



Office of Children and Family Services

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Local Commissioners Memorandum

Transmittal:	22-OCFS-LCM-16
To:	Commissioners of Local Departments of Social Services Voluntary Agency Directors
Issuing Division/Office:	Office of Strategic Planning and Policy Development
Date:	June 6, 2022
Subject:	Child Protective Services Manual Updates
Contact Person(s):	See section IV.
Attachments:	New York State Child Protective Services Manual Chapters: Chapter 3, Statewide Central Register Responsibilities Chapter 6, Child Protective Services Investigations Chapter 11, Child Fatality Reviews Chapter 14, Appendices

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of updates to the [New York State Child Protective Services Manual](#) (CPS Manual; June 2022).¹ These updates replace prior iterations of the manual and are intended to reflect the most recent law, regulations, and policy.

II. Background

The *New York State Child Protective Services Manual* provides a comprehensive resource that incorporates current law, regulations, relevant guidelines, and procedures in child protective services as well as guidance to CPS workers in putting those laws, regulations, and policies into operation. The manual is the principal source for CPS training and contains a glossary of terms and an appendix that includes useful tools for CPS workers.

The material in this update reflects changes relevant to previously reported and investigated child fatalities,² best interest determinations of individual child fatality reports,³ and the positive toxicology of newborns.⁴

¹ <https://ocfs.ny.gov/programs/cps/manual/>.

² [20-OCFS-LCM-13](#), *New York Statewide Central Register (SCR) Change in Intake Procedures Related to Previously Reported and Investigated Child Fatalities*.

³ [21-OCFS-LCM-12](#), *OCFS Best Interests Determinations Process for Fatality Report Releases*.

⁴ [22-OCFS-INF-03](#), *Change in the New York Statewide Central Register's Intake Procedures Related to Adult-Use Cannabis*.

Additionally, updates related to SCR Reform legislation⁵ have been made regarding the designation of not relevant and reasonably related (not R&R) for certain indicated reports of child maltreatment.⁶

The CPS Manual chapters with changes include:

- Chapter 3, Statewide Central Register Responsibilities, Section C
- Chapter 6, Child Protective Services Investigations, Sections J, K, O
- Chapter 11, Child Fatality Reviews, Section B
- Chapter 14, Appendices, Section E

Changes in the manual are reflected by either the addition of yellow highlighted text for new material or strikethrough text for material that has been updated due to changes in law, statute, or policy.

The New York State Office of Children and Family Services (OCFS) will continue to issue CPS Manual updates as warranted by changes in law, regulations, policy, relevant guidelines, and procedures in child protective services. It is anticipated that at the beginning of each calendar year, a new complete version incorporating all recent updates and absent of any markup will be issued. Prior versions of the manual will be archived and will be available on the OCFS intranet and internet.

III. Program Implications

LDSSs and voluntary authorized agencies should access the most current version of the manual when using it as a resource.

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⁵ Part R of Chapter 56 of the Laws of 2020 (commonly referred to “SCR Reform legislation”).

⁶ [21-OCFS-ADM-34](#), *Designation of Certain Indicated Reports of Child Maltreatment as “Not Relevant and Reasonably Related” by Operation of Law.*