



Note: This information is to be given to anyone who, as a volunteer or applicant, has the potential for regular and substantial contact with individuals receiving services.

**NOTICE OF SOCIAL SERVICE LAW 424-a PROCEDURES FOR VOLUNTEERS**  
(Relative to background check to determine if an applicant is the subject of an indicated report of child abuse or mistreatment on file with the State Central Register of Child Abuse and Maltreatment)

Please read this carefully,  
it may impact upon your eligibility to volunteer  
with (Agency Name)

Dear Volunteer:

It is important for you to have the following information, given your capacity as a valued volunteer of this agency Section 424-a of the New York State Social Services Law and regulations of the Office for People With Developmental Disabilities requires agencies that provide services to individuals with developmental disabilities to ascertain from the New York Statewide Central Register of Child Abuse and Maltreatment whether prospective volunteers have any record of child abuse or maltreatment.

We are therefore required to check with the Statewide Central Register of Child Abuse and Maltreatment regarding our prospective volunteers. A form will be provided to you asking for information which will serve as the basis for this inquiry.

If a reply from the Statewide Central Register of Child Abuse and Maltreatment indicates that any volunteer is the subject of an indicated report of child abuse or mistreatment, you will be notified of this by the Statewide Central Register. This agency will also be notified of the findings. The matter will be treated in a confidential manner. You may be asked to provide details of the situation, and a mutual agreement may need to be reached regarding future services with the agency or acceptance as a volunteer. Details of an appeal process will also be provided.

It is our hope that you will understand this agency places great value on volunteer service, and the actions described here are not meant to reflect in any way upon your eligibility.

Thank you for your understanding. Please contact the Volunteer Director if you have any questions or concerns.

Executive Office

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