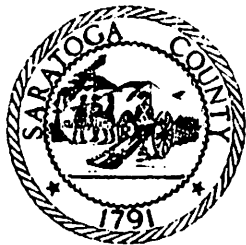


# Department of Social Services



County Municipal Center  
Ballston Spa, New York 12020  
Telephone: 885-5381

Medicaid	885-2211
Support/Collection	885-2214
Food Stamp Unit	885-2218
Children's Services	885-2221
HEAP	885-2222
CHAP	885-2228

**RUSSELL M. PRIESTER**  
COMMISSIONER

September 6, 1990

**ROBERT S. CHRISTOPHER**  
DEPUTY COMMISSIONER

Mr. Charles Collins  
108 Brunswick Road  
Troy, N.Y. 12180-7031

Dear Mr. Collins:

Please find enclosed your notification letters sent because our agency has received two New York State Abuse and Maltreatment Registry reports concerning your children. You are not named as the subject of these reports.

The letter outlines the scope and procedures of our investigation and also your rights and possible options while under investigation. We conduct our investigation through a face-to-face interview with parents.

Please contact me so we may schedule a mutually convenient time to meet and discuss the reports.

Thank you for your cooperation.

Sincerely,

(Mrs.) Laura L. Poole  
Caseworker, Child Protective Services

(Mrs.) Edith A. DeSorbe  
Sr. Caseworker, Child Protective Services

Approved by:

(Mrs.) Ellen M. Denis  
Case Supervisor, CPS  
LLP/rd  
Encls.