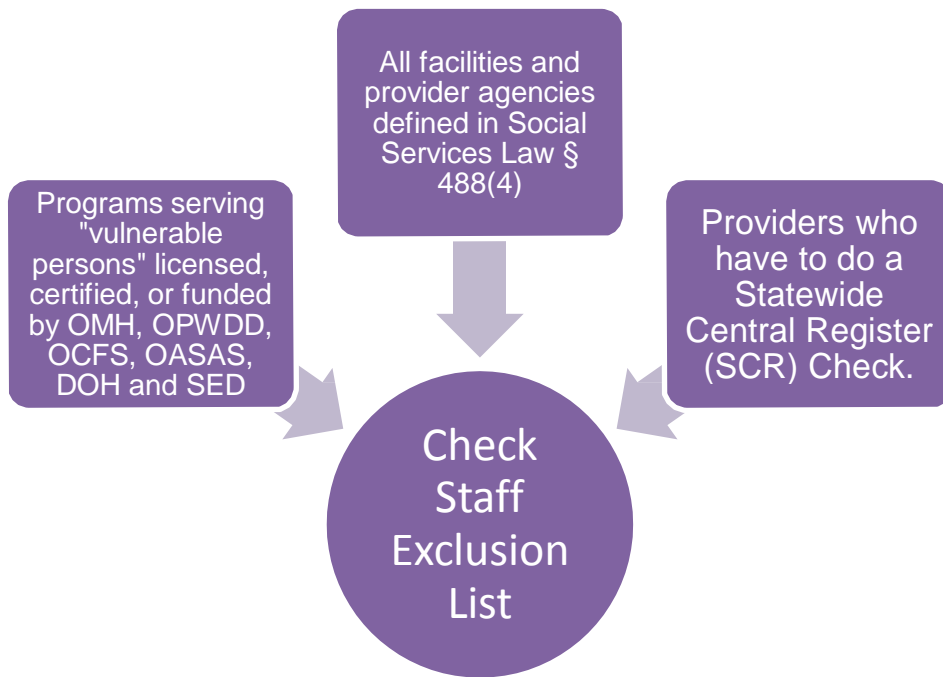


## Pre-Employment Check Guidance for Providers Staff Exclusion List Checks

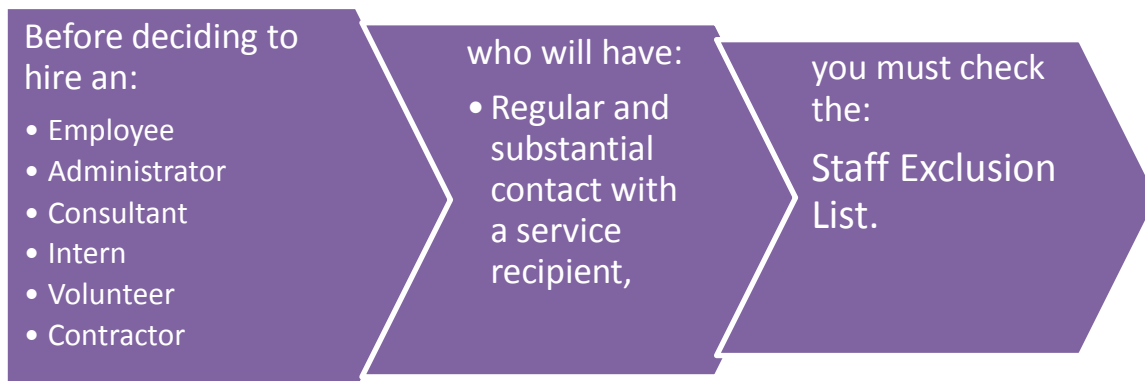
### Staff Exclusion List (SEL)

- *Who can check the SEL?*
- *When should I check the SEL?*
- *How can I check the SEL?*
- *How can I check the SEL if I am a DCC/SACC provider?*
- *What if I don't receive a response?*
- *What if the applicant doesn't have a Social Security Number?*
- *What if the applicant is on the SEL?*

### Who can check the SEL?




### When should I check the SEL?




**How can I check the SEL?**

*(For Non-Day Care Centers or School Age Child Care Providers)*

Go to Forms tab of the Justice Center website, complete and submit an Authorized Person Designation Form for Staff Exclusion List Check.




The Authorized Person will receive an email with a link to the online SEL check.




The Authorized Person will enter the Applicant's information, including Social Security Number, in the online webform and await an email from [VPCR.Notification@justicecenter.ny.gov](mailto:VPCR.Notification@justicecenter.ny.gov) with the result.

**What if I am a Day Care Center (DCC) or School Age Child Care (SACC) Provider?**

Go to the Forms tab of the Justice Center website, complete and submit an Authorized Person Designation Form Justice Center Staff Exclusion List Check (For OCFS DCC and SACC Programs).



