NEW JERSEY DEPARTMENT OF HUMAN SERVICES

Division of Family Development

NJ American Rescue Plan (ARP) Stabilization Grant Recertification

Family Child Care Provider

State of New Jersey DHS Department of Human Services

Reminders

- Grant funds are subject to audits
  - Not required to submit receipts at recertification, but must keep receipts to prove use of funds if audited
- Grants are federal funds and appropriate use of funds are established by the ARP guidelines
- Must comply with all Child Care Development Block Grant (CCDBG) and Office of Licensing (OOL) requirements in order to remain in good standing. This includes:
  - Health and safety requirements
  - Trainings
  - Criminal background checks
- Must remain in good standing to be eligible for future funding (grants, assistance payments, etc.)

Grant Requirements

- Must have received a first payment of the ARP grant
- Must remain open and operating
- Must be in good standing with state and local health and safety regulations
- Must comply with CCDBG trainings
- Must complete comprehensive criminal background checks

When Do I Recertify?

- Recertification period scheduled to begin December 2022
- An email notification will be sent via NJCCIS when you are eligible to recertify
  - Approximately 30 days prior to the one year anniversary of your initial installment of the grant
- The Recertification Questionnaire allows you to indicate how you plan to spend the additional funds. It must be completed within 30 days after you receive the email notification.

How Much Will I Receive at Recertification?

- The original total grant award amount for registered family child care providers was $4000
- Second installment of the grant is increasing by and additional $3000
- With the increase, the total award amount is now $7000
- You have already received the initial installment of $2000. The remaining balance of the grant of $2000, *plus* the additional $3000 will be received after completing a brief recertification questionnaire
- The recertification period will start in December 2022

How Much Will I Receive at Recertification?

- **<u>The additional funds must be used for operational expenses</u>**
  - Fifty percent (50%) of the additional funds ($1500) must be directed specifically towards personnel costs (e.g.; additional salary, bonus, benefits to help retain and compensate staff)
  - For providers who do not have an assistant and/or alternate, you must set aside 50% of the additional funding amount for personnel, if you operate 24 hours a day or if an alternate or substitute is used before August 31, 2023
  - This additional amount <u>may not</u> be used to supplant or substitute for a staff member's regular wages/benefits

How Can Funds Be Used?

- Funds may be used for:
  - Wages and benefits
  - Insurance
  - Rent
  - Mortgage
  - Utilities
  - Cleaning and sanitizing
  - Professional development related health and safety
  - Mental health services
  - Other operational expenses to remain open and operating
- Funds must be used for either past (going back to September 2021) or planned purchases/expenses (through August 2023)

How Do I Recertify?

1. Log into https://www.njccis.com:

STATE OF NEW JERSEY
Department of Children and Families
Department of Human Services

Disclaimer | Select Language

Help | Login | Public Complaints | Create Account

NJCCIS Announcements

Available Child Care Grants

The Department of Human Services, Division of Family Development has several available grants, with various application timeframes, to strengthen our economy and our workforce. You can learn more on the ChildCareNJ.gov Grants page.

Reopening of the $1,000 Hiring and Retention Bonus Grant

We are excited to announce the reopening of the $1,000 Hiring and Retention Bonus Grant application. The application will be available from Tuesday, November 1 through, Sunday December 4, 2022.

General Grant Eligibility

If you are a licensed child care center provider, your program may be eligible for these grants if you are:

- Open and operating;
- In compliance with federal Child Care Development Block Grant (CCDBG) health and safety requirements

Login to NJCCIS

Please enter your Email and Password to log in.

* Email

Email

* Password

Password

You must agree to the NJCCIS Web Portal Terms and Conditions to log in.

