



Fingerprinting and Criminal History Background Checks

02/10/2004

Broadcast on SUNYSAT Digital Channel 1

**1:30 PM -
3:30 PM**

Provided By:

New York State Office of Children and Family Services
New York State OCFS /Bureau of Training
SUNY Distance Learning Project

Course Description

The requirement to conduct criminal history background checks on foster and adoptive parent applicants, and household members over the age of eighteen, became effective in February, 1999 with the enactment of the State legislation that implemented the federal Adoption and Safe Families Act. Agencies had little time to prepare for this and although some training was provided, the focus at the time was on the legal requirements to fingerprint certain individuals and on claiming issues related to IV-E funding.

Since that time many changes have occurred in the criminal history process as OCFS has continually worked on improving the level of service provided, while also making efforts to link the fingerprint process to CONNECTIONS. Throughout the past few years, agencies have also experienced a large turn over in staff, resulting in bringing new staff into an existing process with no formal training provided by OCFS.

This teleconference will focus on the fingerprint submission process, the duplicate waiver process, the implications of foster home transfers between agencies, and "search and retain" tracking and expungement of fingerprint records with the Division of Criminal Justice Services. Participants will learn about the various components involved in the process including requirements pertaining to evaluating criminal history records, including safety assessments, how the Division of Legal Affairs investigates open charges to obtain dispositions, the importance of keeping FAD records in Connections up-to-date, and how the fingerprint process relates to CONNECTIONS.

Audience Questions

During the course of the teleconference, the audience will have the opportunity to fax or call-in questions, which will be addressed in the Question and Answer period of the teleconference.

Handout Material

The handout material for the teleconferences, if any, will be posted on the OCFS training web site (Internet: www.dfa.state.ny.us/ohrd Intranet: [Http://sdssnet5/ohrd](http://sdssnet5/ohrd)) on the announcement page. Site coordinators should print and copy the materials for those attending at their site

Who Should Attend?

This program is recommended for all Home Finding, Foster Care and Adoption staff at Local Districts and Voluntary Agencies, who have a role in foster or adoptive home certification or approval, or any staff specifically designated to support the criminal history background check request or evaluation of results.

Registration Instructions:

Please contact your Staff Development Coordinator (SDC) or Training Coordinator for the location of the downlink site in your county or facility. To ensure this program will be shown at your site, specify your intent to attend with your SDC or Training Coordinator. Albany area OCFS Central Office Staff can view at 52 Washington Street. Call Helena Koenig (8-3004) for room and reservations.

NYS OCFS Downlink Sites

Albany County Dept. of Children Youth and Families

112 State Street, Albany
Contact: John Viggiani
518 447- 7162

Baker Victory Services

780 Ridge Road, Lacawanna
Contact: Tony Garguiolo
716-828-9644

Cayuga County DSS

Co. Office Bldg. 160 Genesee St, Auburn
Contact: Joan Smrtic
(315) 253-1355

CDHS New York City Regional Office

13th Floor, 80 Maiden Lane, New York
Contact: Carol Scarnati
212-269-9799

Chemung County DSS

Cornell Coop Exten 425 Pennsylvania Ave,
Elmira
Contact: Kimberly Manser
607-737-5403

Children's Home of Kingston

28 Grove Street, Kingston
Contact: Carol Chambers
845 331-1448 1121

Columbia County DSS

25 Railroad Ave, Hudson
Contact: John Rutkey Jr
518-828-9411 ext 54

Dutchess County DSS

60 Market St, Poughkeepsie
Contact: Mike Soltish
845-486-3005

Essex County DSS

County Bldg Complex Court St, Elizabethtown
Contact: Vicky Heussi
518-873-3410

Genesee County DSS

5130 East Main Road, Suite #3, Batavia
Contact: Christine Rich
585-344-2580 6512

Albany County DSS

162 Washington Ave, Albany
Contact: Tom Spadola
(518) 447-7276

Broome County DSS

36-38 Main Street, Binghamton
Contact: Jeannie Houghtalen
(607) 778-2621

CDHS Albany Regional office

3 Marcus Blvd, Albany
Contact: Jerry Wrightsman
518-435-1825

CDHS Syracuse Regional Training Center

200 Elwood Davis Rd, Liverpool
Contact: Robin Coffey
315-451-2500

Chenango County DSS

County Office Bldg, Norwich
Contact: Lois LoPresti
607-337-1547

Children's Village

, Dobbs Ferry
Contact: Beth Enser
914-693-0600 1571

Cortland County DSS

60 Central Ave, Cortland
Contact: Kelly Fuller
(607) 753-5177

Elmcrest Children's Center

960 Salt Springs Road, Syracuse
Contact: David Lapidus
315 446-6250 258

Franklin County DSS

355 West Main Street, Malone
Contact: Tracie Benware
518-481-1882

Greene County DSS

465 Main St, Catskill
Contact: Paul Benjamin
518-943-3200 ext 25

Allegany County DSS

Court House Building, Belmont
Contact: Marjorie Perkins
585-268-9302

Cattaraugus County DSS

1701 Lincoln Ave. Suite 6010, Olean
Contact: Nicole Conroy
716-373-8060 3553

CDHS Buffalo Office

1695 Elmwood Ave, Buffalo
Contact: Dave Zeitz
716-876-7600

Chautauqua County DSS

HR Clothier Bldg. 7 North Erie St, Mayville
Contact: Mark Lessinger; Scott Bromberg
716-753-4592

