



OFFICE OF P-12 EDUCATION: Office of Special Education
STATEWIDE COORDINATOR FOR SPECIAL EDUCATION
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To: District Superintendents
Superintendents of Public Schools
Superintendents of State-Operated and State-Supported Schools
Superintendents of Special Act School Districts
Principals of Public, Nonpublic and Charter Schools
Approved Private Schools for Students with Disabilities
Directors of Approved Preschool Special Education Programs
Municipal Representatives
Chairpersons, Committees on Preschool Special Education
Chairpersons, Committees on Special Education

From: James P. DeLorenzo 

Subject: Statewide Central Register of Abuse and Maltreatment (SCR) – Online Clearance System

The purpose of this memorandum is to inform you of online enhancements the Office of Children and Family Services (OCFS) has made to its database check system of the Statewide Central Register (SCR) for purpose of employment, certification, or licensure in the child care field. All New York State (NYS) approved preschool special education and school-age residential providers, including approved programs and municipalities that contract with related service providers, must comply with section 424-a of the Social Services Law. This law requires certain prospective employees and other individuals to be “cleared” through the SCR of Child Abuse and Maltreatment. This memorandum describes the process for “clearing” individuals using the new OCFS online clearance system.

OCFS has developed the online clearance system to improve the timeliness and accuracy of searches of the SCR database. OCFS piloted the new online system in multiple child care settings and it is currently in full operation in a large sector of the day care community, as well as numerous child welfare agencies and local social service districts under the auspices of OCFS. OCFS is now ready to implement the online clearance system with other State agencies and, over the next several weeks, no longer plans to routinely use the paper process.

The responsibilities under section 424-a of the Social Services Law are not new and have not changed. If your agency currently submits SCR clearance requests to OCFS in

paper format (LDSS-3370 form), you must now file such requests to OCFS using the online clearance system. Those approved preschool special education programs and municipalities which currently have Resource Identification Numbers (RIDs) and Access Codes may continue to use them. OCFS has developed a desk guide, instructions, and registration packet available at: [http://www.ocfs.state.ny.us/main/childcare/video/OCS%20Part%201%20\(7%208%2010\).wmv](http://www.ocfs.state.ny.us/main/childcare/video/OCS%20Part%201%20(7%208%2010).wmv). Attached are the entities that must submit online SCR clearance requests (LDSS-3370) to OCFS. To receive a registration packet or obtain further information, you may call the SCR at (518) 474-1567.

If you operate any of the program types listed in the attachment, other than a day care program and do not have a RID, please send an electronic e-mail request to OCFS at ocfs.sm.conn_app@ocfs.state.ny.us. Please include the following information to assist OCFS to determine if issuance of a RID is appropriate:

1. The name, address and telephone number of your organization and a contact person within your organization;
2. A statement of which of the categories listed your organization falls under;
3. The name and telephone number of a contact person in your licensing agency who can verify the status of your organization; and
4. A copy of your license, certification or other official documentation of approval by the relevant State or local agency.

If your organization does not fit in any of the categories described in the attachment, but you believe you are legally authorized to access the database check process, please contact OCFS at ocfs.sm.conn_app@ocfs.state.ny.us. We appreciate your cooperation in using the new online clearance system to ensure the health and safety of the students you serve.

Attachment

c: Rebecca H. Cort
Jackie Bumbalo
Patricia J. Geary
Laura Velez, OCFS
Joanne LaCrosse

Organizations Entitled to Conduct Database Checks under Section 424-a of the Social Services Law

Child day care centers, including head start programs, and school-age child care programs licensed or registered by the New York State (NYS) Office of Children and Family Services (OCFS)

If you operate a day care center or school-age child care program licensed or registered by OCFS, please use the Child Care Facility System (CCFS) number assigned to your program. If you have questions about your CCFS number, please contact your day care licensing representative. (If you do not know the name of your licensing representative or do not know how to contact your licensing representative, please see the attached list that shows contact information for the OCFS day care regional offices. Please contact the appropriate regional office for the county in which your day care program is located.)

Child day care centers, including head start programs, licensed by the New York City (NYC) Department of Health (DOH) and Mental Hygiene

If you operate a day care center licensed by the New York City Department of Health and Mental Hygiene and do not have a CCFS number or Resource Identification Number (RID), please record "DOH" in the Agency Code field and use your Child Care Activities tracking system number (CCAT#), which can be located on your current license issued by the New York City Department of Health and Mental Hygiene.

