



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
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Director

March 9, 2018

TO: CHILD CARE RESOURCE AND REFERRAL (CCR&R) AGENCIES

SUBJECT: DEPARTMENT OF HEALTH SUMMER YOUTH CAMP CHILD CARE DEVELOPMENT FUND (CCDF) APPLICATION REQUIREMENTS

DFD Instruction No.: 18-03-01

Regulatory References: 45 CFR 98.41; N.J.A.C. 3A:52-1.3(a)(6); and N.J.A.C. 10:15-10.2, N.J.A.C. 10:15-1.1

This Instruction will impact the following programs: Camp programs licensed through the Department of Health and the Department of Children and Families

BACKGROUND

As of November 19, 2017, subsidy payments through the Department of Human Services, Division of Family Development's (DHS/DFD) Child Care Subsidy Program can only be authorized for youth camps licensed under New Jersey Administrative Code (N.J.A.C.) 3A:52 (Manual of Requirements for Child Care Centers); or New Jersey Administrative Code (N.J.A.C.) 8:25 (New Jersey Youth Camp) and must meet the following program requirements:

Health and Safety Requirements

In order to qualify for payment under the DFD Child Care Subsidy Program, a camp program must demonstrate compliance with:

- Uniform building, zoning and fire codes for the number and ages of children served verified through a Letter of Approval or a Certificate of Occupancy issued by the appropriate local authority;
- Proof of Liability Insurance;
- Completion of DHS/DFD - approved pre-service health and safety trainings, which includes the following topics:
 - School-age and Summer Camp Health and Safety Basics (six hour module - overview of the required health and safety topics)
 - Identifying Child Abuse and Neglect - Mandated Reporting
 - Foundations of Child Development

- First Aid and CPR Training
- Unannounced Monitoring, Inspections or Audits;
- Submission of a 2018 Youth Camp Certificate of Approval; and
- Comprehensive Criminal Background Checks for all child care staff age 18 and older in advance of the summer season of 2019
 - Child Abuse Record Information Checks for all child care staff ages 14 through 17 in advance of the summer season of 2019.

DFD Camp Registration Process

Summer Youth Camp registration will take place between March – May 2018 and will be administered by DFD. Youth camps will be required to complete the attached “New Jersey Child Care Subsidy Youth Camp Registration Form” (CC-211) and submit the following documents directly to DFD to ensure compliance with building, zoning and fire codes and New Jersey Administrative Code (N.J.A.C.) 8:25.

CCR&R Responsibilities

- Immediately post the “Registration Form” (CC-211) and flyer to your CCR&R agency website.
- Distribute flyer to summer camps that accepted subsidy payments in the Summer 2017 season. DFD will provide a list of DOH licensed 2017 Summer Youth Camps to CCR&Rs.
- Document and track camps registered and approved by DFD.
- Establish and authorize agreements only for camps that:
 - have been approved by DFD
 - submitted a current Certificate of Approval; and
 - submitted a valid Child Care Center License (if the program cares for children that are 2 ½ years of age and younger).

DFD Responsibilities

- The Registration Form (CC-211) and flyer will be posted to the childcarenj.com website.
- DFD will collect the following documents from camps registering for the 2018 Summer Season:
 - “New Jersey Child Care Subsidy Youth Camp Registration Form” (CC-211)
 - Certificate of Occupancy or Letter of Approval
 - Current Fire Certificate
 - Liability Insurance Policy
- DFD staff will review the above information and determine the provider’s compliance with the above requirements.
- Summer Youth camps that have met the above requirements will receive written notification of approval from DFD and will be reminded of the mandatory pre-service health and safety training that staff must complete, as part of the program eligibility requirements.

- DFD will provide CCR&Rs with a list of Summer Youth Camps that have successfully registered and met program requirements.
- DFD will monitor pre-service health and safety training compliance.

SYSTEMS

“Systems Instructions for Summer Camp Coding in CARES” are attached.

FISCAL

N/A

Sincerely,

Natasha Johnson

Natasha Johnson
Director

NJ:MM:DD:sm

Attachments:

- “New Jersey Child Care Subsidy Youth Camp Registration Form” (CC-211)
- “Summer Youth Camps – NJ Child Care Subsidy Program – Application Requirements” flyer
- “Systems Instructions for Summer Camp Coding in CARES”

cc: Brian Ross, Assistant Commissioner
Department of Children and Families

Dr. Christina Tan, Assistant Commissioner
State Epidemiologist
Department of Health



State of New Jersey
Department of Human Services
Division of Family Development
 Child Care Subsidy Program

