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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-141

Date: December 1, 1994

Division: Services &  
Community  
Development

TO: Local District Commissioners

SUBJECT: State Central Register (SCR) Employment Clearance Inquiry:  
Fees

ATTACHMENTS: A: Amendment of sections 402.2, 432.2, 442.18, 447.2 and  
448.3 of Title 18 NYCRR  
(Available On-Line)

B: State Central Register Clearance Fee-Request for Claim  
Against Reimbursement  
(Available On-Line)

Recently, State Regulations were amended to establish procedures for payment of required fees for certain Statewide Central Register screening requests. The regulations implemented Chapter 441 of the Laws of 1993, which requires the Department to establish procedures for payment of the SCR screening fee when it searches SCR records to determine whether applicants for employment with provider agencies are subjects of indicated reports of child abuse or maltreatment (See Attachment A). The regulation became effective on October 12, 1994. The Child Protective Services Program Manual will be updated to provide information concerning SCR screening procedures.

The Regulation changes the procedure for collecting fees in the following three ways:

1) The regulation no longer requires the fee be paid by the applicant for employment but permits payment by either the applicant, agency or a third party. The legislative objective is to require the Department to collect fees is to offset State administrative expenses incurred when conducting employment screenings. These fees are non-reimbursable.

2) For social services districts, the fee does not have to accompany the screening request. Social services districts may elect to have fees subtracted from their claims for reimbursement to state share settlement. When a district decides to follow this method for paying the required fee it will be necessary to submit to the State Central Register a request that the fee be deducted from the quarterly state share settlement as a bottom line adjustment. This is accomplished by attaching to each State Central Register Clearance Form (DSS-3370) a completed State Central Register Clearance Fee- Request For claim Against Reimbursement (See Attachment B).

3) Agencies are now permitted to pay by agency business check, in addition to certified check, money order or cashier's check as required by previous regulation. A check made payable to "New York State Department of Social Services" must be attached to each DSS-3370 submitted to the SCR.

If you have any questions concerning the new procedures for SCR clearance fees, please contact from the SCR either John Sulzman at (518) 474-4670; User ID AZ0160 or Kim Bowler-Ciezkowski at (518) 474-9543.

If you have any fiscal questions, please contact the Bureau of Local Financial Operations:

Region I - IV: Roland Levie at 1-800-343-8859, extension 4-7549 or dial direct at (518) 474-7549; User ID FMS001.

Region V: Marvin Gold at (212) 383-1733; User ID OFM270.

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Frank Puig  
Deputy Commissioner  
Division of Services and Community  
Development

ATTACHMENT A

(underline denotes new language; brackets denote language deleted from regulation)

Subparagraph (iii) of paragraph (3) of subdivision (e) of Section 402.2 is amended to read as follows:

(a) When the person who is the subject of the inquiry is an applicant for employment, the department will charge a five dollar fee when it conducts a search of its records within the [State] Statewide Central Register of Child Abuse and Maltreatment to determine whether such applicant is the subject of an indicated report.

(b) The required fee must either accompany the inquiry form submitted to the department or, for an inquiry submitted by a social services district, the district may elect to have the fee subtracted from its claims for reimbursement submitted pursuant to section 601.1 of this Title.

(c) [The fee must be paid to the department by the applicant.] Fees must be paid by agency business check, certified check, postal or bank money order, teller's check or cashier's check made payable to "New York State Department of Social Services". For social services districts electing to have the fees subtracted from their claims for reimbursement submitted pursuant to section 601.1 of this Title, the fees will be subtracted quarterly to match the number of inquiries made. Personal checks and cash are not acceptable forms of payment.

Clause (c) of subparagraph (iii) of paragraph (6) of subdivision (e) of Section 432.2 is amended to read as follows:

(1) When the person who is the subject of the inquiry

is an applicant for employment, the department will charge a five dollar fee when it conducts a search of its records within the [State] Statewide Central Register of Child Abuse and Maltreatment to determine whether such applicant is the subject of an indicated report.

(2) The required fee must either accompany the inquiry form submitted to the department or, for an inquiry submitted by a social services district, the district may elect to have the fee subtracted from its claims for reimbursement submitted pursuant to section 601.1 of this Title.