Children's Home of Jefferson County

1704 State Street, Watertown
Contact: Lynn Pietroski
315-788-7430 3101

Clinton County DSS

13 Durkee Street, Plattsburgh
Contact: Stephanie Clarke
518-565-3395

Delaware County DSS

111 Main St, Delhi
Contact: Sylvia Armanno
607-746-2325 ext 117

Erie County DSS

95 Franklin St, Buffalo
Contact: Debbie Mazurowski
716-858-6972

Fulton County DSS

4 Daisy Lane, Johnstown
Contact: Marilyn Rooney
518-736-5518

Hamilton County DSS

White Birch Lane, Indian Lake
Contact: Clara Quintal
518-648-6131

Herkimer County DSS

320 N. Prospect St, Herkimer
 Contact: Linda Patten
 315-867-1275

Jefferson County DSS

Human Svc Bldg. 250 Arsenal St, Watertown
 Contact: Deborah Burdick
 315-785-3108

Kids Peace

4900 McGrane Rd, Romulus
 Contact: Susan Stevens
 315-585-3251 3092

Kinship Family and Youth Services

2 Bethesda Drive, Hornell
 Contact: Jamie Fuller
 607-324-0909

Leake and Watts

463 Hawthorne Avenue, Yonkers
 Contact: Jim Hawkins
 914-375-8761

Leake and Watts

1529-35 Williamsbridge Road, Bronx
 Contact: Margiw Pabon
 718-194-8499

Lewis County DSS

Outer Stowe St, Lowville
 Contact: Claire Henderson
 315-376-5400 ext 5132

Lincoln Hall

Route 202, Lincolnale
 Contact: Mary Ann Kros
 914-248-7474 207

Livingston County DSS

3 Livingston Co Campus, Mt. Morris
 Contact: Elaine Harcleroad
 585-243-7300

Madison County DSS

DSS Bldg. North Court St, Wampsville
 Contact: Diane Myers
 315-366-2245

Monroe County DSS

111 Westfall Road, Rochester
 Contact: Eugene Sutura
 585-274-6233

Montgomery County DSS

Country Office Bldg, Fonda
 Contact: Richard Schaeffer
 518-853-8259

Mountain Lake Children's Residence

50 Riverside Drive, Lake Placid
 Contact: Barbara Fox
 518-523-2085 19

Nassau County DSS

101 County Seat Drive, Mineola
 Contact: Peg Stein
 516-571-1781

New Directions Youth and Family Services

356 Main Street, Randolph
 Contact: Susan Beebe
 716-358-3636 208

New York City HRA

248 Duffield St, Brooklyn
 Contact: Colleen Cox
 212-331-4729

New York City HRA

3328 Northern Blvd, Queens
 Contact: Colleen Cox
 212-331-4729

Niagara County DSS

20 East Ave, Lockport
 Contact: Leah Fink
 716-439-7602

NYC ACS Satterwhite Academy

92-31 Union Hall Street, NY
 Contact: Mimose Valbrun
 718 262-3636

NYC Dept of Citywide Administrative Services

1 Center Street, New York
 Contact: Michael Forte
 212-669-3617

NYC Dept. of Citywide Administrative Services

127 West 127th Street, New York
 Contact: Michael Forte
 212-669-3617

NYC Dept. of Citywide Administrative Services

129 East 79th Street, New York
 Contact: Michael Forte
 212-669-3617

NYC Human Resource Administration

180 Water St., NYC
 Contact: Colleen Cox / Norma Van Lierop
 212-331-4729 / (212)331-5864

OCFS Buffalo Regional Office

Ellicott Square Building Room 405, Buffalo
 Contact: Paul Mann
 716847-3805

OCFS Central NY Training Center

300 South Road, Brooktondale
 Contact: Cindy Fallon
 (607) 539-6671

OCFS Home Office

52 Washington Street Room 236 North,
 Rensselaer
 Contact: Helena Koenig
 518-408-3004

OCFS Metropolitan Regional Office

Room 509, 80 Maiden Lane, NY
 Contact: Valdi Morell
 212-383-1788

OCFS NYC ACP SOB

163 West 125 Street 14th floor, New York
 Contact: Bernadette M Palacio
 (212) 961-4121...

OCFS Parker Training Academy

, Red Hook
 Contact: Eileen Parr
 845 758-4651

OCFS Rochester Regional Office

259 Monroe Ave, Rochester
 Contact: Tammy Sutterby
 585-238-8520

OCFS Syracuse Region Office

Atrium-2 Clinton Sqr, Syracuse
 Contact: Jack Klump
 315-423-1200

OCFS Tryon Training Center

81 County Rt 107, Johnstown
