



Eric J. Holcomb, Governor  
Eric Miller, Director

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[www.in.gov/dcs](http://www.in.gov/dcs)

**Child Support Hotline: 800-840-8757**  
**Child Abuse and Neglect Hotline: 800-800-5556**

Date: 11/9/2023  
To: All DCS Staff  
From: Eric Miller, Director

Subject: New Child in Household with Open DCS Case  
DCS-23-3

The Indiana Department of Child Services (DCS) leads the state's response to allegations of child abuse and neglect. To further support our work to keep children safe, DCS is implementing a policy regarding children newly born into homes that have an open case.

Upon discovery that a parent or caregiver with an open DCS case has a new infant, the assigned Family Case Manager (FCM) will (1) contact the Indiana Child Abuse and Neglect Hotline (Hotline) immediately at 1-800-800-5556 or by email at [DCSHotlineReports@dcs.in.gov](mailto:DCSHotlineReports@dcs.in.gov) to make a report, and (2) convene a Child and Family Team (CFT) Meeting in accordance with policy [5.07 Child and Family Team Meetings](#). An open DCS case includes Informal Adjustment [IA], In-Home Child in Need of Services [CHINS] or Out-of-Home CHINS.

The Hotline Intake Specialist (IS) will then complete the Child Abuse and/or Neglect (CA/N) intake report based on the inherent risk of abuse and neglect. See policy [3.02 Creating and Evaluating a Child Abuse and Neglect \(CA/N\) Intake Report](#) for additional guidance.

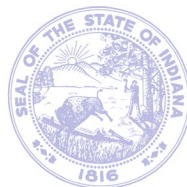
Upon receipt of the Preliminary Report of Alleged Child Abuse or Neglect (310) from the Hotline, DCS local office management will review the 310 and will assign to a FCM to complete the assessment in accordance with the DCS [Chapter 4 Assessment policies](#).

DCS policy will be updated to reflect these assessment requirements. Please send any questions regarding this information to local office management.

APPROVED  
Date: 11/9/2023

A handwritten signature in blue ink that reads "Eric Miller".

Eric Miller  
Director, Indiana Department of Child Services



*Children will live in safe, healthy and supportive families and communities.*