



# Office of Children and Family Services

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

DaMia Harris-Madden, Ed.D., MBA, M.S.  
Commissioner

## Informational Letter

<b>Transmittal:</b>	24-OCFS-INF-08
<b>To:</b>	Local Departments of Social Services Commissioners Voluntary Authorized Agencies Executive Directors
<b>Issuing Division/Office:</b>	Office of Strategic Planning and Policy Development
<b>Date:</b>	June 28, 2024
<b>Subject:</b>	<b>Update to <i>Working Together: Health Services Manual for Children in Foster Care</i></b>
<b>Suggested Distribution:</b>	Social Services Directors Child Welfare Supervisors Foster Care Supervisors Adoption Supervisors
<b>Contact Person(s):</b>	See Section IV.
<b>Attachments:</b>	<a href="#">Working Together: Health Services Manual for Children in Foster Care</a>

### Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.

### I. Purpose

The purpose of this Informational Letter (INF) is to advise local departments of social services (LDSSs) and voluntary authorized agencies (VAs) that an updated version of the *Working Together: Health Services Manual for Children in Foster Care* has been published. The updated version replaces prior iterations of the manual and is intended to reflect the most recent law, regulation, and policy.

### II. Background

The *Working Together: Health Services Manual for Children in Foster Care* is designed to assist foster care and health services staff in focusing attention on the critical issue of adequate, individualized, and timely health services for children in foster care. The manual incorporates health services standards and guidelines with descriptions of the services necessary to address children’s health needs, time frames to accomplish required health activities, and important concepts around health care coordination, monitoring of health services, and administrative issues. The manual also includes helpful resources and suggestions for managing health services for children in foster care.

This update to the 2009 *Working Together: Health Services Manual for Children in Foster Care* includes current policies, statutes, and regulations, as well as links to updated publications, websites, forms, and job aids. A new, more user-friendly appendix has replaced previous appendices A-E.

### III. Program Implications

LDSSs and VAs should utilize the most current version of the *Working Together: Health Services Manual for Children in Foster Care* when using it as a resource. To access the manual, see the attachment or visit <https://ocfs.ny.gov/main/sppd/health-services/manual.php>.

### IV. Contacts

Buffalo Regional Office - Amanda Darling (716) 847-3145

[Amanda.Darling@ocfs.ny.gov](mailto:Amanda.Darling@ocfs.ny.gov)

Rochester Regional Office - Chris Bruno (585) 238-8201

[Christopher.Bruno@ocfs.ny.gov](mailto:Christopher.Bruno@ocfs.ny.gov)

Syracuse Regional Office - Sara Simon (315) 423-1200

[Sara.Simon@ocfs.ny.gov](mailto:Sara.Simon@ocfs.ny.gov)

Albany Regional Office - John Lockwood (518) 486-7078

[John.Lockwood@ocfs.ny.gov](mailto:John.Lockwood@ocfs.ny.gov)

Westchester Regional Office - Sheletha Chang (845) 708-2498

[Sheletha.Chang@ocfs.ny.gov](mailto:Sheletha.Chang@ocfs.ny.gov)

New York City Regional Office - Ronni Fuchs (212) 383-1676

[Ronni.Fuchs@ocfs.ny.gov](mailto:Ronni.Fuchs@ocfs.ny.gov)

Native American Services - Heather LaForme (716) 847-3123

[Heather.LaForme@ocfs.ny.gov](mailto:Heather.LaForme@ocfs.ny.gov)

*/s/ Thomas R. Brooks, Esq.*

---

#### Issued by:

Name: Thomas R. Brooks, Esq.

Title: Deputy Commissioner

Division/Office: Office of Strategic Planning and Policy Development