



Snyder County Children and Youth Services

Suite 15, 713 bridge Street • Selinsgrove, PA 17870

Phone: (570) 374-4570, Fax: (570) 374-4351

HOW DO I MAKE A REPORT OR REQUEST SERVICES?

A caseworker from Snyder County Children & Youth Services is available to take new reports 24-hours a day, 7 days a week.

- During regular office hours, reports may be made by calling the agency or visiting the agency office. The Snyder County Children & Youth Services office is located at the rear of the Careerlink building. Office hours are 8:00am to 4:00pm Monday through Friday.
- After hours, on weekends, and on holidays, an Agency caseworker is available to take new reports and assist with emergencies. You may reach this on-call caseworker by calling Snyder County Emergency Services, telephone 570-372-0826. Emergency Services staff will contact the on-call caseworker, who will return your call immediately.

INFORMATION TO INCLUDE IN A REPORT

When making a report, it is helpful to have as much of the following information as possible without delaying the phone call:

About The Child...

- Name or Physical Description
- Age or Approximate Age Range
- Location (If different from parent/caretaker)
- Child's School and grade

About The Parent or Caretaker

- Name or Physical Description
- Age of Approximate Age Range
- Home Address & Directions to the Home
- Home Telephone Number
- Place of Employment & Work Schedule
- Best Way & Time to Contact the Family

About the Suspected Abuser

- Name, Physical Description & License Plate Number
- Relationship to the Child
- Home Address and Directions to the Home
- Home Telephone Number

About the Suspected Abuse

- Description of Injury/Impairment to the Child
- Where the Incident Took Place
- When the Incident Took Place
- Witnesses to the Incident(s)
- History of Prior Injuries & Incidents
- Concerns for the Child's Immediate Safety

About the Reporter

- Relationship to the Child
- Actions Taken (Conferences with guardians, police reports)
- Home Address
- Home Telephone/Contact Information

**** You may report an incident anonymously, however, it is helpful for the agency to be able to contact you for additional information if necessary.***

You may be asked for additional information to help assess the urgency or seriousness of the situation. This information may include knowledge of substance abuse, domestic violence, or other physical or behavioral concerns. Information may also be gathered on existing services and/or agencies known to the family, as well as potential safety risks for Children and Youth Services staff responding to this report.

WHEN TO MAKE REPORTS TO OTHER COUNTY AGENCIES

Reports to Children & Youth Services in Pennsylvania should be made to the county agency where the concern exists. At times, a family may reside in one county, but abuse or neglect of the child may have occurred in another county. In such instances, the allegations of abuse or neglect may be investigated by the county where the incident(s) occurred rather than the county where the family resides. When in doubt, call the county agency where the family resides or contact ChildLine (1-800-932-0313), Pennsylvania's statewide reporting agency.

Visit the [PA Department of Public Welfare website](#) for contact information for County Children and Youth Agencies across the state, as well as Regional Offices of the Office of Children, Youth, and Families.

MANDATED REPORTING

Protecting our children is the responsibility of us all. But certain professionals, due to their contact with children, have special responsibilities. These people are called mandated reporters and are of critical importance to the child abuse prevention effort.