

## Responding to Children Missing From Care – MPC Services

**The New York State Missing Persons Clearinghouse (MPC)** is located within the New York State Division of Criminal Justice Services (DCJS) and operates in accordance with New York State Executive Law Sections 837, 837-e, 837-f, 837-f-1 and 838; New York State Codes, Rules and Regulations Part 6055; and New York State Education Law Sections 355, 6206, 6303 and 6450.

The MPC provides case management advice and investigative support to law enforcement agencies handling cases involving children, college students and vulnerable adults who have gone missing. The Clearinghouse also offers assistance to family members by providing resources and guidance. The MPC administers the NYS Missing Child, College Student and Vulnerable Adult Alert programs which are activated at the request of law enforcement. The alerts quickly disseminate information about missing individuals to law enforcement agencies, the media, hospitals and the public when those individuals are deemed to be at a credible risk of harm. For those cases that do not meet the criteria of an alert, non-alert cases are created and disseminated to law enforcement agencies and hospitals.

### MPC resources at a glance:



### For Social Service Provider Agencies:

When notifying the National Center for Missing & Exploited Children (NCMEC) that a child is missing, NCMEC records the information provided by the service provider on an NCMEC Intake Form and sends it to the NYS MPC. After the MPC receives the report the following protocol occurs:

- MPC staff review the NCMEC Intake using several screening methods and if the case meets the standards for case assignment, it will be assigned to an MPC investigative specialist
- The screening process includes use of the CST (Child Sex Trafficking) Questionnaire on the NCMEC Intake, and any indications of serious endangerment which include suicidal, life-threatening medical issues or mental health concerns. Cases will not be assigned that involve a youth with a serious felony warrant.
- The assigned investigative specialist reaches out to the social service provider to offer assistance.

### What the Social Service Provider Needs to Provide:

**Completed MPC Intake Form signed by a legal guardian which authorizes publicizing the child's picture and information.**

**Recent photo of the child (preferably in color) must be emailed and in picture format (jpeg, bitmap etc.).**  
*Faxed photographs are unacceptable due to poor quality.*

- After the completed intake form and photo are received, the assigned investigative specialist will obtain approval of the investigating law enforcement agency and then post the child's case to the DCJS/Missing Persons website and disseminate the poster to law enforcement agencies in the particular area in which it is believed the child may be or may travel to.

Although it is not required that social services report a missing child to the MPC, it may be appropriate to request assistance if it is believed that the services provided by the MPC will assist in locating the child. The MPC will always accept a case when a service provider is requesting assistance directly to the MPC, even if there are no indicators on the CST. The reviewing process is only used to determine which cases the MPC will proactively respond to when NCMEC intakes are received.

**For more information contact the NYS Missing Persons Clearinghouse**  
**800-346-3543 (option 1)**  
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[www.criminaljustice.ny.gov/missing](http://www.criminaljustice.ny.gov/missing)