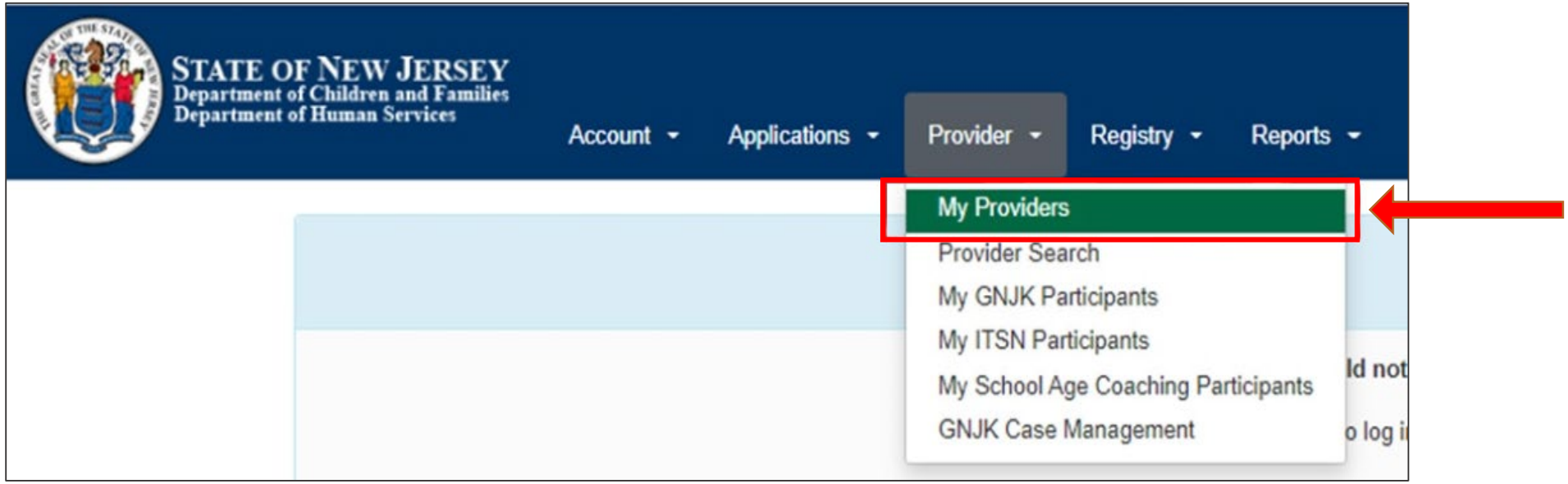
I agree to the NJCCIS Web Portal Terms and Conditions.

Forgot Password?

Login

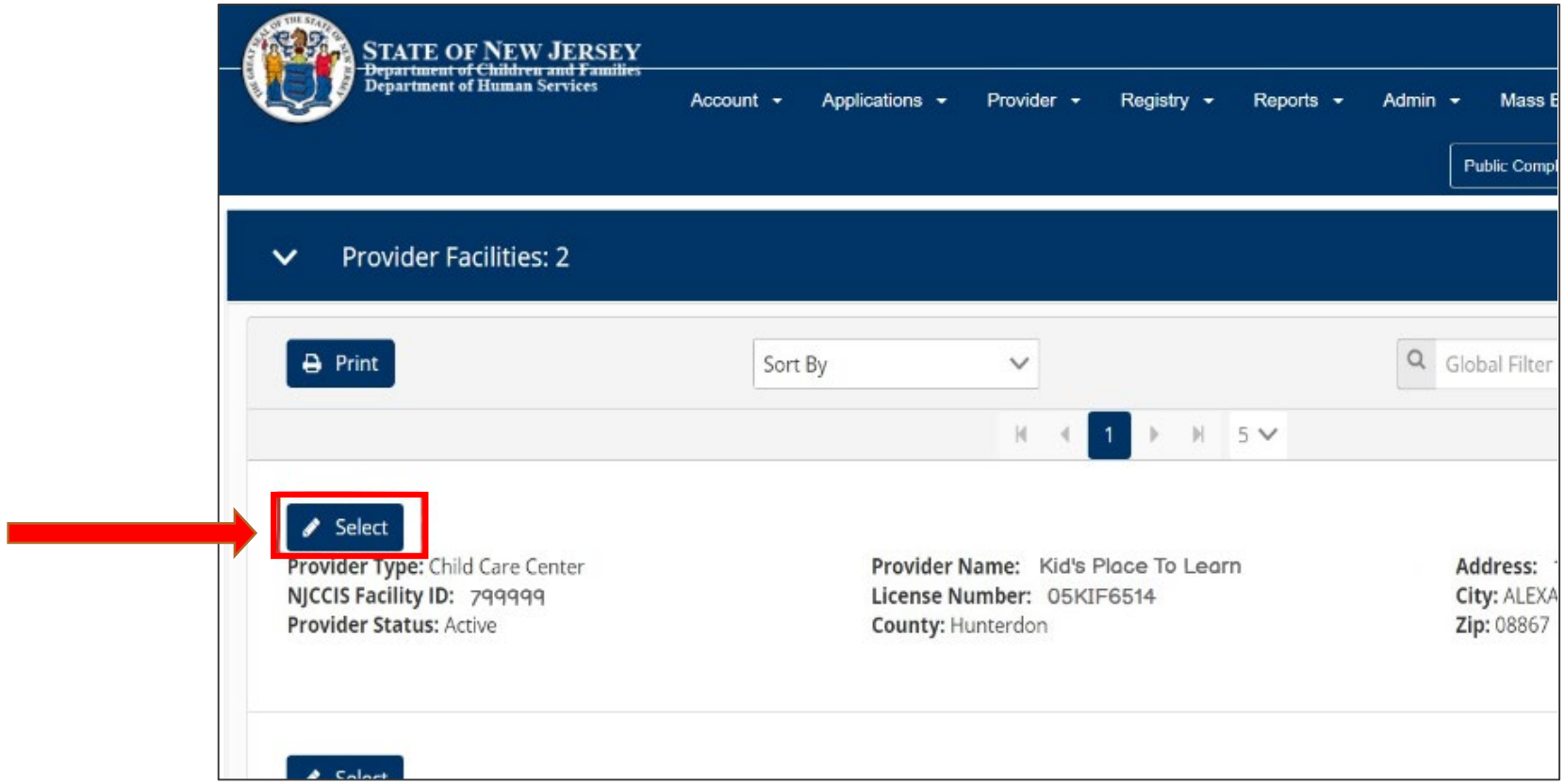
How Do I Recertify?

