

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 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 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 Department of Health 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 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 Resource Id (RID) Number for the Database Check to be processed by the 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 New York State Department of Health and 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 New York State Office of Mental Health (OMH) or New York State Office of 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 Resource Id (RID) Number 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 State 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 New York State 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)

If you operate any of the program types listed above other than a day care program and do not have a RID, please send an electronic e-mail request to the Office of Children and Family Services at ocfs.sm.conn_app@ocfs.state.ny.us. Please include the following information so we can determine if issuance of a RID is appropriate: The name, address and telephone number of your organization and a contact person within your organization;

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

If you do not fall within any of the categories described above but believe you are legally authorized to access the database check process, please contact your licensing agency listed below for assistance in determining if your organization may legally access the database check process. If your licensing agency asserts you are legally entitled to access the database check processes of the SCR, please obtain from your licensing agency a written explanation of the legal rationale for that view and provide that to the above e-mail address with your request for a RID.

Office of Children and Family Services

Capital View Office Park, 52 Washington Street, Rensselaer, New York 12144-2796 (518) 473-7793

New York State Office of Mental Health

44 Holland Avenue, Albany, New York 12229 1-800-597-8481 (toll-free)

New York State Office of People With Developmental Disabilities

44 Holland Avenue, Albany, New York 12229 (518) 473-9689 / 1-866-94NYSDD (1-866-946-9733)

New York State Education Department

89 Washington Avenue, Albany, New York 12234 Phone: (518) 474-3852

New York State Office of Alcoholism and Substance Abuse Services

Albany Office, 1450 Western Avenue, Albany, NY 12203-3526 Phone: 518-485-1768

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 State Central Register.

**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

**LONG ISLAND REGIONAL OFFICE (For Day care issues only)
Courthouse Corporate Center, 320 Carlton Avenue, Suite 4000, Central Islip, NY 11722 (631) 242-7100**

Serving the counties of: Nassau and Suffolk

**NEW YORK CITY REGIONAL OFFICE
80 Maiden Lane, New York, NY 10038 (212)-383-1834**

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 (Yonkers Regional Office)
11 Perlman Drive, Spring Valley, NY 10977 (845) 708-2498**

Serving the counties of: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester

NYC Department of Health – 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 Department of Health – School Age Childcare Programs in all Boroughs
212-676-2444