



Office of Children and Family Services

Appendix C: Safe Harbour: NY Resources and County Commitments 2025

The New York State Office of Children and Family Services (OCFS) is pleased to fund partner counties to develop a system response to commercially sexually exploited children (CSEC) and youth who have been trafficked or are at risk of being trafficked. To support the development and implementation of these programs, OCFS offers a number of resources and has several expectations of county partners.

The following resources are available to all counties:

- [*Responding to Commercially Sexually Exploited and Trafficked Youth: A Blueprint for Systems of Care in New York State*](#): Practical guidance in developing comprehensive, sustainable system interventions to best meet the needs of trafficked and exploited youth.
- [*Responding to Commercially Sexually Exploited and Trafficked Youth: A Handbook for Child Serving Professionals*](#): Practical guidance for professionals working directly with trafficked, exploited, and at-risk youth.
- *New York State Processes Related to Notifications of Victims of Human Trafficking* INF ([17-OCFS-INF-03](#)).
- *Requirements to Identify, Document, Report, and Provide Services to Child Sex Trafficking Victims* Administrative Directive ([15-OCFS-ADM-16](#)) and associated tools and FAQ documents: An OCFS policy directive that must be followed by OCFS, local departments of social services (LDSSs), and relevant voluntary agency staff.
- Sample flow charts to illustrate potential referral processes for youth who are and are not subject to [15-OCFS-ADM-16](#).
- Optional *Initial Trafficking Interview Tool for Youth* (OCFS-2715) and corresponding training in the Human Services Learning Center (HSLC) site.
- *Sex Trafficking Allegation* ([19-OCFS-ADM-11](#)).
- Several free trainings are available on the [HSLC](#), including *Human Trafficking/Commercial Sexual Exploitation of Children: An Overview* and *Using the Initial Trafficking Interview Tool for Youth*.
- Free training videos on a wide variety of topics are available on the OCFS Human Trafficking [YouTube playlist](#).
- Fast facts, palm cards, and other technical assistance documents are available for counties to reference and distribute from this OCFS website: <https://ocfs.ny.gov/programs/human-trafficking/resources-professionals.php>
- A shared mailbox or general inquires is available: humantrafficking@ocfs.ny.gov. **Note:** Please do not send any urgent case matters or case-identifying information to this mailbox.

Counties who receive Safe Harbour: NY funds are committed to meet the following expectations:

- Under the leadership of the local departments of social services (LDSSs), counties with Safe Harbour funds will develop or utilize the following:



Office of Children and Family Services

- An existing critical team to lead the development of a countywide system response to commercially sexually exploited children and trafficked and at-risk youth (Safe Harbour program). *It is strongly recommended that programs use the Blueprint to guide the work of the critical team.*
- An asset map and needs assessment related to services that can support youth who have experienced CSEC and human trafficking in a survivor-centered, trauma-responsive manner.
- Standardized tools, including those included in [15-OCFS-ADM-16](#), to screen and assess youth for CSEC and human trafficking experiences.
- Referral pathways to ensure trafficked, exploited, and at-risk youth will be provided an appropriate service response.
- Public awareness campaigns and/or outreach initiatives to contact trafficked, exploited, and at-risk youth. (Note: All public awareness materials require OCFS approval before they may be published with OCFS funds.)
- Offer training opportunities to LDSSs and community-based providers on identifying and providing specialized services to youth who have experienced CSEC and human trafficking.
 - OCFS offers train-the-trainer opportunities to capacitate local partners to deliver trainings locally.
 - Youth engagement specialists are available at each OCFS regional office to deliver free training on human trafficking to child welfare professionals.
- Partner counties are further committed to the following:
 - Participate in regional Safe Harbour meetings (as applicable).
 - Participate in OCFS's statewide annual conferences.
 - Submit, at OCFS's request, details regarding program spending and claims.
 - Provide a program plan and proposed budget at the beginning of each funding year.
 - Provide a report on its progress at the end of each funding year using the provided template.
 - Respond to OCFS requests for additional information.
- Collect data on all youth identified as commercially sexually exploited, trafficked, or at risk by Safe Harbour: NY-funded agencies in the county, and report this data to OCFS quarterly using the provided template.
 - Data is due to the humantrafficking@ocfs.ny.gov mailbox according to the following schedule:
 - Q1: data from January 1 – March 31 (Due 4/22/25)
 - Q2: data from April 1 – June 30 (Due 7/21/25)
 - Q3: data from July 1 – September 30 (Due 10/20/25)
 - Q4: data from October 1 – December 31 (Due 1/19/26)

For more information about Safe Harbour: NY, please contact humantrafficking@OCFS.ny.gov.