(3) [The fee must be paid to the department by the applicant.] Fees must be paid by agency business check, certified check, postal or bank money order, teller's check or cashier's check made payable to "New York State Department of Social Services". For social services districts electing to have the fees subtracted from their claims for reimbursement submitted pursuant to section 601.1 of this Title, the fees will be subtracted quarterly to match the number of inquiries made. Personal checks and cash are not acceptable forms of payment.

Subparagraph (iii) of paragraph (3) of subdivision (e) of Section 442.18 is amended to read as follows:

(a) When the person who is the subject of the inquiry is an applicant for employment, the department will charge a five dollar fee when it conducts a search of its records within the [State] Statewide Central Register of Child Abuse and Maltreatment to determine whether such applicant is the subject of an indicated report.

(b) The required fee must either accompany the inquiry form submitted to the department or, for an inquiry submitted by a social services district, the district may elect to have the fee subtracted from its claims for reimbursement submitted pursuant to section 601.1 of this Title.

(c) [The fee must be paid to the department by the applicant.] Fees must be paid by agency business check, certified check, postal or bank money order, teller's check or cashier's check made payable to "New York State Department of Social Services". For social services districts electing to have the fees subtracted from their claims for reimbursement submitted pursuant to section 601.1 of this Title, the fees will be subtracted quarterly to match the number of inquiries made. Personal checks and cash are not acceptable forms of payment.

Paragraph (4) of subdivision (c) of Section 447.2 is amended to read as follows:

(i) When the person who is the subject of the inquiry is an applicant for employment, the department will charge a five dollar fee when it conducts a search of its records within the [State] Statewide Central Register of Child Abuse and Maltreatment to determine whether such applicant is the subject of an indicated report.

(ii) The required fee must either accompany the inquiry form submitted to the department or, for an inquiry submitted by a social services district, the district may elect to have the fee subtracted from its claims for reimbursement submitted pursuant to section 601.1 of this Title.

(iii) [The fee must be paid to the department by the applicant.] Fees must be paid by agency business check, certified check, postal or bank money order, teller's check or cashier's check made payable to "New York State Department of Social Services". For social services districts electing to have the fees subtracted from their claims for reimbursement submitted pursuant to section 601.1 of this Title, the fees will be subtracted quarterly to match the number of inquiries made. Personal checks and cash are not acceptable forms of payment.

Subparagraph (iii) of paragraph (1) of subdivision (c) of Section 448.3 is amended to read as follows:

(a) When [a] the person who is the subject of the inquiry is an applicant for employment, the department will charge a five dollar fee when it conducts a search of its records within the [State] Statewide Central Register of Child Abuse and Maltreatment to determine whether such applicant is the subject of an indicated report.

(b) The required fee must either accompany the inquiry form submitted to the department or, for an inquiry submitted by a social services district, the district may elect to have the fee subtracted from its claims for reimbursement submitted pursuant to section 601.1 of this Title.

(c) [The fee must be paid to the department by the applicant.] Fees must be paid by agency business check, certified check, postal or bank money order, teller's check or cashier's check made payable to "New York State Department of Social Services". For social services districts electing to have the fees subtracted from their claims for reimbursement submitted pursuant to section 601.1 of this Title, the fees will be subtracted quarterly to match the number of inquiries made. Personal checks and cash are not acceptable forms of payment.

ATTACHMENT B

STATE CENTRAL REGISTER  
CLEARANCE FEE - REQUEST  
FOR CLAIM AGAINST  
REIMBURSEMENT

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| PLEASE ATTACH TO DSS-3370 |  
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APPLICANT NAME: \_\_\_\_\_  
Last First

LOCAL SOCIAL SERVICES DISTRICT NAME: \_\_\_\_\_

LOCAL SOCIAL SERVICES AGENCY CODE: \_\_\_\_\_

SUBMISSION DATE: \_\_\_\_\_

\_\_\_\_\_

+-----+  
| SCR USE: |  
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DSS-3370 REJECTION DATE: \_\_\_\_\_