

Step One Statewide Central Register

Notice of Social Services Law 424-a procedures (Relative to a background check to determine if any employee is the subject of an indicated report of child abuse or mistreatment on file with the State Central Register of Child Abuse and Maltreatment. NOTE: This information is to be given to anyone who is a candidate for employment.)

Please read this carefully as it may have an impact upon your employment with Step One:

Section 424-a of the New York State Social Services Law requires this agency, as a provider of services for children, to inquire whether: 1. any person who is actively being considered for employment or consultancy who will have the potential for regular and substantial contact with children being cared for by the agency is the subject of an indicated report of child abuse or maltreatment on file with the State Central Register of Child Abuse and Maltreatment of Social Services. This section of the law also requires us to make such an inquiry regarding an employee of an individual, corporation, partnership, or association which provides us with good services and who has or will have the potential for regular and substantial contact with children in the Adolescent residential and outpatient programs.

This agency will make the required inquiry to the State Central Registry regarding yourself, based on the position for which you have applied, are being considered, or which you currently occupy. If the result of this inquiry shows that you are the subject of an indicated report of child abuse or maltreatment, you will be notified of this by the State Central Register. Step One will also be advised of the findings.

If the State Central Register replies to our inquiry that you are the subject of an indicated report of child abuse or maltreatment, this agency must consider that factor, along with other background information, in determining whether to employ you, retain you as an employee, hire you as a consultant, or allow access to provide goods or services to the agency. You will be asked to sign a release allowing this agency to receive a copy of the indicated report on file with the same State Central Register. **Your refusal to sign this release will be taken to mean that you do not wish us to further consider your application or your continued employment.**

If you are denied employment, terminated as an employee, hired as a consultant, or denied access to any of our facilities for the purpose of providing goods or services, and such denial is based in whole or in part on the existence of an indicated report of child abuse or maltreatment, you will be provided a written statement explaining what the reason is for denial. You will also be informed, at that time, of your right, pursuant to Sections 22 and 24-a of the Social Services Law, to request information with the State Central Register, Department of Social Services regarding the indicated report on file with the State Central Register.

All information obtained through this process is confidential.

Reviewed by:

Applicant/Current Employee / Print Name

Applicant/Current Employee / Signature

Date

Human Resources Staff / Print

Human Resources Staff / Signature

Date