

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**CHILD PROTECTIVE SERVICES**  
**MANUAL UPDATE REQUEST FORM**

**Introduction:** The *New York State Child Protective Services Manual* (CPS Manual) is a resource for local departments of social services incorporating current relevant laws, regulations, policies, and procedures (CPS) as well as guidance for CPS workers in putting those laws, regulations, policies and procedures into operation. The manual is the principal source for OCFS CPS training and contains a glossary of terms and an appendix that includes useful tools for CPS workers.

The New York State Office of Children and Family Services (OCFS) expects to issue regular CPS Manual updates, as warranted by changes in law, regulations, policy, and procedures in CPS practice. The OCFS Bureau of Policy Analysis (BPA), in the Office of Strategic Planning and Policy Development (SPPD), has developed this *Child Protective Services Manual Update Request Form* to streamline and archive update to the Manual requests. BPA reserves the right to approve or disapprove a CPS Manual update request and will work with SPPD to amend any disapproved requests.

Requests are accepted by BPA on a rolling basis, and all requests will be reviewed in a CPS Manual update meeting prior to inclusion. All proposed updates Manual will be submitted to the OCFS Document Review Management System (DRMS) for review and approval prior to publication.

**Instructions:** Please fill out the sections below. Once complete, return the form to the SPPD policy mailbox at [ocfs.sm.policy@ocfs.ny.gov](mailto:ocfs.sm.policy@ocfs.ny.gov).

Submission Date of Request:        /        /

Requester's Name:

Contact Information (phone, email): (        )        -        ,        @

Requesting OCFS Division (if applicable) /Office/LDSS:

Chapter and Section to Revise/Update, including page numbers (list all if material appears in multiple places in the CPS Manual):

Relevant existing, cancelled, revised or new OCFS policies:

Reason for request (new or amended law, regulation, or policy):

Summary of request:

Requester's suggested new/amended language:

**Note:** If the request is for *new* language, please indicate so by highlighting the proposed text. Alternately, if the request is to *replace* current language in the manual, please submit the suggested language with the existing language, strike out text to be replaced and highlight the proposed new text in yellow. See example below:

**1. Investigation of ~~previously reported and investigated~~ re-reports of child fatalities**

~~A re-reported fatality is a fatality that was previously investigated by CPS and closed, for which a new report of the fatality provides no new information and no new or different allegations than were included in the previous report and investigation.~~

A previously investigated fatality is a report of the death of a child that has been previously reported to the SCR and investigated by CPS in New York State, and the previous fatality investigation has been closed when the report is made again to the SCR. Reports on previously investigated fatalities are commonly referred to as "re-reported fatalities."<sup>1</sup>

If you would like to consult BPA in developing suggested language, please indicate by checking the box below.

BPA will contact you to schedule a meeting.