



ADMINISTRATION FOR CHILDREN'S SERVICES  
Office of the Commissioner  
150 WILLIAM STREET, 8<sup>TH</sup> FLOOR  
NEW YORK, N.Y. 10038

JOHN MATTINGLY  
*Commissioner*

Dear Colleague:

The Office of Safety First was created as a special hotline for mandated reporters such as yourself to ensure clear and direct lines of communication between you and Administration for Children's Services staff. The purpose of the Office is to address ongoing safety concerns and to facilitate a partnership between Child Protective Services and the mandated reporter in the best interest of the child. The Office of Safety First provides immediate assistance to agencies such as schools, hospitals, City agencies, social service providers and child care programs that have concerns related to an open child protective investigation.

In addition to addressing safety concerns, the Office of Safety First is available to assist the mandated reporter in connecting with the assigned Child Protective Team. Safety Liaisons work in collaboration with the mandated reporter and the Child Protective Team to evaluate the progress of the investigation and to address additional safety factors that may be present. They work in association with all interested parties until the concerns are remedied.

If you are concerned about the progress of a child protective investigation or have an ongoing safety concern related to a case that you called into the State Central Register, you are encouraged to contact our office either by dialing **718-KID-SAFE (718-543-7233)** or by email at **safetyfirst@acs.nyc.gov**. Safety Liaisons are available Monday through Friday, from 9:00 am to 5:00 pm. To report child abuse or neglect, please call the **New York State Central Register Mandated Reporter Hotline at 800-635-1522**. If you believe that a child is in immediate danger, please call **911**.

Attached you will find a brochure about our office as well as other informational materials that should be shared with your colleagues. These documents provide some background information about the office as well as all of our contact information. Please do not hesitate to contact the Office of Safety First at **718-KIDSAFE (718-543-7233)** if you have any questions or feedback about our program.

Sincerely,

The Office of Safety First