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?

All facilities and provider agencies defined in Social Services Law § 488(4)

Programs serving "vulnerable persons" licensed, certified, or funded by OMH, OPWDD, OCFS, OASAS, DOH and SED

Providers who have to do a Statewide Central Register (SCR) Check.

Check Staff Exclusion List

When should I check the SEL?

Before deciding to hire an:
- Employee
- Administrator
- Consultant
- Intern
- Volunteer
- Contractor

who will have:
- Regular and substantial contact with a service recipient,

you must check the:
Staff Exclusion List.
How can I check the SEL?
(For Non-Day Care Centers or School Age Child Care Providers)

Go to the SEL Guidance and Resources page on the Justice Center website and 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 with the result.

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

Go to the SEL Guidance and Resources page on 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 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:

1. **Step 1:** Check your spam/junk email folders to see if an email has been received from VPCR-notification@justicecenter.ny.gov

2. **Step 2:** If the email is not in your spam/junk folders, ask your IT support to check if the VPCR emails are being received on the domain by searching with the text "SEL Inquiry" or the Authorized Person's email address.

3. **Step 3:** If your IT support is not able to find any emails from the VPCR, place a call to NYS ITS Customer Care Center at 1-800-697-1323 to indicate a problem with receiving a SEL response from the VPCR. Provide the date of the request and your contact information.

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

A SSN is required to conduct online SEL checks.

If no SSN, Provider may request special processing - by submitting the SEL Check (Fax Request Only).

SEL Check Request Form if Applicant has not been issued an SSN is found on the Guidance & Resources section of the SEL page on the Justice Center’s website: www.justicecenter.ny.gov

Any questions, contact SELcheck@justicecenter.ny.gov.
What if the Applicant is on the SEL?

Facilities and provider agencies defined in Social Services Law § 488(4)

If an Applicant is on the SEL, Facilities and provider agencies defined in Social Services Law § 488(4) may not hire the Applicant.

and Programs licensed or certified by OMH, OPWDD, OCFS, OASAS, DOH, and SED

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 SELcheck@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.