



Office of Children and Family Services

KATHY HOCHUL
Governor

SHEILA J. POOLE
Commissioner

Date [Month/Day/Year] _____ / _____ / _____

Name

Case ID:

Address

Intake Stage ID:

City, State, Zip Code

Date of Report: _____ / _____ / _____

Dear _____,

Local child protective services (CPS) provided you with a letter that a report had been made to the New York Statewide Central Register of Child Abuse and Maltreatment (SCR) alleging a child had been abused or maltreated. This letter is your notice that CPS did an investigation and decided the report was unfounded. This means CPS did not find a fair preponderance of the evidence that the child(ren) was abused or maltreated.

All unfounded reports are legally sealed and stay in the SCR's database for 10 years from the date of the report (Social Services Law §422). Legally sealed means the unfounded report may only be viewed in limited situations allowed by law. For example, CPS may review an unfounded report if it is investigating a new report involving the same subject, the same child or the child's sibling. However, since the report is legally sealed, the SCR cannot tell employers or licensing agencies you have an unfounded report. When 10 years from the date of the report have passed, your unfounded report will be expunged. This means your unfounded report will be destroyed. You do not need to ask the SCR to destroy the report in 10 years – this will happen automatically.

If you were named as the subject in the report, you have the right to get a copy of the SCR's record. To get a copy of the SCR's record of the report, please write to:

New York State Office of Children and Family Services
Statewide Central Register
P.O. Box 4480
Albany, NY 12204

If you were only named in the report because you are related to the child or live in the same household, you do not have the right to get a copy of the SCR record.

If you have more than one CPS report, it is important to know all reports are treated separately. The sealing of this report will not affect any other CPS reports in which you are named as a subject. Therefore, if you were told you have another indicated report, this notice does not have any effect on that report. Likewise, if you are receiving services, this notice does not change those services.

If you have questions about this letter, please contact 1-844-337-6298 between 8:00 a.m. and 5:00 p.m., Monday through Friday. You may also write to the SCR at the address listed above. Please include a copy of this letter or the Case ID and Stage ID numbers written at the top of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Ogundimu", written over a light gray rectangular background.

Lisa Gharthey Ogundimu, Esq.
Deputy Commissioner
Division of Child Welfare and Community Services