



Office of Children and Family Services

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Local Commissioners Memorandum

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To:	Local Departments of Social Services Commissioners
Issuing Division/Office:	Office of Strategic Planning and Policy Development
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Subject:	Child Protective Services Manual Updates
Contact Person(s):	See section IV.
Attachments:	None

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 2024)*. 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 October 2023 CPS Manual includes revisions to Chapter 6, Section N: Domestic Violence. This section has been revised to reflect current OCFS training and best practice in child protective investigations with indicators of domestic violence. Additionally, language regarding the importance of accuracy in reporting the child role in the CONNECTIONS (CONNX) case recording system at case closing has been added to Chapter 6, section P: Case Closing.

As with prior updates to the manual, new language appears in yellow highlight and deleted language appears in strikethrough text, to enable the reader to easily identify the changes to the content.

As a reminder, to further the goal of updating and maintaining the CPS Manual, OCFS issued 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 is 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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