

DID YOU KNOW?

Xerox becomes Conduent

You will now see the Conduent name and logo in place of Xerox on all ECC banking, IVR and POS forms. Please destroy any old copies. Updated forms can be found on the ECC provider web portal (www.echildcarenj.org) and the CCC agency website (www.childcareconnection-nj.org).



POS Requirement Change

All licensed child care centers qualify for a Point of Service (POS) device with **at least one** (1) child care agreement. *This is a policy change.* Previously you needed six (6) or more. For more information contact the NJ Division of Family Development Program Information Helpdesk at (877)-516-5776.



Licensed Centers Only Need One (1) Agreement for POS Device



Are you at risk of disqualification from receiving child care subsidy payments?

Providers must comply with all of the e-Child Care (ECC) terms and conditions as set forth by the *E-Child Care Parent/Provider Responsibilities and Agreement*.

It is a program violation for providers to hold cards and swipe attendance for parents!



Any evidence of program violation involving ECC will result in a written warning, requiring submission of a time-phased corrective action plan from the provider/program. Recoupment/repayment may also be required.

READ the parent and provider requirements **before signing** the *Parent/Applicant/Provider Agreement (PAPA)* or the *WFNJ/TANF Child Care Service Agreement*.

Note: Cases of substantiated fraud may result in immediate disqualification without written warning.

Co-Payment vs. Fee difference

It is important to know the difference between child care co-payment and fee difference. To clarify:

A **co-payment** is the portion of the State maximum rate that regulations require to be paid by the parent, based on family size and income. The amount is paid directly to the child care provider and must be reported to the CCR&R if it is in arrears, using the *Notice of Failure to Submit Fee Copayment* form.

Example: Child attends full-time at ABC Child Care. The center charges the maximum state rate.

<u>State Maximum Daily Rate</u>	<u>Daily Subsidy Payable</u>	<u>Daily Co-Payment</u>
\$26.48	\$23.23	\$3.25
		<i>Paid by parent</i>

A **fee difference** is the amount charged by the child care provider that exceeds the child care subsidy (State maximum rate). This amount is contractual between the parent and child care provider.

Example: Child attends full time at XYZ Child Care. The center charges \$35 per day.

<u>Center Daily Rate</u>	<u>State Maximum Daily Rate</u>	<u>Daily Fee Diff</u>
\$35.00	\$26.48	\$8.52
		<i>Paid by parent</i>

Parents are responsible to pay co-payment and fee difference* (*if applicable).

Questions: CCC is offering a co-payment workshop December 13, 2017 1-3pm

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SUBMIT YOUR 2018 CLOSURE CALENDAR NOW!

The State of New Jersey allows child care providers to receive payment for up to a maximum of 22 closures/holidays during the annual contract period of October 1 – September 30. Closure dates should be reported to your local CCR&R for entry in advance of the closure. Once the 13-day back-swipe period has passed, closure dates cannot be entered. Please note that closures for inclement weather and emergencies are included in the 22 days.

Use the *ECC Closure Calendar* form, which can be downloaded from our agency website (www.ccc-nj.org), and fax to CCC @ 609-989-8060.



IT'S ALL IN THE CARDS



The State of NJ uses an electronic benefits transfer (EBT) card with a *Families First* logo for parents to record attendance via the e-Child Care POS or IVR time and attendance system. To facilitate timely payments one of the first steps is to ask new parents if they have an *existing Families First* card.

Linking and Activating Cards

- **Families with an existing EBT card** used for other benefits will also use this card for child care. The card needs to be linked, and activated through the creation of a four-digit PIN. Parents should complete the *ECC Card Request Form* or contact the ECC/Fiscal Unit at 609-989-9010 to link the card, once the agreement has uploaded to the web portal. Call the number on the back of the card to create a PIN.
- **Families that have an existing EBT card** that was previously linked and activated **will not** receive a new card when they change providers unless their case number changes. Cards are connected with the family case number, and attendance can only be recorded if there is an active child care agreement.
- **Families that are first time users of NJCK child care subsidy and do not have an existing EBT card** should receive a card in the mail within 7-10 days of the agreement uploading to the web portal. The card arrives linked to the child care case and must be activated through the creation of a four-digit PIN. If a card is not received within this timeframe, please contact the ECC/Fiscal Unit at 609-989-9010.

Recording Attendance

- **Child Code** is the two-digit child identification number used in recording attendance. This information can be found on the web portal *Case Profile* screen under authorized children.
- **Attendance** can be recorded with four basic transactions including **Check In, Check Out, Previous Check In**, and **Previous Check Out**. There must be an active agreement in the web portal for the dates that are being recorded.
- **Back-Swipe Period** - attendance may be entered up to 14 days (current day plus previous 13 days)

Alternate and Replacement Cards

- Each family is permitted up to **two alternate cards** for additional individuals dropping off and picking up the child. Parents should complete and *ECC Card Request Form*
- **Lost or damaged** cards should be reported immediately. Replacements can be obtained by (1) contacting the Mercer County Board of Social Services if receiving other benefits, (2) completing an *ECC Card Request Form* and submitting to Child Care Connection, or (3) contacting the ECC/Fiscal Unit at 609-989-9010.



KNOW THE REGULATIONS

If I have multiple child care sites, can I automatically move a child who already has an active child care agreement at one site to another location?

NO. Child care agreements must be set up in the e-Child Care System web portal at the correct location of care. If you have multiple locations and the child moves to another site, the child care agreement **MUST** be stopped and a new agreement created to reflect the new site location. Parents must contact Child Care Connection in advance to make changes.

- New Jersey Cares for Kids (NJCK) 609-989-8035
- Work First New Jersey/TANF (WFNJ) 609-989-8130

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REVISED ECC CARD REQUEST FORM

Updates were made to the ECC Card Request Form effective 10/12/17. Visit our website, and download the latest copy for your files at www.ccc-nj.org.

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Be in the know.....

Check your e-mails regularly for e-Child Care notifications.

Report e-mail address updates or changes to: mail@childcareconnection-nj.org.