

**DID YOU KNOW?**



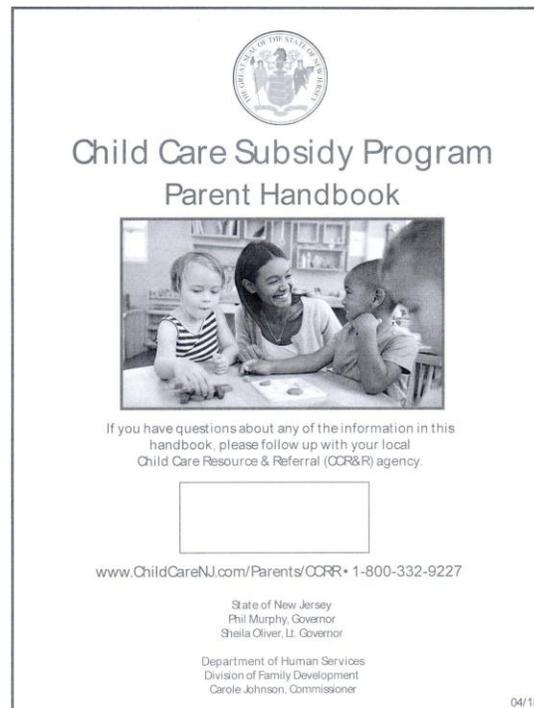
The State of New Jersey has issued its new requirements for summer youth camps participating in child care subsidies. The federal CCDBG Reauthorization Act of 2014 increased the health and safety requirements of all child care and early learning settings that accept child care subsidies, including youth camps.

For more information on these requirements, visit [www.ChildCareNJ.com](http://www.ChildCareNJ.com)

Report POS equipment or other technical issues to the provider helpline @ 1-877-516-5776



**NEW PARENT HANDBOOK**



Effective April 2018, The Division of Family Development, (DFD) has updated the *New Jersey Child Care Subsidy Program Parent Handbook*. A copy will be given to each new family approved for the NJCK subsidy. Please take the opportunity to review this important information for families who have been approved for NJCK child care subsidies.

The **Parent Handbook** can be found at this website:

<http://www.childcarenj.gov/Parents/SubsidyProgram>

Select the **Parent Handbook** on the right-hand side.

Here are some highlights from the *Parent Handbook* regarding *e-Child Care*.



- Only authorized users can check your child in and out of care; and under no circumstances should your PIN or card be provided to the child care program staff or director. Misusing your card will result in termination of your child care subsidy.
- Replacing your card (or your designee's card) three or more times during your eligibility period will result in a formal investigation and could lead to termination of your child care subsidy.
- If you do not record your child's attendance, you will be responsible to pay your provider for this period of time.
- If your child will be out sick for five consecutive days, you must give your provider a doctor's note.
- If your child has three or more unexcused absences in a pay cycle (two-week period), the provider will not be paid for those unexcused absences.
- More than 10 unexcused sick days in a row may disqualify you from the program.



**INCREASED REPORTS OF ECC PROGRAM VIOLATIONS:**

Mercer County has received an increase in reported *e-Child Care* card program violations. This is a serious ECC violation, subject to penalties. ***It is against program regulations for child care providers to hold ECC EBT cards or swipe attendance for parents.*** Please see the warning notice below issued in October 2014 by the Division of Family Development. An official copy, in English and Spanish, can be found through the ECC provider web portal or by selecting the following link:

<https://www.echildcarenj.org/eccpw/pdf/e-Child%20Care%20Attendance%20Policy%20Reminder%20Eng-Sp%2010-3-14.pdf>

**Re: Warning Notice of *e-Child Care* attendance transaction monitoring**

Dear Child Care Director or Provider:

As a reminder, the Division of Family Development reviews the electronic child care (*e-Child Care*) attendance system. If or when there are Point of Service (POS) or Interactive Voice Response (IVR) patterns that could indicate questionable activities, programs will either receive a phone call, letter or unannounced visit to review and discuss these findings.

Programs that are identified with questionable patterns will be advised of the disqualification policies and terms and conditions set forth by the *e-Child Care* (ECC) Parent/Provider Responsibilities and Agreement. According to the terms of the agreement, at no time is a provider to be found misusing the *e-Child Care* system.

**Any type of substantiated program violation will subject the provider to one or more of the following penalties:**

- Written Warning Notice
- Exclusions from receiving payments through the state child care subsidy program
- Suspension, debarment, or disqualification
- Criminal investigation
- Recoupment/Repayment

**For more information regarding the disqualification policy, please contact Child Care Connection's Fiscal/ECC Unit at 609-989-9010 or the Division of Family Development at 609-588-2163.**

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**IMPORTANT NOTICE FROM CONDUENT:**

**ATTENDANCE SCREEN DISPLAY**

The *Provider Attendance Screen* may display incorrect information for your facility. Some display errors consist of:

- Terminated agreements;
- Agreements displayed more than once;
- Closure dates not displayed for all agreements as “(C)”

**Conduent** (formerly Xerox) is aware of these errors and corrections are in progress. Please note that this is a display issue only and does not impact payments.

If you have any other questions or concerns about the display of attendance listed for your facility, please contact the provider helpline at 1-877-516-5776.



**Inclement Weather Policy Clarification**

If the State of New Jersey declares a weather-related state of emergency, the day **will not** be automatically added to your ECC closure listing. Emergency closures are to be included in your 22 maximum payable closures and must be reported to Child Care Connection, **in writing**, before the end of the 13-day back-swipe period.

