



Office of Children and Family Services

Andrew M. Cuomo
Governor

52 WASHINGTON STREET
RENSELAER, NY 12144

Sheila J. Poole
Acting Commissioner

Administrative Directive

Transmittal:	17-OCFS-ADM-16
To:	Executive Directors of Residential Domestic Violence Programs Commissioners of Social Services
Issuing Division/Office:	Child Welfare and Community Services
Date:	October 27, 2017
Subject:	Mandated Reporters, Background Checks; Publicly-Funded Emergency Shelters for Families With Children
Suggested Distribution:	Directors of Social Services Program Directors of Residential Domestic Violence Programs Staff Development Coordinators
Contact Person(s):	See Section VII.
Attachments:	<ul style="list-style-type: none"> Background Check Chart for Residential Programs for Victims of Domestic Violence Desk Aid

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
86-ADM-43 08-OCFS-INF-01		18 NYCRR Part 452	SSL § 412(9), SSL § 413, SSL § 415, SSL § 424-a (3), SSL § 460-h, and SSL § 495	CPS Program Manual Section VII A. Mandated Reporters	

I. Purpose

The purpose of this Administrative Directive (ADM) is to notify New York State Office of Children and Family Services (OCFS) licensed, residential programs for victims of domestic violence, and local departments of social services (LDSSs) on the requirements of Part Q of Chapter 56 of the Laws of 2017 (Chapter 56), which amended Social Services Law (SSL) sections 412, 413, 424-a, and added a new section 460-h.

II. Background

The statutory amendments made by Chapter 56 further enhance the protection of children residing in publicly-funded emergency shelters, which include residential programs for victims of domestic violence. These requirements became effective July 19, 2017.

The primary changes made by Chapter 56 are:

1. Defines publicly-funded emergency shelters for families with children as facilities with overnight sleeping accommodations that are used to house recipients of temporary assistance.¹ Residential programs for victims of domestic violence meet that definition.
2. Employees of publicly-funded emergency shelters are now mandated reporters required to report or cause a report to be made of suspected child abuse or maltreatment to the New York Statewide Central Register of Child Abuse and Maltreatment (SCR).²
3. Specified background checks are now required for prospective employees, volunteers, consultants, and contractors with the potential for regular and substantial contact with children at the publicly-funded emergency shelters.³

OCFS has issued emergency regulations to clarify the responsibilities of residential programs for victims of domestic violence to comply with Part Q of Chapter 56 of the Laws of 2017.

III. Program Implications

Residential programs for victims of domestic violence (residential DV programs) are included in the definition of publicly-funded emergency shelters for families with children. Therefore, residential DV programs are subject to the requirements of Part Q of Chapter 56 of the Laws of 2017.

Employees of residential DV programs are now mandated reporters to the SCR and therefore must comply with the requirements of SSL § 413 and SSL § 415. These statutes require all mandated reporters who, in their professional or official capacity, have reasonable cause to suspect a child has been subjected to abuse or maltreatment by the child's parent or other person legally responsible, to make or cause a report to be made to the SCR.

Individuals who work in residential DV programs, as described below, who have the potential for regular and substantial contact with children at residential DV programs are now subject to certain background checks. The following checks are required pursuant to Chapter 56 for individuals who begin work on or after July 19, 2017:

¹ SSL § 412 (9)

² SSL § 415

³ SSL § 424-a (3), SSL § 460-h

- For prospective employees, volunteers, consultants⁴ and contractors,⁵ a check of the register of substantiated category one cases (called the Staff Exclusion List or SEL) maintained by the Justice Center for the Protection of Persons with Special Needs (Justice Center) is required to determine if the individual is listed on the register of substantiated category one cases of abuse or neglect;⁶ and
- For prospective employees, volunteers, consultants and contractors, a check of the SCR is required to determine if the individual is the subject of an indicated report(s) of child abuse or maltreatment. This is accomplished by submitting an SCR database check; and
- For prospective employees, volunteers, assistants and consultants, a criminal history background check by the Division of Criminal Justice Services (DCJS) is required.⁷ Chapter 56 establishes protocols to receive and evaluate this criminal history information from DCJS.

IV. Required Action

Mandated Reporters:

Chapter 56 amended section 413 of SSL by formally adding employees of residential DV programs to the list of mandated reporters; however, OCFS regulations already had a provision requiring that reports to the SCR be made in instances of suspected child abuse/maltreatment. Programmatically, the amendment to SSL §413 should not alter any existing residential DV program policies or protocols. Residential DV programs have been required for many years to report to the SCR when an employee has reasonable cause to suspect child abuse/maltreatment. The new mandated reporter requirements for residential DV programs apply to employees only (not volunteers, not consultants, and not contractors).