 Contact: Linda Van Antwerp
 (518) 762-4681 x 222

OCFS Western Training Center

375 Rush-Scottsville Road, Rush
 Contact: Debra Peete/ Manager
 585-533-2628

OCFS Yonkers Regional Office

525 Nepperhan Avenue, Yonkers
 Contact: Sharon Jackson or Beryl Simon
 914-377-2080 / 914-376-2491

Oneida County DSS

Co. Office Bldg. 800 Park Ave, Utica
 Contact: Chris Duguay
 315 798-5518

Onondaga County DSS

Civic Ctr Bldg. 421 Montgomery St,
 Syracuse
 Contact: Debbie Carter
 315-435-3474

Ontario County DSS

Co Safety Trng Fac. 2914 Co Rd. #48,
 Canandaigua
 Contact: Barbara Askew
 585-396-4181

Ontario County DSS

Human Svcs. Bldg. 3871 Co. Rd #46,
 Canandaigua
 Contact: Barbara Askew
 585-396-4181

Orange County DSS

Quarry Rd, Goshen
 Contact: Jessica Scherdin/Jeanette Davis
 845-291-4369 / 845-291-4421

Orleans County DSS

14016 Route 31 West, Albion
 Contact: James Pratt
 716-589-7004 ext 3144

Oswego County DSS

Oswego Co Bldg., Fulton
 Contact: Sue Cotter
 315-963-5432

Oswego County DSS

Spring St, Mexico
 Contact: Sue Cotter
 315-963-5437

Oswego County DSS

Oswego Co Health Dept. Bunnner St, Oswego
Contact: Sue Cotter
315-963-5437

Putnam County DSS

110 Old Rt. Six, Don Smith Co Govt Campus,
Carmel
Contact: Evelyn Winston
(845) 225-7040 ext 1320

Saratoga County DSS

152 West High Street, Ballston Spa
Contact: Gail Blake
518-884-4172

Schuyler County DSS

County Court House Addition 105 9th St,
Watkins Glen
Contact: Sandy Rhodes
607-535-8305

St. Mary's Children and Family Services

6301 12th Avenue, Brooklyn
Contact: Victor Bolanos
516-921-0808 305

Suffolk County DSS

3085 Veterans Mem Hwy, Ronkonkoma
Contact: William Stryker
516-854-9878

Tioga County DSS

1062 State Route 38, Owego
Contact: Ann Simons
607-687-8313

Warren County DSS

Municipal Ctr 1340 State Rt 9, Lake George
Contact: Cynthia Mulcahy
518-761-6336

Westchester County DSS

85 Court St, White Plains
Contact: Mark De Jong
914-995-5270

Otsego County DSS

Co. Office Bldg. 197 Main St, Cooperstown
Contact: Eve Bouboulis
607-547-4355

Rensselaer County DSS

133 Bloominggrove Drive, Troy
Contact: Robin Chaisson
518-283-2000 277

Schenectady County DSS

608 State Street, Schenectady
Contact: Susan Iona
518-388-4444

Seneca County DSS

1 DiPronio Drive PO Box 690, Waterloo
Contact: Margaret Birmingham / Marilyn Barto
315-539-1831/ 315-539-1908

St. Mary's Children and Family Services

525 Convent Road, Syoset
Contact: Victor Bolanos
516-9210808 305

Sullivan County DSS

Infirmery Road, Liberty
Contact: Lynne Albee
845-292-0100

Tompkins County DSS

320 West State St, Ithaca
Contact: Kit Kephart
607-274-5334

Washington County DSS

383 Broadway, Fort Edward
Contact: Karen Baker
518-746-2435

Wyoming County DSS

466 Main St, Warsaw
Contact: Janis Cook
716-786-8900

Parsons Child and Family Center

60 Academy Road, Albany
Contact: Marylynne Brady-Johnson
518 426-2600

Rockland County DSS

Bldg. L Sanatorium Rd, Pomona
Contact: Linda Sweet
845-364-3349

Schoharie County DSS

Professional Bldg., Schoharie
Contact: Ruey Schell
518-295-8311

St. Lawrence County DSS

6 Judson St, Canton
Contact: Donna Burns / Kathryn Rhinebold
315-379-2195

Steuben County DSS

3 East Pulteney Square, Bath
Contact: Martin Donnelly
607-776-7611 ext 2440

The Miracle Makers

510 Gates Avenue, Brroklyn
Contact: Mary B. Burton
718-483-3066

Ulster County DSS

1061 Development Ct, Kingston
Contact: Esther McGuire
845-334-5265

Wayne County DSS

77 Waters St, Lyons
Contact: Carol Kastrup
315-946-4881 ext 401

Yates County DSS

417 Liberty Street, Suite 2122, Penn Yan
Contact: M. Serena Crossfield
315-536-5183