

Requesting and Renewing Statewide Central Register (SCR) Clearances

The following is the process for requesting and renewing New York State Central Register of Child Abuse and Maltreatment (SCR) inquiries.

For more information on required eligibility clearance procedures please see the Security Clearances section of the [Pre-K for All Policy Handbook](#).

Permitted Article 47 Programs

Online Clearance System Process

Permitted Article 47 child care programs are required to submit the SCR clearance request through the State Central Register Online Clearance System. The SCR does not accept SCR clearance requests submitted by mail.

In order to gain access to the SCR's Online Clearance System (if a program has not accessed the online system already), programs need to request and obtain a User Name and Password. To request a User Name and Password, programs must fax a [Statewide Central Register Online Clearance System Agency Information Registration Sheet](#) to the New York State Office of Children and Family Services at (518) 486-3424 with "Attention: Wendy Reeves." The Online Clearance System can be accessed utilizing this link: [\[https://wso4.nyenet.state.ny.us/\]](https://wso4.nyenet.state.ny.us/). After logging in, programs should follow the data entry instructions.

Once the request and payment have been submitted, the request is frozen and may not be changed by the SCR so programs should thoroughly review their submission for accuracy.

Please note that according to Article 47 of the New York City Health Code, Sections 47.19, current program employees must repeat the SCR process every two years.
[<https://www1.nyc.gov/assets/doh/downloads/pdf/about/healthcode/health-code-article47.pdf>]

Payments

If a program is requesting the clearance of an individual who is new to their program or has never been cleared through SCR, they will need to pay a \$25.00 processing fee. Regardless of who pays this fee, as long as the program reimburses the individual, this fee is an allowable expense in a program's Pre-K for All budget. Payments must be made out to the New York State Office of Children and Family Services in one of the following methods:

- Certified Check
- Postal or Bank Money Order
- Teller's Check
- Cashier's Check
- Corporation of Business Check

The check or money order number should be entered into the appropriate field in the Online Clearance System, additionally they will need to print the fee confirmation page and mail it with the check to:

New York State Office for Children and Family
Services Bureau for Finance and Operations
Capital View Office Park
52 Washington Street
South Building Room 204
Rensselaer, N.Y. 12144-2796

Results

After the SCR conducts its search, the program will receive an electronic notification of the search result directly from the SCR. A copy of this notice must be retained on-site. If a program receives a notice stating that one of their prospective employees is the subject of an indicated case of child abuse and maltreatment, programs must notify the individual and the Department of Health and Mental Hygiene (DOHMH).

Group Family Day Care Programs

Inquiry Process

Group Family Day Care programs are required to notify their local Department of Health and Mental Hygiene (DOHMH) borough office in writing anytime there is a change of staff at the program. They must submit a **LDSS-3370** SCR Database Check Form to their local DOHMH borough offices not to the SCR as the LDSS-3370 form indicates within 15 days of the written notification of the change in staff. The LDSS-3370 form can be found [here](#). DOHMH borough office mailing and contact information can be found [here](#).

Payments

There is a \$25 processing fee for inquiries. This fee is an allowable expense in a program's Pre-K for All budget. Payments must be made out to the New York State Office of Children and Family Services in one of the following methods:

- Certified Check
- Postal or Bank Money Order
- Teller's Check
- Cashier's Check
- Corporation of Business Check

The check should be mailed with the LDSS-3370 form to a program's local DOHMH borough office.

Results

Search results will be sent directly to local DOHMH borough office. The DOHMH borough office will store all SCR clearance information for Group Family Day Care programs.