- Reports of suspected child abuse or maltreatment must be made immediately by telephone -- at any time of the day and on any day of the week -- to the SCR mandated reporter line at **1-800-635-1522**. Within 48 hours after making a report to the SCR, the mandated reporter must complete a written report (form [LDSS 2221A](#)) and submit that written report to the local child protective services where the child resides.
- Employees of residential DV programs can learn more about their responsibilities as mandated reporters by taking the mandated reporter training offered by OCFS. The training is free and provided online 24 hours a day 7 days a week. Mandated reporters can register at <http://www.nysmandatedreporter.org/Default.aspx>. Participants will receive a certificate of attendance electronically once the training is completed.

Background Checks:

⁴ **Consultant**- any person who is to be hired by the provider agency to provide advice or guidance and has the potential for regular and substantial contact with children.

⁵ **Contractor**- any person who is employed by an individual, corporation, partnership or association that provides goods or services to the provider agency; the person is employed by an outside entity to provide goods or services to the residential DV program and will have the potential for regular and substantial contact with children.

⁶ SSL § 495.

⁷ SSL § 460-h.

Effective immediately, residential DV programs are now authorized and required to conduct background checks for certain persons functioning in qualifying roles with the potential for regular and substantial contact with children. For many multi-service agencies, the background check process may appear familiar as similar checks are conducted for other programs within multi-service agencies (e.g., congregate care, runaway-homeless youth shelter, foster care/adoption).

The residential DV program should determine whether someone has the potential for “regular and substantial contact” with children; this will require an individual evaluation of the position and potential type and frequency of interactions by the person in the qualifying role. Consider the potential duration of the contact, and the role of the individual having contact with children, including whether children ever have contact with subject individuals outside of the presence of the children’s parent or guardian. See [86-ADM-43](#) for more discussion on this topic.

SEL Background Check Overview:

The Justice Center operates a Vulnerable Persons Central Register (VPCR) that maintains the SEL, which contains the names of individuals who have committed serious acts of abuse or neglect. Residential DV programs are now required to conduct a check of the SEL before determining whether to hire or otherwise allow prospective employees, volunteers, consultants, and contractors to have regular and substantial contact with children who are in residence at the program.

SEL Background Check Process:

1. Register an “Authorized Person” with the Justice Center’s Criminal Background Check (CBC) unit by downloading the appropriate form ([Authorized Person Designation Statement Form Justice Center Staff Exclusion List \[SEL\] Check](#)) and following the instructions on the form for submission to the Justice Center’s CBC unit. An Authorized Person is someone who will be permitted to request, on behalf of the Provider Agency, a check of the SEL pursuant to relevant statutory authority.
2. Once the residential DV program has a designated Authorized Person, the Authorized Person must submit an online background check form (<https://vpcr.justicecenter.ny.gov/SEL/>) to the CBC unit for prospective employees, volunteers, consultants and contractors under consideration to be hired or otherwise permitted to have the potential for regular and substantial contact with children. To submit this online request, the applicant’s Social Security number or alien registration number must be included. If you do not have either number, you must submit [SEL Check Request form](#) to the CBC Unit via fax (518-549-0464).
3. The Justice Center’s CBC unit will send the designated Authorized Person an email indicating the results of the SEL check.

If an Applicant Is Listed on the SEL:

Pursuant to standards set forth in 18 NYCRR 452.11 (b), if an applicant is listed on the SEL, the program can determine whether to hire or allow such a person to have regular and substantial contact with children who are in residence at the program **only** after receipt of the SCR database check and criminal history record check. If the residential DV program decides not to hire an individual listed on the SEL, the program is not required to conduct an SCR check under section 424-a of the Social Services Law.

SCR Database Check Overview:

Pursuant to SSL §424-a, residential DV programs must inquire of OCFS whether any person who is actively being considered as an employee, volunteer, consultant or contractor and will have the potential for regular and substantial contact with children who are in residence at the program is the subject of an indicated report of child abuse or maltreatment on file with the SCR.⁸

The SCR uses the Online Clearance System (OCS) to conduct these database checks. The OCS is a web-based application that supports the mandate under Section 424-a of the SSL to inquire of the SCR as to the existence of any reports of child abuse/maltreatment indicated against an applicant prior to employment. All notifications or response letters from the SCR will be received electronically as well. The OCS can only be used in accordance with Section 424-a of the Social Services Law where a licensing or provider agency requests a database check pursuant to that statute.

