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February 21, 2017

**To:** BOCES District Superintendents  
Superintendents of Public School Districts  
Principals of Public Schools  
Charter School Leaders

**From:** Renée L. Rider *Renée L. Rider*

**Subject:** Regulations Requiring Posting of the Child Abuse Hotline Telephone Number and Directions to Accessing the New York State Office of Children and Family Services (OCFS) Website

Working within the school environment, we are all aware of the importance of promptly reporting allegations of child abuse or neglect. As such, addition of section 100.2 (nn) to the Commissioner's regulations to implement Chapter 105 of the Laws of 2016 now requires school districts and charter schools to post in English and Spanish the toll-free telephone number (1-800-342-3720) operated by the New York State Office of Children and Family Services (OCFS) to receive reports of child abuse or neglect, and directions for accessing the OCFS website <http://ocfs.ny.gov/main/cps/>.

Specifically, these amendments require this information be posted in clearly visible locations to ensure that they are accessible to students and staff by:

- posting on the district's and schools' website(s), where one exists;
- posting in highly visible areas of school buildings;
- making such information available at district- and school building-level administrative offices, where applicable;
- providing such information to parents and persons in parental relation at least once per school year; and
- providing each teacher and administrator in the school with such information.

Schools have the authority to develop their own informational notices to meet this regulation. However, in an effort to assist schools, the New York State Education Department and OCFS have developed sample notifications for schools to post that can be accessed on the New York State Center for School Health website at [www.schoolhealthny.com/childabuse](http://www.schoolhealthny.com/childabuse).

Additional guidance is also available <http://www.p12.nysed.gov/sss/pps/childabuse-neglect/>.

The full text of the amended regulation is included as Attachment A. Should you have questions or concerns, please contact Student Support Services at (518) 486-6090 or [StudentSupportServices@nysed.gov](mailto:StudentSupportServices@nysed.gov).

As we know keeping children safe is all of our responsibility. Thank you for your continued dedication and passion in helping keep our children safe.

AMENDMENT OF THE REGULATIONS OF THE COMMISSIONER OF EDUCATION

Pursuant to Education Law sections 101, 207, 409-l and Chapter 105 of the Laws of 2016.

1. A new subdivision (nn) shall be added to section 100.2 of the Regulations of the Commissioner of Education, effective January 25, 2017, as follows:

(nn) Posting of child abuse telephone hotline number and directions for accessing the New York State Office of Children and Family Services website. Each public school and charter school shall post in English and in Spanish the toll-free telephone number (1-800-342-3720) operated by the New York State Office of Children and Family Services (OCFS) to receive reports of child abuse or neglect and directions for accessing the OCFS website at <http://ocfs.ny.gov/main/cps/>. The school must post such information in clearly visible locations so that it is readily accessible for students and employees by:

(1) posting such information on the district and/or school's website(s), if such a website exists; and

(2) posting such information in highly-visible areas of school buildings; and

(3) making such information available at the district and school building-level administrative offices, where applicable; and

(4) providing such information to parents and persons in parental relation at least once per school year in a manner as determined by the school, including, but not limited to, through electronic communication and/or sending such information home with students; and

(5) providing each teacher and administrator in the school with such information