2. Select “My Providers” form the “Providers” menu.



How Do I Recertify?

3. Click “Select” for the Provider that you want recertify for the ARP Stabilization Grant from the list of Providers that you are associated with under “My Providers”.

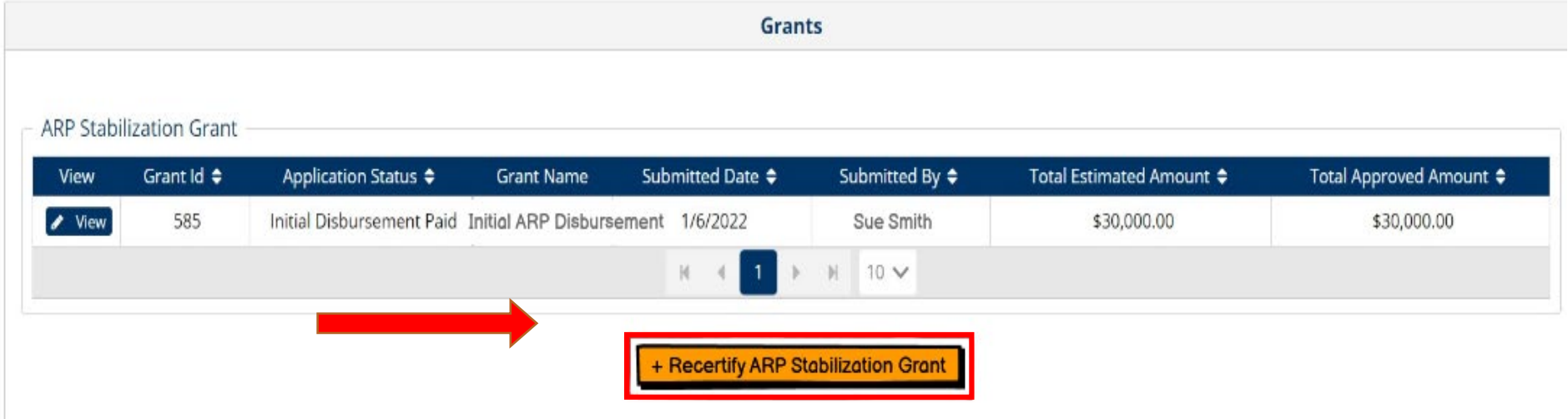


How Do I Recertify?

4. Select the “Grants” quicklink button from the list of Quicklinks on the Provider record.

How Do I Recertify?

5. Select the “Recertify ARP Stabilization Grant” button under the ARP Stabilization grid in the Grants panel.



How Do I Recertify?

6. Select the “Recertify ARP Stabilization Grant” button under the ARP Stabilization grid in the Grants panel.

How Do I Recertify?

