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
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