Residential DV programs must track and maintain database check submissions and the SCR response letters, as well as retain copies of response letters in personnel files.

The provisions of Chapter 56 do not require an SCR database check on employees hired before July 19, 2017. Residential DV programs are not precluded from performing database checks on employees hired before July 19, 2017, however, SCR database checks cannot be done more than once in a six-month period on any individual.

SCR Database Check Process:

1. Residential DV programs must have a valid resource identification number (RID) to register to use the OCS. Residential DV programs must contact the SCR at (518) 474-1567 to obtain a registration packet.
2. Upon completion of the registration process, OCFS will create an account for the agency liaison designated on the Agency Information Registration Sheet.
3. The agency liaison will have responsibility for granting access to other residential DV program workers who need access to the OCS. Access must only be granted on a "need to know" basis. Only when it is determined that an employee's job duties require access to the OCS should the employee be granted access.
4. The agency liaison is responsible for terminating OCS access when a worker leaves the agency or has a shift in job responsibility that no longer requires that they access the system.
5. Applicants will be required to provide their name and any maiden name or aliases, sex, their date of birth, and the dates of birth for all other members of their households, as well as their current address and all former addresses for the past 28 years. This information must be entered into the OCS by either the agency liaison or the applicant.
6. A \$25 fee is required for every SCR database check. Residential DV programs are responsible for payment of this fee and may not require applicants to pay it. Payment may be made by check, money order or credit card. Check or money order payments should be mailed to New York State Office of Children and Family Services, Capital View Office Park, 52 Washington Street, South Building Room

⁸ 18 NYCRR 452.11 (c) (1)

204, Bureau of Financial Operations/Accounting and Revenue Collection, Rensselaer, NY 12144. A data entry error on the part of the applicant or residential DV program that prevents the SCR check request from being processed will be removed from the system and a new request, and corresponding additional fee, must be entered.

7. Programs must keep a record that includes a list of names of individuals for which the program requested an SCR check. Every program must ensure the confidentiality of all records and information related to checks made through the SCR and access thereto. Therefore, it is recommended that all records obtained through the screening process be maintained in a separate, confidential file in the personnel office or other administrative office as appropriate.
8. If a search of the SCR database finds the applicant to be an indicated subject in a case, the SCR is required to send a letter informing the subject of due process rights. This letter gives the subject ninety (90) days to respond back to the SCR in writing that he or she wants to exercise due process rights through the administrative review and fair hearing process. During the hiring process, residential DV programs should encourage prospective employees, volunteers, consultants and contractors to respond to any correspondence received from the SCR in a timely manner.
9. If the SCR does not hear back from the individual within that timeframe, the SCR sends a letter to the agency advising the agency that the SCR has a record of the individual being an indicated subject of a report.
10. The SCR will notify the program's agency liaison of an applicant's indicated report only when the applicant, who is the subject of the report, has not exercised their rights to challenge the indicated finding, or if, after a challenge, the finding was upheld by a preponderance of the evidence and found to be reasonably related to activities described in Social Services Law section 422 or 424-a.

OCFS Guidelines on Hiring an Applicant With an Indicated Child Abuse or Maltreatment Report or Listed on the SEL:

An indicated SCR report or presence on the SEL is not an automatic exclusion from employment. If the prospective employee, volunteer, consultant or contractor has exercised their due process rights and it is determined that the report is to remain indicated, the residential DV program should review the information available to make an informed decision whether to hire or retain an individual.

The residential DV program can ask that the applicant submit a request for information (RFI) to the SCR to obtain a copy of the indicated SCR report. The SCR will send a copy of the report(s) by certified mail to the applicant. The applicant can then submit the copy of the report(s) to the residential DV program for review. The applicant can also submit any additional information to the residential DV program that may be relevant to the review of the report(s).

