

## NOTIFICATION OF SOCIAL SERVICES LAW 424-a PROCEDURES

Section 424-a of the Social Services Law requires authorized agencies, including local social services districts, the Division of 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 actively being considered for employment who will have the potential for regular and substantial contact with children being cared for by the agency is the subject of an indicated report of child abuse or maltreatment on file with the State Central Registry 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 424-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 Registry 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 Registry 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 results of this inquiry shows that you are the subject of an indicated report of child abuse or maltreatment.

If the State Central Registry 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 and 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 the agency to receive a copy of the indicated report on file with the State Central Registry.

If you are denied employment, terminated as an employee or volunteer, not accepted as a 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 the reason(s) for the denial. If the denial is based in whole or in 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 the subject of an indicated report of child abuse or maltreatment, you will be informed at that time of your right, pursuant to Sections 22 and 424-a of the Social Services Law, to request a hearing before the New York State Department of Social Services on the indicated report on file with the State Central Registry.

Given To (please print): \_\_\_\_\_

By: Human Resources Department

Signature: \_\_\_\_\_

for: Green Chimneys Children's Services

Date: \_\_\_\_\_