

**INSTRUCTIONS:**

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**APS Notice To Reporter**

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: \_\_\_\_\_

Dear: \_\_\_\_\_

Our agency appreciates the concern you demonstrated for the above-named person when you contacted our Adult Protective Services Unit.

After receiving your report on the above named person:

- We will evaluate based on the allegations. At the completion of the evaluation you will be notified of the findings.
- We will refer the report to the District Attorney's Office and/or Law Enforcement.
- We will refer the report to the Division of Facility Services/Adult Homes Specialist.

Thank you for your expressed interest in disabled adults. Should you have future concerns about this person, please feel free to contact me at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Social Worker

\_\_\_\_\_  
Adult Protective Services Supervisor