The residential DV program must review the report and any information provided by the applicant. The following factors must be considered by the program when determining the suitability of the person with an indicated SCR report or presence on the SEL for hire:

- The seriousness of the incident(s) involved in the indicated report
- The seriousness and extent of any injury sustained by the child(ren) named in the indicated report

- Any documented harmful effect of an injury on the child(ren) as a result of the subject's actions or inactions, and the relevant events and circumstances surrounding the actions
- The ages of both the subject and the children at the time of the incident(s) of child abuse or maltreatment
- The time which has elapsed since the most recent incident of child abuse or maltreatment
- The number and/or frequency of indicated incident(s) of abuse or maltreatment
- The relationship of the child abuse or maltreatment incident(s) compared with the nature of the job for which the subject is being considered or is doing
- Any information produced by the subject, or produced on his/her behalf, regarding his/her rehabilitation. (Rehabilitation is defined as a demonstration by the subject of positive and successful efforts to rectify a problem that resulted in child abuse or maltreatment so that youth under his/her care will not be in danger.) The following may be examples of evidence of rehabilitation:
 - The acts of child abuse and maltreatment apparently have not been repeated
 - Evidence of actions taken by the person which show that he/she is now able to deal positively with a situation or problem that gave rise to the previous incident(s) of child abuse and maltreatment
 - Professional treatment (e.g., counseling or self-help groups) has been successful
 - The subject has been successfully employed in the child care field

After careful review of the information available and in accordance with these OCFS guidelines, if the residential DV program chooses to use or hire the applicant, they must maintain a written record, as part of the application file or employment or other personnel record of such person, of the specific reason(s) why such person was determined to be appropriate and acceptable as an employee, volunteer, consultant or provider of goods and services with access to children being cared for by the program.⁹

DCJS Criminal History Check Overview:

Every residential DV program is required by Social Services Law § 460-h to obtain criminal history background checks for prospective employees, assistants,¹⁰ volunteers and consultants who will have the potential for regular and substantial contact with children in residence at the program through DCJS, in accordance with any applicable laws, regulations, policies and procedures.¹¹

Upon receipt of a criminal history record, the program may request, and is entitled to receive, in accordance to subdivision six of section 460-h of Social Services Law, information pertaining to any crime contained in such criminal history record from any state or local law enforcement program, district attorney, parole officer, probation officer, or court

⁹ 18 NYCRR 452.11 (d).

¹⁰ **Prospective assistant**- any person who has applied to be utilized by the provider of services, in assisting any of the foregoing in any manner in the provision of such services who will have the potential for, or may be permitted, regular and substantial contact with children who are served by the residential DV program.

¹¹ 18 NYCRR 452.11(e)(1).

for the purposes of determining whether any ground relating to such criminal conviction or pending criminal charge exists for denying an application for employment or volunteer opportunity or the use of a consultant.¹²

DCJS Criminal History Check Process:¹³

1. Residential DV programs must submit a request in writing to DCJS to obtain authorization to access criminal history record information through the DCJS eJusticeNY Integrated Justice Portal. This can be done by visiting the DCJS website at <http://www.criminaljustice.ny.gov/ojis/for-employers-licensing-entities.html> and completing the form, **Request for Access to Criminal History Information**. This form can be completed and submitted online. Upon approval, DCJS will prepare and submit to each provider a Use and Dissemination agreement outlining the terms and conditions of such access, which must be signed and returned to DCJS. At that time, DCJS will issue the residential DV program an agency identifier known as an ORI (ORInating Identifier) number that will be required when the applicant makes his or her fingerprinting appointment. The agreement will also detail additional requirements, including the designation of a Terminal Agency Coordinator (TAC) and background checks of TAC and other staff who will have access to or will be reviewing the criminal history record information.
2. Residential DV programs must inform applicants of the criminal background screening process and obtain the applicant's consent. Upon receiving the signed consent, residential DV programs should assist applicants with making appointments for fingerprinting through the MorphoTrust website (<https://uenroll.identogo.com>), or calling MorphoTrust USA at (877) 472-6915, or other designated provider, to find the nearest fingerprinting location. Results of DCJS Criminal Background checks are generally received within one to two business days.
3. The required fee for a DCJS criminal background check is currently \$87 (subject to change). Residential DV programs are responsible for payment of this fee and may not require applicants to pay it. Payment may be made by business check, money order or credit card. Residential DV programs may establish an account with MorphoTrust whereby a credit card is charged when an applicant is fingerprinted (more information available here: https://www.identogo.com/uploads/general/NY_UEP_NCAC_FinalReview_10-28.pdf).
4. DCJS shall provide to an Authorized Person, upon receipt of complete information from the residential DV program including fingerprints and applicable fees in the form and manner prescribed by DCJS, the criminal history information for any person applying to be an employee, assistant, volunteer or consultant who will have the potential for regular and substantial contact with children in residence at the program.
5. If an applicant has been convicted of a crime, the residential DV program must make a safety assessment to determine whether to hire or use the individual as an employee, assistant, volunteer or consultant.
6. If the program determines it will hire or use the person, the program must maintain a written record, as part of the application file or employment or other personnel record of such person, of the reason(s) why such person was determined to be

¹² 18 NYCRR 452.11 (e) (4).

