



February 23, 2011

**New York State
Office of
Children &
Family
Services**

www.ocfs.state.ny.us

Andrew M. Cuomo
Governor

Gladys Carrión, Esq.
Commissioner

Capital View Office Park
52 Washington Street
Rensselaer, NY
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Dear Agency Liaison:

The New York State Office of Children and Family Services (OCFS) previously advised your agency of the introduction of the automated "Online Clearance System" (OCS) for the submission of Database Checks to the Statewide Central Register of Child Abuse and Maltreatment (SCR). Many agencies have registered to use the OCS, and we want to first thank those agencies for their cooperation and assistance in the initial implementation of the OCS.

I am pleased to tell you that the SCR's web-based OCS for database checks related to employment, certification, or licensure in the child care field has been very successful. As anticipated and initially mentioned in my previous correspondence to you introducing the OCS, I can now say that efficiencies in the overall timeliness of processing responses have been realized. Since implementation began in June 2010, we have experienced a significant improvement in turnaround times, with many responses returned in just one or two days.

With over 2,000 entities registered to date to use the OCS, the feedback from users has been extremely positive. The OCS continues to be a much faster and more efficient way to submit SCR Database Checks, and to those agencies that are currently registered, we strongly encourage your agency's continued use of this system. Over the next several weeks, we will be moving to full statewide implementation and are no longer planning to routinely use the paper process (DSS Form 3370). Therefore, if you find that you are unable to use the OCS or have not been registered for access to the system, please contact the SCR as soon as possible for assistance at 518- 474- 1567.

Working together, we have the opportunity to better serve our communities, families and children. Thank you for your commitment.

Sincerely,

Renee L. Rider
Assistant Commissioner
Division of Child Care Services



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