



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:

Albany Regional Office (518) 402-3038
Buffalo Regional Office (716) 847-3828
Long Island Regional Office (631) 240-2560
New York City Regional Office (212) 383-1415
Rochester Regional Office (585) 238-8531
Syracuse Regional Office (315) 423-1202
Westchester Regional Office (845) 708-2400

Information for day care providers on how to request a hearing in response to an enforcement letter:

- If you received a **suspension** or a **limitation letter** concerning your day care license or registration and you want to request a hearing to contest the temporary suspension or limitation, you have **10 days** from the date of the written notice of the suspension or limitation to write to OCFS to request a hearing. Send your hearing request letter, your telephone number and email address to the Bureau of Special Hearings at the address below.
- If you received a **proposed revocation letter** or a **denial of renewal letter** concerning your day care license or registration, or a **letter denying your initial application** for a license or registration or a letter directing you to **cease and desist the illegal operation** of a day care, you must write to OCFS to request a hearing within **30 days** of receiving the revocation, denial of renewal or denial of an initial application letter. Send your hearing request letter, your telephone number and email address to the Bureau of Special Hearings at the address below.

Ms. Beth Mancini
Bureau of Special Hearings
New York State Office of Children and Family Services
52 Washington Street
Rensselaer, NY 12144

- If you received a **letter and Statement of Charges with a Stipulation of Settlement [fines enforcement]** concerning your day care license or registration and you have any questions about the letter, you may contact your OCFS regional office at the number above.