¹³ 18 NYCRR 452.11 (e).

- appropriate and acceptable as an employee, assistant, volunteer or consultant, in accordance with the guidance below.
7. Only the Authorized Person or his or her designee and the relevant person applying to be an employee, volunteer, consultant, or assistant shall have access to the New York State criminal history information received by a program. Criminal history information may only be disclosed by the Authorized Person to other individuals who are directly participating in any decision regarding the employee, assistant, volunteer or consultant's application.
 8. The Authorized Person and any other individual to whom such criminal history is disclosed shall keep this information strictly confidential, in accordance with the requirements of DCJS and any applicable laws, regulations, policies and procedures.
 9. Any party who willfully permits the disclosure of any confidential criminal history information obtained from a criminal history information check pursuant to this section to parties not authorized to receive same shall be guilty of a misdemeanor.¹⁴

Questions about access to criminal history record information should be directed to the DCJS Office of Legal Services at (518) 457-8413 or dcjslegalservices@dcjs.ny.gov. Please write "Criminal History Record Information Access Inquiry" in the subject line.

Safety Assessment:

In accordance with Article 23-A of the Corrections Law and subdivisions (15) and (16) of section 296 of the Executive Law, the residential DV program must make a written safety assessment which includes an eight-factor analysis as articulated in Article 23-A. The analysis must include, but not be limited to, the following factors:¹⁵

- The public policy of New York State to encourage the licensure and employment of persons previously convicted of one or more criminal offenses
- The specific duties and responsibilities of the employment sought by the applicant
- The bearing, if any, the criminal offense will have on the fitness or ability to perform one or more such duties or responsibilities
- The time that has elapsed since the occurrence of the criminal offense or offenses
- The age of the person at the time of the occurrence of the criminal conviction or charge
- The seriousness of the offense or offenses
- Any information provided by the applicant or produced on his/her behalf regarding rehabilitation or good conduct
- The legitimate interest in protecting property and the safety and welfare of children

Determination to Deny Employment or Volunteer Application After Assessment of Information in Criminal History Check:

Pursuant to standards set forth in 18 NYCRR 452.11(e)(3), prior to deciding to deny an employment or volunteer application or the use of an assistant or consultant, after a written assessment of the information in the DCJS criminal history check, the program must provide the applicant with the following:

¹⁴ SSL §460-h(10).

¹⁵ 18 NYCRR 452.11 (2).

- An opportunity to explain, in writing, why the application should not be denied, within 15 calendar days from the date the notification was mailed. The prospective employee, volunteer, assistant or consultant may request an extension of up to 15 days
- The opportunity for an explanation from the prospective employee, volunteer, assistant or consultant must be sent in writing by non-electronic mail so that date of mailing can be verified
- A copy of the subject individual's criminal history information
- A copy of Article 23-A of the Correction Law
- Information about the individual's right to seek correction of any incorrect information contained in the criminal history and the procedure for same

Recordkeeping Regarding Criminal History Checks:

New York State regulations set forth the following standards regarding recordkeeping of criminal history checks:¹⁶

- Records must include a list of names of individuals the program requested a criminal history check for and the type of position the individual applied for (i.e., employment, consultant, assistant or volunteer). This list should be program-specific, and only include individuals whose criminal history check was conducted to comply with Chapter 56.
- Programs must maintain a copy of the signed consent form for the criminal history request, any fingerprint and criminal history information authorized by DCJS, and the program's hiring determination.
- Records must be maintained securely.
- Records must be maintained for six (6) years to demonstrate compliance with regulations.

The residential DV program must destroy any criminal history information if directed by OCFS or DCJS.¹⁷ Destruction of the information must be done in a manner that ensures confidentiality.¹⁸ If an applicant withdraws from the application process, without prejudice, the program must return any fingerprint or criminal history information to the applicant.¹⁹

Additional Hiring Guidance:

Programs are permitted to extend offers of employment while awaiting the results of the SCR background checks only. However, until the background checks and review process is completed and a determination is made that the individual may have unsupervised contact with children in the residence, the individual may not have unsupervised contact with children unless they are in the line of sight of:

- an existing staff member who has successfully completed the background check process; or
- an existing staff member who was hired prior to the effective date of the law requiring screening for indicated reports of child abuse or maltreatment.

¹⁶ 18 NYCRR 452.11 (f) (7).

