

Central Registry Placement Appeal FAQ

Why would an individual receive a Central Registry notice from DHHS?

When DHHS substantiates a report of child abuse and neglect or abuse, neglect, or exploitation of a vulnerable adult, DHHS must notify the alleged perpetrator of the finding and whether the alleged perpetrator will be entered on the Central Registry.

You may have received a notice that explains:

- A determination was made for a case in which you are involved.
- The right to appeal the determination in the case of substantiation.
- The deadline to request an appeal.

Does receiving a notice mean a name has been placed on the Central Registry?

Before a name is entered on the Central Registry, DHHS must provide written notice and give individuals the opportunity to appeal the determination. Unless the alleged perpetrator requests an appeal within 14 days of the date on the notice, the individual's name will be entered on the Central Registry.

How long does an individual have to request a Central Registry Placement Appeal?

Appeals must be requested within **14 calendar days** from the date on the notice.

How is a Central Registry Placement Appeal requested?

Submit the following information to the Department via email or mail.

- a. Full name, current mailing address, telephone number, and a request for a Central Registry Placement Appeal hearing
 - i. Email: DHHS.CRreview@nebraska.gov (preferred method)
 - ii. Mail: Department of Health and Human Services
Attention: Division of Children and Family Services – Expungement
P.O. Box 95026
Lincoln, NE 68509-5026

Email is preferred. Mail can take longer to receive and, therefore, should be mailed in a timely manner to meet the deadline.

What happens after a timely Central Registry Placement Appeal?

If a timely appeal request is submitted:

- The individual's name will not be entered on the Central Registry while the appeal is pending.

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- A Central Registry Placement Appeal hearing will be scheduled and conducted by the DHHS Hearing Office.
 - The Hearing Office will issue a final decision after the hearing.

What happens if a Central Registry Placement Appeal is not requested?

If an appeal is not requested within 14 calendar days of the date on the notice:

- The individual's name will be entered on the Central Registry, if applicable.
- DHHS will send an additional notification confirming the individual's placement on the Central Registry.

Who conducts the appeal hearing?

The DHHS Hearing Office conducts appeal hearings. The Hearing Office reviews the evidence and issues a final decision.