

# KNOW YOUR RIGHTS: State Central Register (“SCR”)

The SCR is a database that maintains a record of all reports of child abuse and/or maltreatment (neglect) based on calls made to New York State’s central hotline.

## What does the process look like?

- After a report of child abuse or neglect is made to the SCR hotline, the local CPS agency investigates the report.
- In New York City, the local agency is the Administration for Children’s Services (ACS).
- Once ACS completes its investigation, the report is either indicated or unfounded.

## Why did I get a “notice” of an indicated report?

- A “notice” of an indicated report is issued after an investigation is complete.
- An “indicated” report means that ACS found the report was “substantiated” by “some credible evidence.”
- If a report is “unsubstantiated,” you may receive a notice that the report is “unfounded.”
- A notice is also issued when an employer performs a screening.

## What can I do? Bring on a Challenge!

- If you receive notice of an indicated report, you have the right to request a hearing.
- A hearing needs to be requested within **90 days** of the notice of the indicated report. It is important to request your hearing on time because it allows an opportunity for people to seal their record by presenting evidence of rehabilitation.
- You can also request a hearing after receiving notice of an SCR Screening.

## Why should I challenge?

- Indicated reports stay on the SCR until the youngest child named in the report turns 28.
- Indicated reports are available to many potential employers, family courts, police, district attorneys, and child welfare agencies.

## How do I request a hearing?

- You can request an appeal \*and\* your State records by sending a request to:  
New York State Central Register of Child Abuse  
Office of Children and Family Services  
Division of Child Welfare and Community Services  
PO Box 4480  
Albany, New York 12204-0480

## How can you prepare for your hearing?

- You can request your Local records by sending a request to:  
NYC Administration for Children’s Services  
Office of the General Counsel  
Records and Compliance Unit  
150 William Street—5th floor  
New York, NY 10038  
Fax: 212-341-0726  
\*Note these are different, and usually more thorough, than your State records
- You can gather information about the facts of the report and/or evidence of rehabilitation. Examples include:
  - Classes, courses, trainings, or certifications related to taking care of children or vulnerable people.
  - Letters from people familiar with your ability to be a caretaker.
  - Any additional actions you have taken to make sure that situations like the report do not happen again.



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