**Policy:** It is the Arc’s policy to keep people free from abuse, neglect, mistreatment and exploitation.

**Additional Information:** The NYS Central Register of Child Abuse keeps records of child abuse cases that are filed.

**Procedure**

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible party:</th>
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</thead>
<tbody>
<tr>
<td>1. The Arc will check staff and volunteers against the NYS Central Register if they work in programs with a certified site and they will likely spend a lot of their time being unsupervised with people we support.</td>
<td>HR Business Partner</td>
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<td>2. Staff will fill out the required paperwork, as provided by the HR Business Partner.</td>
<td>Staff or volunteer; HR Business Partner</td>
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<td>3. The volunteer coordinator will help HR with volunteers.</td>
<td>Foundation</td>
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<td>4. Staff and volunteers will get a copy of the social services law.</td>
<td>HR Business Partner</td>
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<td>5. Staff and volunteers need to review the law and sign that they got it.</td>
<td>Staff or volunteer</td>
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<td>6. Once the form is complete, the HR manager will fill out a check request and give that to finance.</td>
<td>HR Manager</td>
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<td>7. Finance will issue the check to HR.</td>
<td>Accounts payable coordinator</td>
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<td>8. Once the HR Manager has the check, they will send the person’s information to OCFS. They do this through the computer. Then, the HR manager mails the check with the corresponding file number on it to OCFS so that they can match the check to the information submitted through the computer.</td>
<td>HR Manager</td>
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<td>9. Once we get the results, the HR manager will make a final hiring decision based on the results.</td>
<td>HR Manager</td>
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<tr>
<td>10. If the person will not get hired based on the results, the HR Business Partner will send them a letter. This letter will explain why they were not hired. It will also tell them how to get a copy of the report from the NYS Central Register.</td>
<td>HR Business Partner</td>
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