



MEMORANDUM

TO: OCFS Division of Child Care Services Regional Office and Registration staff

FROM: William T. Gettman, Jr.
Executive Deputy Commissioner

SUBJECT: New Fees for SCR clearances

DATE: April 1, 2011

New York State
Office of
Children &
Family
Services

www.ocfs.state.ny.us

Andrew M. Cuomo
Governor

Gladys Carrión, Esq.
Commissioner

Now that the New York State Fiscal Year 2011-12 budget has been executed, we are writing to inform you of a new provision in the law regarding the submission of database checks through the Statewide Central Register of Child Abuse and Maltreatment (SCR).

Capital View Office Park
52 Washington Street
Rensselaer, NY
12144-2834

The new State budget includes an amendment to Section 424-a(1)(f) of the Social Services Law, which sets forth requirements for fees for conducting database checks through the SCR. Prior to this change in law, day care providers and staff of day care programs were exempt from the fee requirements. The change in the law now requires that prospective day care providers and applicants for employment in day care programs be charged a \$25 fee for any database checks conducted through the SCR.

The change in law takes effect on April 1, 2011 and will be implemented by OCFS on Friday, April 8, 2011. The information below will apply to all database check requests submitted to the SCR on or after April 8, 2011.

Please note that the fee requirements do not apply to volunteers who work in day care programs, nor do they apply to providers of goods and services to day care programs, consultants to day care programs, or to current employees who have previously been screened through the SCR if the program elects to re-screen current employees. The fee requirements also do not apply to persons age 18 or over who reside in homes where family and group family day care will be provided. This is because none of these persons are day care providers or applicants for employment.



The change in the law will require changes in the processes used to conduct SCR database checks for all types of day care programs. What follows is a breakdown of the different categories of day care programs and how the process will change for each.

Please note that there are references below to a “payment of the fee”. There are four methods of acceptable payment of the fee. These are:

1. Certified check;
2. Postal or bank money order;
3. Teller’s check; or
4. Cashier’s check

Each must be made payable to **NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES**.

FAMILY DAY CARE HOMES

When applicants to be family day care providers or to be assistant or alternate caregivers in family day care homes submit their application materials to the regional office of OCFS or to the registrar for their county (which would be a child care resource and referral program, a local social services district or, for homes in New York City, the New York City Department of Health and Mental Hygiene), they will be required to submit a payment of the fee in the amount of \$25 for the required database check. The payment of the fee must include the name of the applicant so that it may be properly processed. The application will not be processed without the required payment of the fee. Please note that there must be a separate payment of the fee for each applicant.

GROUP FAMILY DAY CARE HOMES

When applicants to be group family day care providers or assistants or alternate caregivers in group family day care homes submit their application materials to the regional office of OCFS (or, for homes in New York City, the New York City Department of Health and Mental Hygiene), they will be required to submit a payment of the fee in the amount of \$25 for the required database check. The payment of the fee must include the name of the applicant so that it may be properly processed. The application will not be processed without the required payment of the fee. Please note that there must be a separate payment of the fee for each applicant for whom a DSS 3370 form is submitted.

CHILD DAY CARE CENTERS

1) Directors - When applicants to be directors of child day care centers submit their application materials to the regional office of OCFS, they will be required to submit a payment of the fee in the amount of \$25 for the required database check. The payment of the fee must include the name of the applicant so that it may be properly processed. The application will not be processed without the required payment of the fee.

2) All other employment applicants – For child day care centers using the Online Clearance System (OCS), when the day care center director, director’s designee or applicant enters information into the OCS, they will be required to enter into OCS the identification number of the check or money order that will be used to pay the \$25 fee. The child day care center will be required to write on the check or money order: (1) the request identification number for the OCS database check; and (2) the name of the applicant.

Once the database check request has been submitted through the OCS, the child day care center must promptly send the payment of the fee to OCFS at:

New York State Office of Children and Family Services
Capital View Office Park
52 Washington Street, South Building Room 204
Bureau of Financial Operations/Accounting and Revenue Collection
Rensselaer, NY 12144

Please note that there must be a separate payment of the fee for each applicant.

For child day care centers not using the OCS, the database check form (DSS 3370) must be accompanied by a payment of the fee for \$25 when it is submitted to the SCR. The application will not be processed without the required payment of the fee. Please note that there must be a separate payment of the fee for each applicant for whom a DSS 3370 form is submitted.

SCHOOL AGE CHILD CARE PROGRAMS

1) Directors – When applicants to be directors of school-age child care programs submit their application materials to the regional office of OCFS or to the registrar for their county (which would be a child care resource and referral program, a local social services district or, for homes in New York City, the New York City Department of Health and Mental Hygiene), they will be required to submit a payment of the fee in the amount of \$25 for the required database check. The payment of the fee must include the name of the applicant so that it may be properly processed. The application will not be processed without the required payment of the fee.

2) All other employment applicants – For school-age child care programs using the Online Clearance System (OCS), when the school-age child care program director, director's designee or applicant enters information into the OCS, they will be required to enter into OCS the identification number of the check or money order that will be used to pay the \$25 fee. The school-age child care program will be required to write on the check or money order: (1) the request identification number for the OCS database check; and (2) the name of the applicant. Once the database check request has been submitted through the OCS, the school-age child care program must promptly send the payment of the fee to OCFS at:

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Bureau of Financial Operations/Accounting and Revenue Collection
Rensselaer, NY 12144

Please note that there must be a separate payment of the fee for each applicant for whom a DSS 3370 form is submitted.

For school-age child care programs not using the OCS, the database check form (DSS 3370) must be accompanied by a payment of the fee for \$25 when it is submitted to the SCR. The application will not be processed without the required payment of the fee. Please note that there must be a separate payment of the fee for each applicant for whom a DSS 3370 form is submitted.