7. Read the instructions about the NJ ARP Stabilization Grant Recertification Questionnaire that are displayed on the screen.

NJ ARP Stabilization Grant Recertification Questionnaire Instructions

Eligible Providers

- Licensed child care centers and registered family child care providers that received an initial disbursement of the ARP Stabilization Grant and that are currently open and operating at time of recertification.

Important Recertification Questionnaire Information

- Providers will receive an email notifying them to login to NJCCIS to complete their Recertification Questionnaire.
- Recertification Questionnaires must be completed and submitted within 30 calendar days of receiving the notification email. Failure to complete the Recertification Questionnaire will jeopardize issuance of the provider's second disbursement due to required federal spending liquidation mandate.
- The sponsor, sponsor representative, owner or director are the only individuals authorized to complete the Recertification Questionnaire due to the information required for submission.
- **Please note:** Some provider facility information required for the application was auto-populated from the New Jersey Child Care Information System (NJCCIS), please carefully review all information.
- Recertification Questionnaires must be submitted electronically. If you need assistance completing the Recertification Questionnaire, please contact:

For NJCCIS account-related questions:
Customer Service Phone: 1.800.332.6512
Customer Service Email: NJCallCenter@e-tcc.com

How Do I Recertify?

8. Select the “Launch ARP Stabilization Grant Recertification” button at the bottom of the instructions screen. When the Recertification Questionnaire opens, enter your NJCCIS ID to begin.

and all data will be lost. When working through the Recertification Questionnaire, only use the PREVIOUS and NEXT buttons to move through the pages. Do not use the back button on your browser

Information you will need to complete the application:

- Program Information (e.g., NJCCIS ID and program type)
- Current Enrollment Information
- Banking Information (bank account/routing number)
- W9

Checking Recertification Status:

You can check the status of your recertification at any time in the Grants section of your Quicklinks. If your recertification is approved, you can use the “View” button to see information regarding your second disbursement amount and payment date.

IMPORTANT!

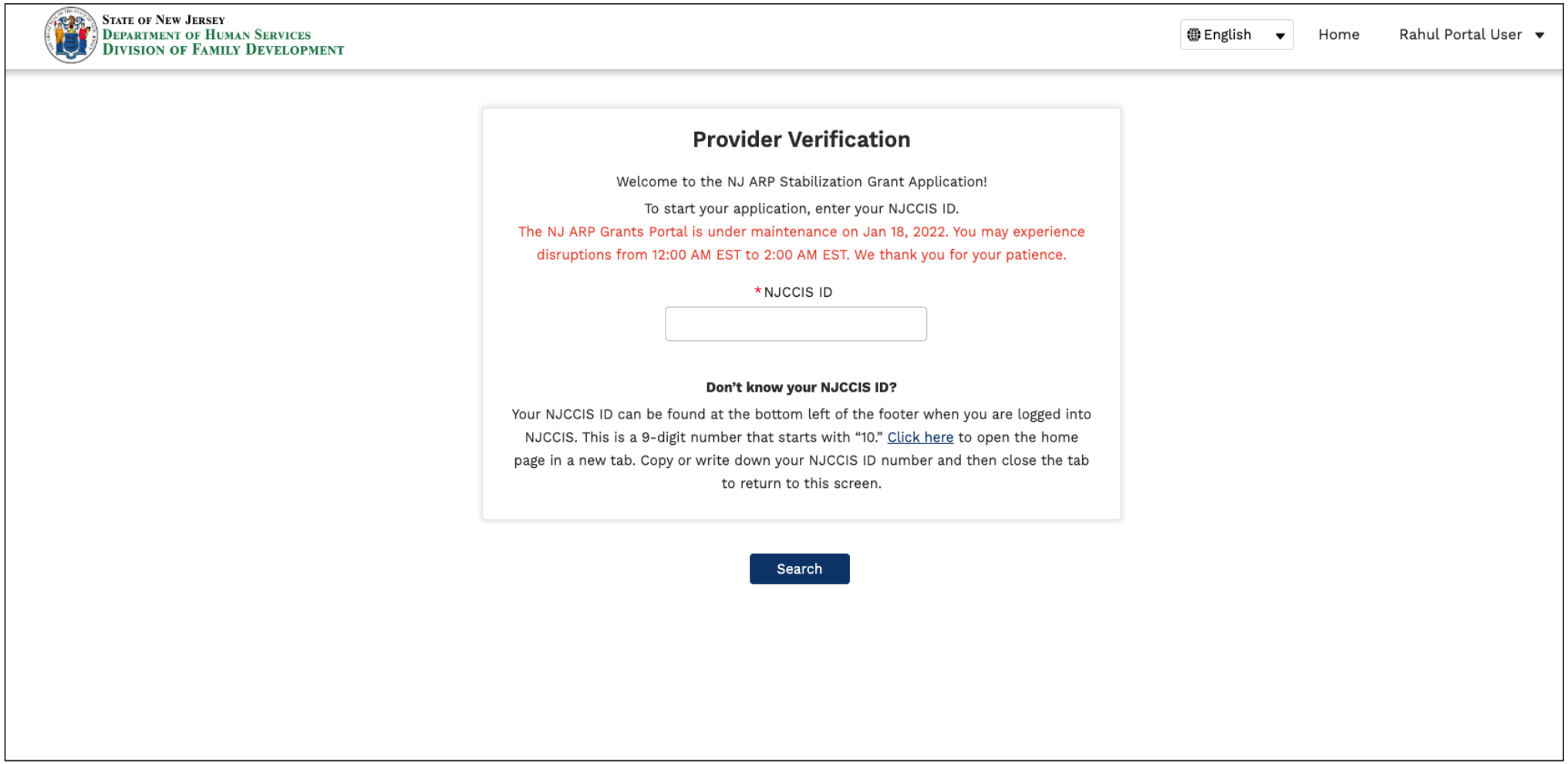
To complete the NJ ARP Stabilization Grant Recertification, you will need your NJCCIS number.

