



David A. Paterson
Governor

NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES
52 WASHINGTON STREET
RENSSELAER, NY 12144

Gladys Carrión, Esq.
Commissioner

Informational Letter

Transmittal:	09-OCFS-INF-04
To:	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies Directors of Day Care Centers and School-Age Child Care Programs
Issuing Division/Office:	Strategic Planning and Policy Development
Date:	August 4, 2009
Subject:	Changes in the LDSS-3370 Form for the Statewide Central Register Database Check
Suggested Distribution:	Directors of Social Services Adoption and Foster Care Supervisors
Contact Person(s):	Sharon Imam, Statewide Central Register, (518) 474-1567
Attachments:	Yes. LDSS-3370, Statewide Central Register Database Check, rev. 04/2009
Attachment Available Online:	http://www.ocfs.state.ny.us/main/forms/cps http://ocfs.state.nyenet/admin/forms/SCR

Filing References, if applicable (*check on these –be sure that are correct and there are no typos*)

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
			SSL 424-a		

I. Purpose

The purpose of this Informational Letter (INF) is to provide information about changes that have been made to the Statewide Central Register Database Check Form (LDSS-3370), which is completed by applicants who are screened by the New York State Statewide Central Register (SCR) to determine whether they are the subjects of indicated reports of child abuse or

maltreatment on file with the SCR. The INF describes new requirements for completing this form and describes how to obtain copies of the revised version of LDSS-3370.

II. Background

Agencies authorized to conduct database checks under Section 424-a of the Social Services Law are required to submit a fully completed Statewide Central Register Database Check Form (LDSS-3370) for each person to be screened through the SCR. Previously, the SCR required applicants who completed the LDSS-3370 to provide a complete address history dating back either to 1973, which is the year that the SCR started storing information about child abuse and maltreatment, or to the applicant's 18th birthday, whichever was most recent.

The Office of Children and Family Services (OCFS) has now changed its requirements regarding the timeframe for which address history must be provided by persons who are screened. This was done for two reasons.

First, because information regarding child abuse and maltreatment remains in the SCR database for, at most, a period of 28 years, there is no longer any information in the database dating back to 1973, and thus there is no reason to ask for address history that far back. Therefore, OCFS has determined that applicants should only have to provide their address history for the period for which it could have information in its database (i.e., 28 years.)

Second, the SCR had not previously asked applicants to provide address information for periods before their 18th birthdays because persons under the age of 18 are not generally the subject of an indicated report of child abuse or maltreatment. However, a person who is a *parent* and under eighteen *can* be the subject of an indicated report of child abuse or maltreatment of his or her own child. Also, persons under the age of 18 who work in certain child care settings, such as day care programs, can be subjects of reports. Therefore, in order to be sure that it captures *complete* information about any indicated reports of child abuse or maltreatment, OCFS is now requiring applicants to provide address history information that includes addresses for the years prior to their 18th birthdays.

III. Program Implications

Previously, an applicant who was required to be screened by the SCR was required to provide address information for him/herself (and in some cases also for everyone living in the applicant's household who was 18 years of age or older) dating back to either January 1973 or the person's 18th birthday, whichever was most recent. As of June 19, 2009, those requirements for providing address information were no longer applicable.

Applicants must now provide their current address and any other addresses at which they have resided for the last 28 years, including street, city and state. For adoption, foster care, family and group family day care, the same address history for household members 18 years of age and older must also be included.

Other requirements for completing the LDSS-3370 remain unchanged.

SCR staff understands that some people may find it difficult to provide complete detailed information about address history for their childhood years. Provider agencies should advise applicants to do the best that they can in completing the LDSS-3370, providing at least the name of the city and state in which they lived for each time period, even if they do not know a street number or street name. SCR staff will be reasonable when determining the acceptability of address history information provided by screening applicants.

OCFS has issued a revised Statewide Central Register Database Check form (LDSS-3370), which should be used starting immediately. The revised form supports the new requirements for providing information about an applicant's address history. These new forms contain appropriate instructions for providing address history in the section labeled "Applicant Information / Address Area."

Provider agencies should discard all copies of previous versions of the Statewide Central Register Database Check Form (LDSS-3370), and obtain copies of the newly revised form to give to persons who must be screened.

Copies of the revised Statewide Central Register Database Check form (LDSS-3370) can be downloaded from the OCFS internet website using this link: <http://www.ocfs.state.ny.us/main/forms/cps>, and from the OCFS intranet website using this link: <http://ocfs.state.nyenet/admin/forms/SCR>.

Provider agencies can order copies of the revised Statewide Central Register Database Check Form (LDSS-3370) by using the Request for Forms and Publications, (OCFS-4627), which can also be accessed from the above websites or can be ordered by phone at 518-473-0971.

/s/ Nancy W. Martinez

Issued By:

Name: Nancy W. Martinez

Title: Director

Division/Office: Strategic Planning and Policy Development