



Office of Children and Family Services

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Local Commissioners Memorandum

Transmittal:	19-OCFS-LCM-06
To:	Local District Commissioners
Issuing Division/Office:	Strategic Planning and Policy Development
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Subject:	Child Protective Services Manual Updates
Contact Person(s):	ocfs.sm.policy@ocfs.ny.gov
Attachments:	Chapter 1: Introduction to Child Protective Services Section H, page H-4 Chapter 5: Family Assessment Response – Chapter revised Chapter 6: Child Protective Investigations Section F, page F-4, Section H, page H-1, Section K, page K-2 Chapter 9: Family Court Proceedings Section F, page F-2 Chapter 14: Appendix – Form OCFS-2196, <i>Plan of Safe Care</i>

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*. These updates replace prior iterations of the manual. Included in this update are edits or additions to sections that provide clarification or additional information, as well as the required form OCFS-2196, *Plan of Safe Care*, in the appendix for use by child protective services (CPS).

II. Background

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

In August 2018, OCFS issued initial updates to the manual, completed in response to feedback from the field, and intended to clarify information and in some cases, add new

information (18-OCFS-LCM-14). OCFS recognizes the importance of providing regular, updated information to the field, and is committed to making the manual as timely and as accurate as possible.

As with the August 2018 update to the manual, OCFS is providing page replacements for this update. Each page replacement lists the date of the replacement on the page footer. Where appropriate, new text is highlighted and deleted text is shown as strikethrough text.

Chapter 5, "Family Assessment Response," has been edited to streamline content and eliminate redundancy; therefore, this chapter does not show any markup, and replaces the prior version of the chapter in its entirety.

OCFS expects to issue CPS manual updates twice yearly, as warranted by changes in law, regulation, 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 any markup will be issued. Prior versions of the manual will be archived and will be available on the OCFS intranet and internet.

The attached documents represent the revisions to the manual. They include page replacements for the following chapters:

- **Chapter 1:** Introduction to Child Protective Services
- **Chapter 5:** Family Assessment Response – chapter revised
- **Chapter 6:** Child Protective Services Investigations
- **Chapter 9:** Family Court Proceedings (Article 10)
- **Chapter 14:** Appendices

III. Program Implications

The most current version of the manual should be accessed when using it as a resource in training, supervision, and in the field. Prior versions of the manual will be archived and maintained on the OCFS website. Specific page replacements in this update include:

Chapter 1: Introduction To Child Protective Services

- *Working With Immigrant Families – Section H, pages H-4-6 (New)*

Chapter 5: Family Assessment Response

- *The FAR chapter is now streamlined with redundancies eliminated.*

Chapter 6: Child Protective Services Investigations

- *Importance of locating and engaging extended family – Section F, page F-4, Section H, page H-1 – in support of locating and engaging fathers and extended family*
- *Plan of Safe Care requirements per CAPTA/CARA – Section J, page J-5*

Chapter 9: Family Court Proceedings

- *Identifying and engaging relatives, Section F, page F-2 – in support of Family First Prevention Services Act*

Chapter 14: Appendices

- *OCFS-2196, Plan of Safe Care form (New)*

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