NEW JERSEY CHILD CARE SUBSIDY YOUTH CAMP REGISTRATION FORM

County:		Owner Name:	
Name of Camp:			
Camp ID#:	EPPIC ID#:	OOL License #:	
Program Director Name:		Title:	
Site Address:		City/Town:	Zip Code:
Phone:	Fax:	Email:	
<input type="checkbox"/> Please check this box if your camp season is Summer only <input type="checkbox"/> Please check this box if you provide a camp program during School or Holiday Breaks <input type="checkbox"/> Please check this box if you operate another child care program during the School Year <input type="checkbox"/> Please check this box if you currently have an Office of Licensing (OOL) Child Care Center License for Summer 2018			
1. Is your camp located at a park? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. How many years have you operated a summer youth camp under the NJ Department of Health's Youth Camp Safety Act:			
3. Will you be applying for a new youth camp license or a renewal camp license for summer 2018? <input type="checkbox"/> New <input type="checkbox"/> Renewal			
4. Have you ever had a youth camp licensing application denied? <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. Have you had a youth camp license revoked within the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6. Have you reported any serious injuries or fatalities in 2016 and/or 2017 to the NJ Department of Health? <input type="checkbox"/> Yes <input type="checkbox"/> No			
7. If your program was in operation during the summer of 2017, did you submit to the NJ Department of Health, your program's CB15 Form by the required due date (September 2017)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
8. Did you incur any penalties from the NJ Department of Health with the last two years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
9. Was your program cited for any violations by the public Board of Health within the last two years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. Were you required to submit a corrective action plan within the last two years to either the NJ Department of Health or the local Health Department? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please list all high risk activities as defined by N.J.A.C. 8:25 that you will be offering:			
Please check if you have written policies for the following:			
<input type="checkbox"/> Emergency/Disaster Policy & Procedures <input type="checkbox"/> Transportation Policies <input type="checkbox"/> Immunization Policies			
Please include with this application: <input type="checkbox"/> Copy of Liability Insurance <input type="checkbox"/> Copy of Current Fire Certificate			
<input type="checkbox"/> Letters of Approval or a Certificate of Occupancy issued by the appropriate local authority			

Signature Required

Date

**Please submit your completed application *and* all required documentation to DHS/DFD, Office of Child Care:
 via Email: DFD.Childcare@dhs.state.nj.us or Fax 609-588-3051**

Systems Instructions for Summer Camp Coding in CARES:

Approval Expiration Date Field

A new field will be added to CARES and OMEGA called the "Certificate of Approval Expiration Date". Further guidance will be provided once the systems have been updated.

Revised CARES Coding Instructions for Camps

New Camp/School Indicator

As a reminder, a new field ("Camp/School Ind.") was added to the "Provider Field Maintenance Screen" and the Provider Table.

This field has one character with the following values:

"C" for Camp

"S" for School

"B" for Both

Centers licensed by the Department of Children and Families, Office of Licensing must be coded as follows:

- In the "Care Type" drop-down menu, select "L". This will auto populate "Licensed Center" in the Care Type field.
- In the "License No" field, enter the License Number found on the Center's DCF, OOL License.

Camps licensed by the Department of Health must be coded as follows:

- In the "Care Type" drop-down menu, select "L". This will auto populate "Licensed Center" in the Care Type field.
- In the "Camp ID No" field, enter the Camp ID number found on the Camp's DOH Certificate of Approval (or the DOH website).
Note: The "Summer License No." field has been replaced with the "Camp ID No" field.
- In the "Camp/School" indicator field, enter "C" for Camp.

Child Care Providers that operate multiple components and program types, code as follows:

- In the "Care Type" drop-down menu, select "L". This will auto populate "Licensed Center" in the Care Type field.
- Public school programs that operate
 - a summer program, must enter a "C" in the "Camp/School Indicator" field, and the 4 or 7 digit school district code in the "Camp ID No." field.
 - Licensed Program
- If an OOL licensed provider also operates a summer camp, enter the License Number found on the License Certificate in the "License No" field.

- If the provider also operates a program licensed by DOH enter the Camp ID number found on the Camp's DOH Certificate of Approval (or the DOH website) in the "Camp ID No" field. In the "camp/school" indicator field, enter "C".

Accredited Programs

Programs that are accredited by the National School Age Child Care Alliance (SACC) or the American Camp Association (ACA) must be coded as follows:

- If the program is accredited, the Accreditation Indicator value must be equal to "Y" on the Provider File Maintenance Screen.
- In the "Agency" field, enter "SACC" or "ACA" accordingly.
- The "Start Date" and "End Date" fields must be entered in the following format: 00/00/0000 with the Start and End Dates listed on the program's Accreditation Certificate or letter.
- When the "Camp/School Ind." value is equal to "C" a Camp ID number must be entered.
- Note: If the Accreditation indicator is equal to "Y" and the Agency is "ACA", a value of "C" must be entered in the Camp/School indicator field.
- Accreditation End Date Field: A new field will be created to ensure that camps that are accredited during the summer season stop receiving the accredited rate once the summer season ends. Further guidance will be provided once the systems have been updated.

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Season(Final).docx