Your NJCCIS ID is
DISPLAY NUMBER HERE

Copy this number or write it down – you will need it on the next screen

Launch ARP Stabilization Grant Recertification

Recertification Questionnaire - Login



Recertification Questionnaire - Instructions

State of New Jersey
Department of Human Services
Division of Family Development

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- **Instructions**
- General Applicant Information
- Program Current Status
- Enrollment
- Additional Funds Usage
- Banking Information
- Review Questionnaire
- Provider Attestations

Instructions

Welcome to the NJ ARP Recertification Questionnaire

Eligible Providers

- Licensed child care centers and registered family child care providers that received an initial disbursement of the ARP Stabilization Grant and that are currently open and operating at time of recertification.

Important Recertification Questionnaire Information

- Providers will receive an email notifying them to login to NJCCIS to complete their Recertification Questionnaire.
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  For NJCCIS account-related questions:
  Customer Service Phone: 1.800.332.6512
  Customer Service Email: NJCallCenter@e-tcc.com

  For NJ ARP Stabilization Grant Recertification Questionnaire-specific questions:
  Customer Service Phone: 1.800.555.6565
  Customer Service Email: njchildcaregranttechsupport@mtxb2b.com

WARNING! The Recertification Questionnaire will take approximately 15 minutes to complete and MUST be completed in one session. For security reasons, your session will expire after 60 minutes and all data will be lost. When working through the Recertification Questionnaire, only use the PREVIOUS and NEXT buttons to move through the pages. Do not use the back button on your browser

Recertification Questionnaire – Facility List

State of New Jersey
Department of Human Services
Division of Family Development

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800014	Federal & State Grants	B Main St Newark, 34 08888	03/24/2021	Bill TheSponsorRep	Director	Active	Select Facility
800015	Child Care Assistant Covid	B Main St Newark, 34 08888	03/24/2021	Bill TheSponsorRep	Director	Active	Select Facility
800016	Child Care Assistant Covid	B Main St Newark, 34 08888	03/24/2021	Bill TheSponsorRep	Director	Active	Select Facility
800017	Fedral & State Grants	B Main St Newark, 34 08888	05/24/2021	Bill TheSponsorRep	Director	Active	Select Facility
800018	Child Care Assistant Covid	B Main St Newark, 34 08888	05/24/2021	Adam TheSponsor	Director	Active	Select Facility

