

BUREAU OF EARLY CHILDHOOD SERVICES

POLICY STATEMENT

ID NUMBER: 99-3 (REVISED)

TOPIC: Documentation of Results of SCR Level 1 Clearance

MODALITIES IMPACTED: SACC, GFDC, FDC and DCC

APPLICABLE REGULATIONS: Part 414, Part 416, Part 417 and Part 418

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EFFECTIVE: IMMEDIATELY

THIS POLICY STATEMENT IS EFFECTIVE IMMEDIATELY AND CANCELS ALL PREVIOUS MEMOS OR STATEMENTS ON THIS TOPIC.

In accordance with the policy of the Office of Children and Family Services, staff of the Bureau of Early Childhood Services and, under specific circumstances, staff of Local Departments of Social Services (LDSS) may do their own Level 1 clearance in the CONNECTIONS data base. This procedure involves a search of the State Central Register (SCR) database for the name of the individual applicant who has completed a DSS-3370.

There are two possible outcomes for this Level 1 clearance: a match for the applicant's name will be identified or no match will be found. In the latter situation, the registrar or the licensor is to print the screen which shows that there is not a match for the applicant or household member's name, and include that screen print in the applicant's file. If a screen print cannot be generated, it is acceptable for the registrar/licensor to document in writing that the search was done and no matches were found. This notation is to be signed by the responsible registrar or licensor. Either of these is an acceptable alternative to the traditional clearance letter sent by the SCR.

If the registrar or licensor finds a possible match for the applicant/household member's name, they are to complete the form supplied by the SCR indicating that a possible match has been found for this individual. This form must include the applicant's name and address, and the case number in which the possible match was found. This form is attached to the DSS-3370 and sent to the State Central Register for a Level 2 clearance activity to be completed by staff at the SCR.

Only staff of OCFS, or of an LDSS having a Memorandum of Understanding (MOU) with the New York State Central Register for Child Abuse and Maltreatment (SCR) may conduct a Level 1 clearance activity. Neither employees of an LDSS that does not have an MOU with the SCR, nor employees of any other agency contracting with the Office or subcontracting with an LDSS for registration activities may have access to the SCR database. Any LDSS interested in applying for an MOU should contact the State Central Register at (518) 474-9607 for information.

APPROVED BY:

[X] Suzanne Zafonte Sennett Date: 1993