



LETTER OF DENIAL
(To hire, retain, engage, certify)
(On agency letterhead)

(Date)

Dear _____:

You have been named as the subject of an indicated report of child abuse and/or maltreatment on file with the Statewide Central Register of Child Abuse and Maltreatment. This agency has carefully examined this information contained in this report in relation to your status as an applicant. From this examination, we have determined not to hire/retain/engage/certify you in a capacity you would have regular and substantial contact with individuals served.

We have come to this conclusion based on the following factors:

(To be completed by Agency)

If you wish to seek a review of the State Central Register report, you may contact the New York State Office of Children and Family Services at the following address: Special Hearings Unit, Bureau of Administrative Procedures, NYS Office of Children and Family Services, 52 Washington Street, North Building 3rd floor, room 322 North, Rensselaer, NY 12144.

Sincerely,

(Signature of authorized representative)
Title

Executive Office