R000305-071426 - Right to Know Request

Message History (4)

On 8/6/2026 8:11:01 PM, York County PA Open Records Office wrote:

Subject: [Right-to-Know Records Center] R000305-071426 :: [REQUEST TYPE]:: R000305-071426
Body:

RE: Reference # R000305-071426, Right to Know Request of July 14, 2026.

[redacted],

The County of York received a Right to Know Request from you on July 14, 2026. You requested the following information:

"Pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101 et seq., I request copies of the following records:

All written policies, procedures, protocols, desk guides, manuals, standard operating procedures, or internal guidance documents governing the intake of child abuse (CPS) and general protective services (GPS) referrals by the York County Office of Children, Youth and Families, in effect at any time from April 1, 2024 to the present, including but not limited to any such records addressing:

- Determination of the county of residence of a subject child or subject family at the time a referral is received;
- Determination of which county agency is responsible for investigating or assessing a referral;
- Designation of a "Secondary Recipient" county on a referral;
- Referral, transfer, or notification of a referral to another county children and youth agency;
- Compliance with 55 Pa. Code § 3490.32 (transmission and transfer of reports) and 23 Pa.C.S. § 6334(b) (notice to the county where suspected abuse occurred).

This request seeks records of general agency policy and procedure. It does not seek any record pertaining to any specific individual, referral, investigation, or case file."

Please note that the determination of the county of residence, which county agency is responsible for investigating, designation of secondary recipient, and the referral, transfer or notification of a referral are all determined by the state child abuse hotline, ChildLine. York County Children Youth and Families (YCCYF) does not have policies regarding these matters.

Further, YCCYF does not have any written policies, procedures, guides, etc., regarding compliance with 55 Pa. Code § 3490.32 (transmission and transfer of reports) and 23 Pa.C.S. § 6334(b) (notice to the county where suspected abuse occurred).

As a result, there are no documents that are responsive to your request in the County's possession or under its custody or control. Moore vs. Office of Open Records, 992 A.2d 997, 909 (Pa. Cmwlth. Ct. 2010). Pursuant to the Office of Open Records' final Decision in Jenkins vs. Pa. Dep't of State, OOR Dkt. AP 2009-065, it should be noted that: "It is not a denial of access when an agency does not possess records and [there is no] legal obligation to obtain them (see e.g. 65 P.S. §67.506(d)(1))."

You have the right to appeal any denial in writing to Office of Open Records, 555 Walnut Street, Suite 605, Harrisburg, PA 17101-2234. Your appeal must be filed with the Office of Open Records within fifteen (15)

business days of the date of this response.

Sincerely,

Jonelle Eshbach
Solicitor
Solicitor's Office

On 7/15/2026 8:38:06 PM, York County PA Open Records Office wrote:

Subject: [Right-to-Know Records Center] Right to Know Request :: R000305-071426
Body:

RE: Right to Know Request Reference # R000305-071426 created on July 14, 2026,

[redacted],

The County of York Open Records Office received a public records request from you on July 14, 2026. You requested the following:

"Pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101 et seq., I request copies of the following records:

All written policies, procedures, protocols, desk guides, manuals, standard operating procedures, or internal guidance documents governing the intake of child abuse (CPS) and general protective services (GPS) referrals by the York County Office of Children, Youth and Families, in effect at any time from April 1, 2024 to the present, including but not limited to any such records addressing:

- Determination of the county of residence of a subject child or subject family at the time a referral is received;
- Determination of which county agency is responsible for investigating or assessing a referral;
- Designation of a "Secondary Recipient" county on a referral;

- Referral, transfer, or notification of a referral to another county children and youth agency;
- Compliance with 55 Pa. Code § 3490.32 (transmission and transfer of reports) and 23 Pa.C.S. § 6334(b) (notice to the county where suspected abuse occurred).

This request seeks records of general agency policy and procedure. It does not seek any record pertaining to any specific individual, referral, investigation, or case file."

Please be advised that the County of York is invoking its right to an additional thirty (30) days to respond to your Open Record Request as the extent or nature of your request precludes a response within the required five-day time period.

Thank you for your patience in awaiting this information.

Sincerely,

Jonelle Eshbach

Solicitor

Solicitor's Office

To view the full details of this request please log into the Right-to-Know Records Center

On 7/14/2026 1:03:25 PM, York County PA Open Records Office wrote:

YORK COUNTY
PENNSYLVANIA

[redacted]:

Thank you for your request to the York County Open Records Office. Your request has been received and is being processed in accordance with the Right-to-Know Law. Your request was received in this office on 7/14/2026 and given the reference number R000305-071426 for tracking purposes.

Records Requested: Pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101 et seq., I request copies of the following records:

All written policies, procedures, protocols, desk guides, manuals, standard operating procedures, or internal guidance documents governing the intake of child abuse (CPS) and general protective services (GPS) referrals by the York County Office of Children, Youth and Families, in effect at any time from April 1, 2024 to the present, including but not limited to any such records addressing:

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- Compliance with 55 Pa. Code § 3490.32 (transmission and transfer of reports) and 23 Pa.C.S. § 6334(b) (notice to the county where suspected abuse occurred).

This request seeks records of general agency policy and procedure. It does not seek any record pertaining to any specific individual, referral, investigation, or case file.

Your request will be forwarded to the relevant department(s) to locate the information you seek and to

determine the volume and any costs associated with satisfying your request.

You will be provided with any responsive documents after we complete our search.

PLEASE NOTE: The Right to Know Law does not require a governmental body to create new information, to do legal research, or to answer questions.

You can monitor the progress of your request at the link below and you'll receive an email when your request has been completed. Again, thank you for using the Right-to-Know Records Center.

To monitor the progress or update this request please log into the Right-to-Know Records Center

On 7/14/2026 1:03:23 PM, [redacted] wrote:

Request Created on Public Portal