please refer to the [Child Abuse and Neglect Reporting Act](#) (CANRA) policy for further guidance and instructions.



If you have any questions regarding this release please e-mail your question to:

Policy@dcfs.lacounty.gov

(right click to open footer section and access link)