



Office of Children and Family Services

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Local Commissioners Memorandum

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| Transmittal: | 23-OCFS-LCM-23 |
| To: | Local Departments of Social Services Commissioners |
| Issuing Division/Office: | Office of Strategic Planning and Policy Development |
| Date: | October 24, 2023 |
| Subject: | Child Protective Services Manual Updates |
| Contact Person(s): | See section IV. |
| Attachments: | OCFS-5025, <i>CPS Manual Update Request Form</i> |

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of updates to the *New York State Child Protective Services Manual (CPS Manual)*; August 2023). These updates replace prior iterations of the manual and are intended to reflect the most recent law, regulation, and policy.

II. Background

The CPS Manual provides a comprehensive resource that incorporates current law, regulations, relevant guidelines, and procedures in child protective services, and guidance to CPS workers in putting those laws, regulations, and policies into operation. The manual is the principal source for CPS training conducted by the New York State Office of Children and Family Services (OCFS), and it contains a glossary of terms as well as an appendix that provides useful tools for CPS workers.

This update to the June 2022 CPS Manual is limited to replacing gender-specific language with gender-neutral language where possible and other non-substantive changes such as updating cross-references.

To further the goal of updating and maintaining the CPS Manual, OCFS has developed form OCFS-5025, *CPS Manual Update Request Form*, to be used internally and by local departments of social services (LDSSs) stakeholders to request updates to the CPS Manual. This form will be available to users of the OCFS Intranet at <http://ocfs.state.nyenet/cps/>. Update requests will be vetted for accuracy and appropriateness for inclusion in the CPS manual.

III. Program Implications

LDSSs and voluntary authorized agencies (VAs) should access the most current version of the manual when using it as a resource. LDSSs and VAs with access to the OCFS Intranet may use the OCFS-5025 form to submit change requests for the CPS Manual.

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