



Identification and Authentication of Child Protection Specialist

Administration for Children Services (ACS) is the only agency in NYC that investigates Child Abuse and Maltreatment. During an open investigation ACS Child Protection Specialist (CPS) will contact school staff to collaborate and gather collateral information. CPS will contact school staff whether or not the school is the source of the State Central Register's call. School staff must legally cooperate with all Child Abuse investigations. School staff must provide all school records regarding the student(s) and siblings involved in an investigation. As per FERPA (Family Educational Rights and Privacy Act) no parental consent is required; ACS and Foster Care Agencies are exceptions to FERPA.

Child Protection Specialist in a school building:

CPS must show Administration for Children Services issued identification. Effective immediately, there is no need to call ACS for verification once ID is shown. School staff may record CPS' name, supervisors' name and their contact information for their records, but **DO NOT photocopy the ID.**

Child Protection Specialist communicating via telephone:

CPS might call to speak to the source or request additional information. To verify CPS' identity, Principal/designee/staff must request that CPS send a blank email from ACS email address or fax on ACS' letterhead. **(No written request or parent consent required)**