

De Novo Enforcement Letter – Right to a Hearing

If you have any questions about the letter you received, you may call the New York State Office of Children and Family Services (OCFS) at 518-474-9454 and ask the operator to speak with the Home Office Clearance Unit.

Information for day care providers on how to request a hearing in response to an employee/volunteer role denial letter or a legally exempt application denial or role denial letter:

- If you received a **letter denying your role as an employee or volunteer in a licensed or registered day care**, based on a discretionary criminal conviction, you are entitled to a de novo review/hearing. You must request the review within **30 days** of receiving the letter. You may choose whether the review will be conducted through the submission of written materials to a hearing officer, or to be heard in person in an administrative hearing before a hearing officer or by video conference in an administrative hearing before a hearing officer if reasonably available. Send your de novo review/hearing request letter, your telephone number and email address to the Bureau of Special Hearings at the address below.
- If you received a **letter denying your initial application or a re-enrollment application for a legally exempt child care program**, based on a discretionary criminal conviction, you are entitled to a de novo review/hearing. You must request the review within **30 days** of receiving the letter. You may choose whether the review will be conducted through the submission of written materials to a hearing officer, or to be heard in person in an administrative hearing before a hearing officer or by video conference in an administrative hearing before a hearing officer if reasonably available. Send your de novo review/hearing request letter, your telephone number and email address to the Bureau of Special Hearings at the address below.
- If you received a **letter denying or terminating your role as an employee or volunteer in a legally exempt day care**, based on a discretionary criminal conviction, you are entitled to a de novo review/hearing. You must request the review within **30 days** of receiving the letter. You may choose whether the review will be conducted through the submission of written materials to a hearing officer, or to be heard in person in an administrative hearing before a hearing officer or by video conference in an administrative hearing before a hearing officer if reasonably available. Send your de novo review/hearing request letter, your telephone number and email address to the Bureau of Special Hearings at the address below.

Ms. Beth Mancini
Bureau of Special Hearings
New York State Office of Children and Family Services
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