The following organizations are authorized to clear and must submit an LDSS-3370 with a valid RID Number for the Database Check to be processed by the Statewide Central Register (SCR):

- Authorized Agencies must clear prospective foster parents, prospective adoptive parents, and persons age 18 or older who reside in the homes of those applying to be foster parents or adoptive parents.
- Adoption Agencies from states other than New York may clear prospective adoptive parents where such agencies will place into New York for adoption a foreign born eligible orphan child with non-quota immigrant status under applicable federal law.
- The NYSDOH county departments of health must clear applicants to operate summer camps in New York.
- Child care resource and referral programs may conduct database checks on persons to be included in a list of substitute child day care caregivers where the child care resource and referral program maintains such a list.
- The NYS Office of Mental Health (OMH) or Office for People With Developmental Disabilities (OPWDD) must clear applicants to operate a family care home which will serve children.

OCFS must clear applicants to be providers of family or group family day care, assistants to such providers, and persons age 18 or older who reside in homes where family or group

family day care will be provided. These clearance requests are submitted by OCFS Regional Office staff to the SCR. Family and group family day care homes have no authority to conduct their own database checks and should not submit database check forms directly to the SCR.

OCFS must clear applicants to receive, board, or keep children in foster homes or family homes certified or approved by OCFS, and persons age 18 or older who reside in such homes. These clearance requests are submitted by the Division of Juvenile Justice and Opportunities for Youth (DJJOY) to the SCR.

OCFS must clear applicants to operate day care centers and school-age child care programs where such centers and programs will be operated by individuals. These clearance requests are submitted by OCFS Regional Office staff to the SCR. Individuals proposing to operate day care centers and school-age child care programs may not submit clearance requests concerning themselves directly to the SCR. (Individuals proposing to operate day care centers and school-age child care programs will submit clearance requests concerning their staff directly to the SCR; see below.)

The entities listed below must submit database checks on prospective employees of and providers of goods and services to residential facilities operated by the program where such employees and providers have the potential for regular and substantial contact with children cared for by the center or program. The LDSS-3370 must have a valid RID for the Database Check to be processed by the SCR.

- Residential facilities for children operated by authorized agencies and certified by OCFS
- Juvenile detention facilities certified by OCFS
- Runaway and homeless youth shelters and programs certified by OCFS
- Residential schools operated, supervised or approved by the NYS Education Department
- Early intervention services programs established pursuant to section 2540 of the Public Health Law
- Preschool services programs established pursuant to section 4410 of the Education Law
- Special Act school districts
- Programs and facilities licensed by the NYS Office of Alcoholism and Substance Abuse Services
- Residential facilities and non-residential programs licensed or operated by the OMH or OPWDD
- Residential facilities operated by OCFS (Clearance requests will be submitted through DJJOY)

Daycare Centers and School-Age Child Care Programs should contact the appropriate licensing agency listed below for assistance regarding the correct CCFS/RID number to use on database check forms they submit to the SCR.

ALBANY REGIONAL OFFICE –

52 Washington Street, Room 309 S, Rensselaer, NY 12144 (518) 402-3038
Serving the counties of: Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington

BUFFALO REGIONAL OFFICE

295 Main Street, Room 545, Buffalo, NY 14203 (716) 847-3828
Serving the counties of: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

NEW YORK CITY REGIONAL OFFICE

80 Maiden Lane, New York, NY 10038 (212) 383-1834
Day Care related goes to the 23rd floor. All other concerns are on the 24th floor.
Serving the New York City Boroughs: Bronx, Brooklyn (Kings), Manhattan, Queens, and Staten Island (Richmond)

ROCHESTER REGIONAL OFFICE

259 Monroe Avenue, 3rd Floor, Monroe Square, Rochester, NY 14607 (585) 238-8531
Serving the counties of: Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates

SYRACUSE REGIONAL OFFICE

The Atrium, 100 S. Salina Street, Suite 350, Syracuse, NY 13202 (315) 423-1202
Serving the counties of: Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, Tompkins

SPRING VALLEY REGIONAL OFFICE (formerly Yonkers Regional Office)

11 Perlman Drive, Spring Valley, NY 10977 (845) 708-2498
Serving the counties of: Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk, Sullivan, Ulster, Westchester

Nassau and Suffolk Day Care issues only are handled through the Long Island regional office at Courthouse Corporate Center, 320 Carlton Avenue, Suite 4000, Central Islip, NY 11722 (631) 242-7100.

NYC DOH – Family Daycare and Group Family Daycare Programs

Bronx (718) 579-7880 or (718) 579-7849
Brooklyn/Staten Island (718) 398-5010
Manhattan (212) 280-9251 or (212) 280-9255
Queens (718) 393-6257

NYC DOH – School-Age Childcare Programs in all Boroughs
(212) 676-2444