

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
REQUEST FOR STAFF EXCLUSION LIST CHECK
Child Day Care Programs

Program Name:		Facility ID Number:
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The New York State Justice Center for the Protection of People with Special Needs (Justice Center) maintains a Vulnerable Persons Central Register. That register includes a Staff Exclusion List (SEL) containing the names of individuals who have committed serious acts of abuse. The SEL must be checked before an individual has regular and substantial contact with children in child day care programs. This includes providers, staff, and volunteers. It also includes residents 18 years of age and older living in group family day care and family day care homes.

Instructions:

- This form is used to check the Justice Center’s Staff Exclusion List (SEL).
- The requirement applies only to those who begin their association with the program after 6/30/13.

To determine where to submit this form, find the type of program and the individual’s position in the list below.

Type of Program / Position	Where to submit
Family Day Care, Group Family Day Care and Small Day Care Center	The licensor/registrar of the program.
Day Care Center and School Age Child Care Directors	The licensor/registrar of the program.
Day Care Center and School Age Child Care Staff and Volunteers	The director of the program.

If the individual appears on the SEL, a determination will be made whether to hire or allow such a person to have regular and substantial contact with a child in child care programs.

Fill out all information in the space provided below. **PRINT clearly** to avoid delays in processing.

First Name:			
Last Name:			
Middle Initial:			
Social Security Number:			
Date of Birth <i>Only if no SSN or Alien Reg. is available:</i>			
Alien Registration Number <i>Only If no SSN is available:</i>			
Position applied for:			