¹⁷ 18 NYCRR 452.11 (f) (8).

¹⁸ 18 NYCRR 452.11 (f) (9).

¹⁹ 18 NYCRR 452.11 (f) (10).

V. Additional Information

Frequently Asked Questions:

1. ***How do I register or change an Authorized Person?***
 - **Justice Center**-For OCFS DV programs Authorized Persons, send an email to cbc@justicecenter.ny.gov when an Authorized Person is leaving or a new person needs to be added. Indicate this is regarding an OCFS DV shelter program in the email.
 - **SCR**-The agency can send an email to ocfs.sm.OCS.user.assistance@ocfs.ny.gov to have an Authorized Person's access removed. The agency can change or add an Authorized Person by registering the person as a liaison by calling the SCR at (518) 474-1567 and requesting a registration packet.
2. ***What happens if the agency's business address changes?***
 - **Justice Center**- For purposes of SEL checks, there is no need to notify the Justice Center of address changes.
 - **SCR**- The residential DV program should contact the CONNECTIONS Triage unit at ocfs.sm.conn_app@ocfs.ny.gov.
3. ***What do you do when there are corporate changes (e.g., name change, merger)?***
 - **Justice Center**- This information will be provided to the Justice Center by the OCFS DV unit.
 - **SCR**-The residential DV program should contact the CONNECTIONS Triage unit at ocfs.sm.conn_app@ocfs.ny.gov.
4. ***What happens if an existing agency opens a new facility (e.g., a new shelter)?***
 - **Justice Center**-The residential DV program can continue to do checks under the existing facility.
 - **SCR**- Nothing would change because the residential DV program would be using the same RID number. If the new facility has a new agency liaison, then the new liaison would need to complete a registration packet.
5. ***What happens when a brand-new agency opens a new facility?***
 - **Justice Center**- This information will be provided to the Justice Center by the OCFS DV unit.
 - **SCR**- A new agency would need to go through the process of obtaining an RID number and then complete the registration packet to use the Online Clearance System.
6. ***What happens if a residential DV program closes?***
 - **Justice Center**- OCFS should send an email to notify the Justice Center and to clearly indicate the notice is regarding an OCFS DV Shelter program in the email.
 - **SCR**- The agency can send an email to the user assistance mailbox ocfs.sm.OCS.user.assistance@ocfs.ny.gov to have access removed.
7. ***Does an applicant need to be re-fingerprinted if he/she is going to work at another provider agency?***
 - Yes. The New York State Division of Criminal Justice Services and the FBI prohibit the sharing of fingerprint results among different agencies. An applicant must be fingerprinted for the program he or she will be working with. While it may seem redundant, criminal history responses are not static and can change. A criminal history response for someone printed last year

would not have an arrest or dismissal of a case that happened after the initial fingerprinting.

8. My agency already does background checks. Does this affect our practices?

- For any residential DV programs that may have been doing checks previously, effective July 19, 2017, background checks (SEL, SCR, and DCJS) must be compliant with the statute and regulations. SEL checks must be submitted to the Justice Center via the online portal. SCR database checks must be submitted via the Online Clearance System (OCS) to the SCR, and criminal background must be submitted to DCJS. Criminal background checks performed by the Office of Court Administration (OCA) or a private company are not compliant with the statutory requirement to perform a DCJS criminal background check. This may mean that residential DV programs need to modify current practice to meet the statutory requirements.

VI. Contacts

Questions concerning this release should be directed to the appropriate regional office, Division of Child Welfare and Community Services:

Buffalo Regional Office-Amanda Darling (716) 847-3145

Amanda.Darling@ocfs.ny.gov

Rochester Regional Office-Karen Lewter (585) 238-8201

Karen.Lewter@ocfs.ny.gov

Syracuse Regional Office-Sara Simon (315) 423-1200

Sara.Simon@ocfs.ny.gov

Albany Regional Office-John Lockwood (518) 486-7078

John.Lockwood@ocfs.ny.gov

Spring Valley Regional Office-Yolanda Désarmé (845) 708-2498

Yolanda.Desarme@ocfs.ny.gov

New York City Regional Office-Ronni Fuchs (212) 383-1676

Ronni.Fuchs@ocfs.ny.gov

Native American Services-Heather LaForme (716) 847-3123

Heather.LaForme@ocfs.ny.gov

VII. Effective Date

The requirements in this ADM are effective immediately.

/S/ Laura M. Velez

Issued By:

Name: Laura M. Velez

Title: Deputy Commissioner

Division/Office: Child Welfare and Community Services