



Notification of Social Service Law - Procedures

Please read carefully. It may impact your employment Select Human Services.

Section 424-a of the Social Services law requires authorized agencies including local social services districts, the division for youth, special act school districts, residential schools which are operated supervised or approved by the education department and licensed day care centers to inquire whether a person will have substantial contact with children being cared for by the agency is the subject of or indicated in a report of child abuse or maltreatment on file with the State Central Register of Child Abuse and Maltreatment. This section also requires these same agencies to make such an inquiry regarding an individual or an employee of an individual, corporation, partnership, or association which provides goods or services to the agency and who has or will have the potential for regular and substantial contact with children being cared for by the agency. In addition to these required steps, Section 42-a permits authorized agencies, including local social services districts, the division for youth, special act school districts, residential schools which are operated, supervised, or approved by the education department and licensed day care centers to make inquiries to the State Central Register regarding any current employee, any person who has volunteered his or her services to the agency or any person to be hired as a consultant who has or will have the potential for regular and substantial contact with the children being cared for by the agency.

This agency will make such an inquiry to the State Central Register regarding you based on the position for which you have applied, are being considered or which you currently occupy. You will be notified by the New York State Department of Social Services if the result of this inquiry shows that you are the subject of an indicated report of child abuse or maltreatment.

If the State Central Register replies to our inquiry that you are the subject of an indicated report of child abuse or maltreatment, this agency must consider that factor, along with other background information, in determining whether to employ you, retain you as an employee, use you as a volunteer, hire you as a consultant, or allow you access to provide goods or services to this agency. You may be asked to provide details of the situation(s) or incident(s) that gave rise to the indicated report. You may also be asked to sign a release allowing this agency to receive a copy of the indicated report on file with the State Central Register.

If you are denied employment, terminated as an employee or volunteer, not hired as a consultant or denied access to the agency to provide goods or services, you will be provided with a written statement from this agency which sets forth part, on the existence of an indicated report of child abuse or maltreatment, the statement will include that basis in the explanation of the denial.

If you are notified that you have been denied or dismissed from employment, have not been hired as a consultant, have been dismissed or not accepted as a volunteer, or denied access to the agency to provide goods or services because you are subject of an indicated report of child abuse or maltreatment, you will be informed at the time of your right, pursuant to Sect 22 and 424-a of the Social Service Law, to request a hearing before the NYS Dept. of Social Service Law, to request a hearing before the NYS Dept. of Social Services on the indicated report on file with the State Central Register.