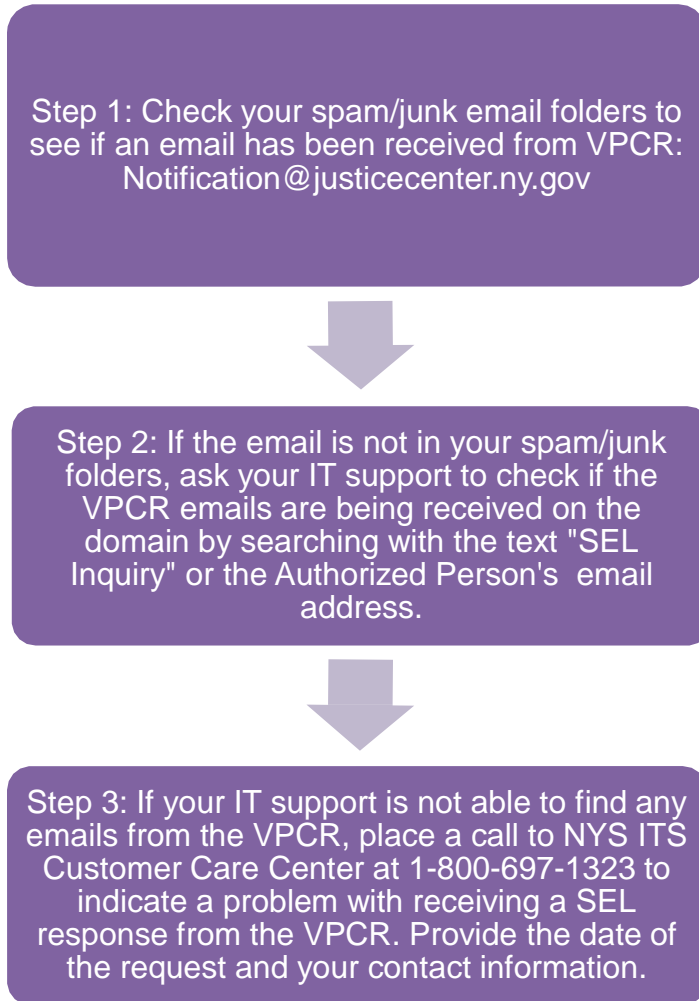
The Authorized Person will receive an email with a link to the online SEL check.



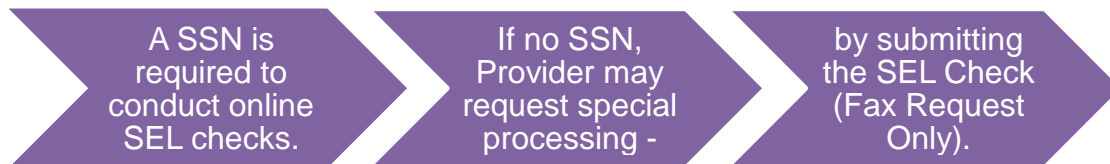
The Authorized Person will enter the Applicant's information in the online webform and await an email from [VPCR.Notification@justicecenter.ny.gov](mailto:VPCR.Notification@justicecenter.ny.gov) with the result.

***What if I don't receive a SEL check response within 1 business day?***

If the Authorized Person submits the SEL check request via the online webform, receives a confirmation number and does not receive a response on the same day, the following steps should be taken:



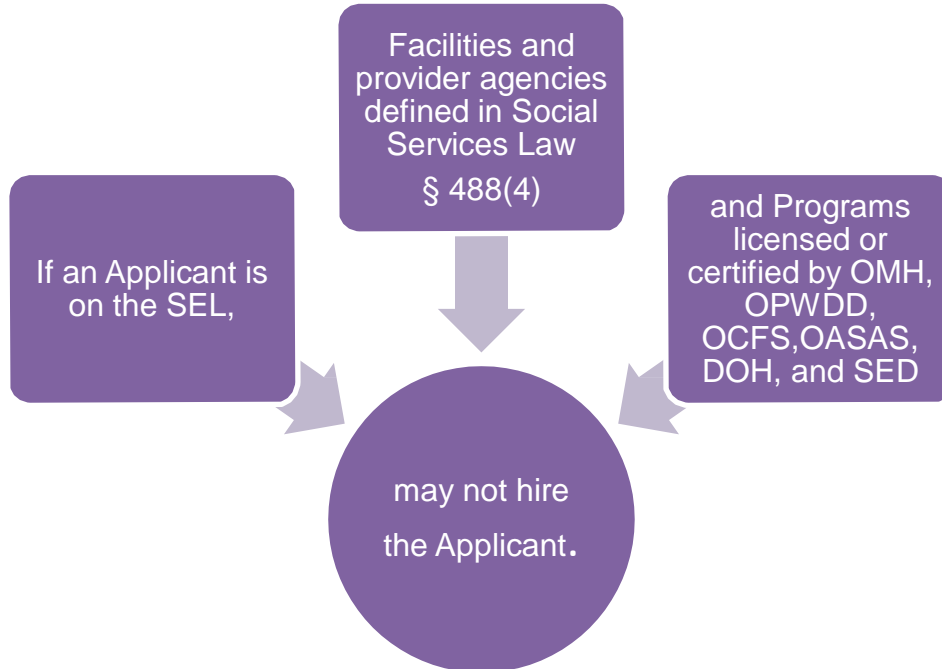
***What if the Applicant has not been issued a Social Security Number (SSN)?***



Review the [SEL Check Request Form](#) if the Applicant has not been issued a SSN:

*Any questions? Contact the Justice Center's [CBC Unit](#).*

### **What if the Applicant is on the SEL?**



#### **Please note:**

The SEL check should be done only on applicants that the Provider is seriously considering hiring.

If the AP's email address is not accepted on the webform, send an email to [cbc@justicecenter.ny.gov](mailto:cbc@justicecenter.ny.gov) to request assistance.

The Provider must await the Justice Center's response to the SEL request before proceeding with the hiring process.