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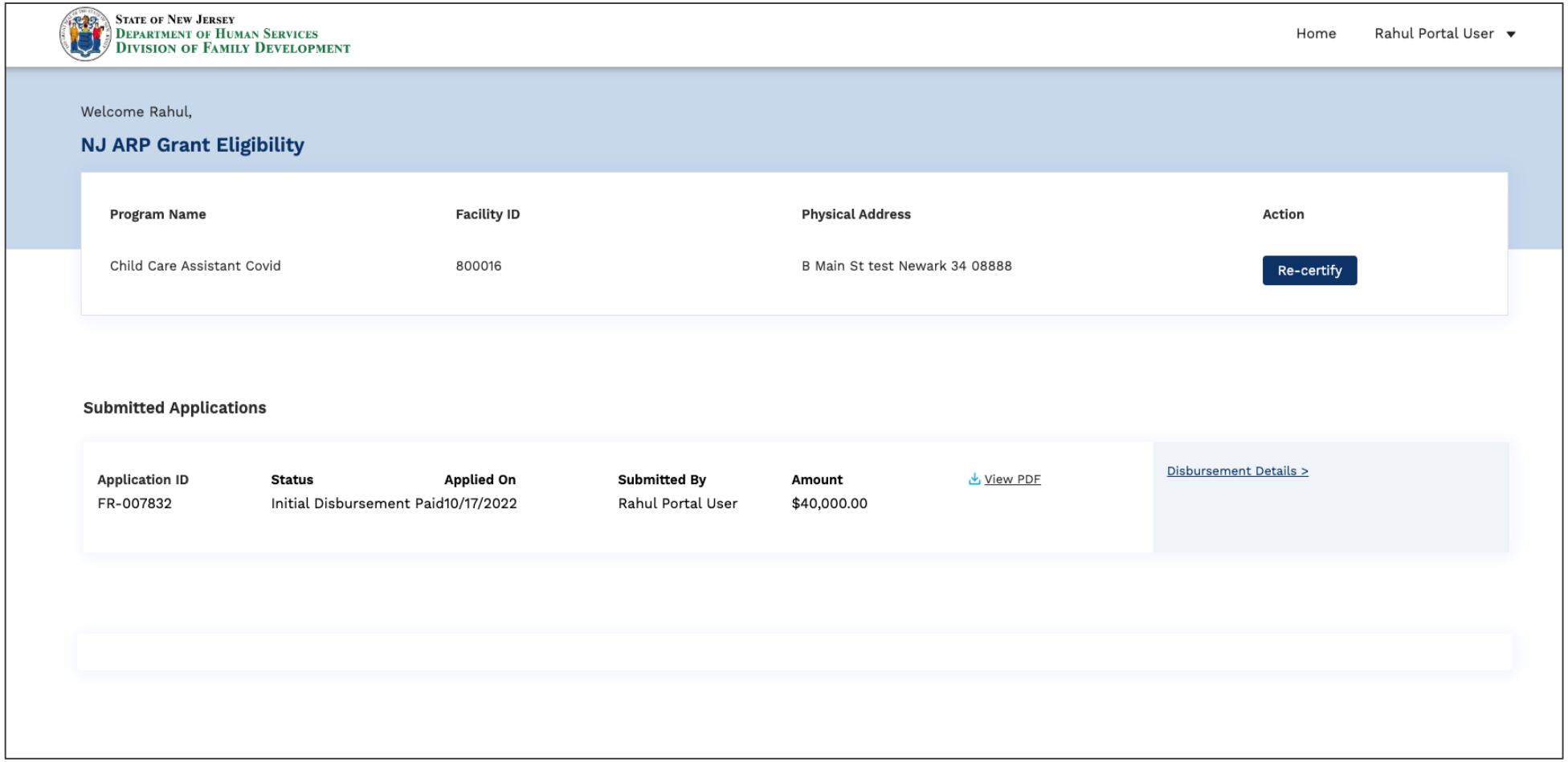
Please note:

When you click "Next," a one-time security code will be sent to the email associated with the provider record in the New Jersey State database. The Security Code will expire 15 minutes after it is requested. Please make sure you have access to the email to retrieve this code to complete the verification process.

Next

Recertification Questionnaire – Re-Certify Button



Recertification Questionnaire - Status

State of New Jersey
Department of Human Services
Division of Family Development

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- **Program Current Status**
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Program Current Status

*Is your current Program Status Open and Operating?

- (•) Yes
- ( ) No

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Program Current Status

*Is your current Program Status Open and Operating?

- ( ) Yes
- (•) No

*When did you close?

*Why did you close?

*When do you expect to re-open?

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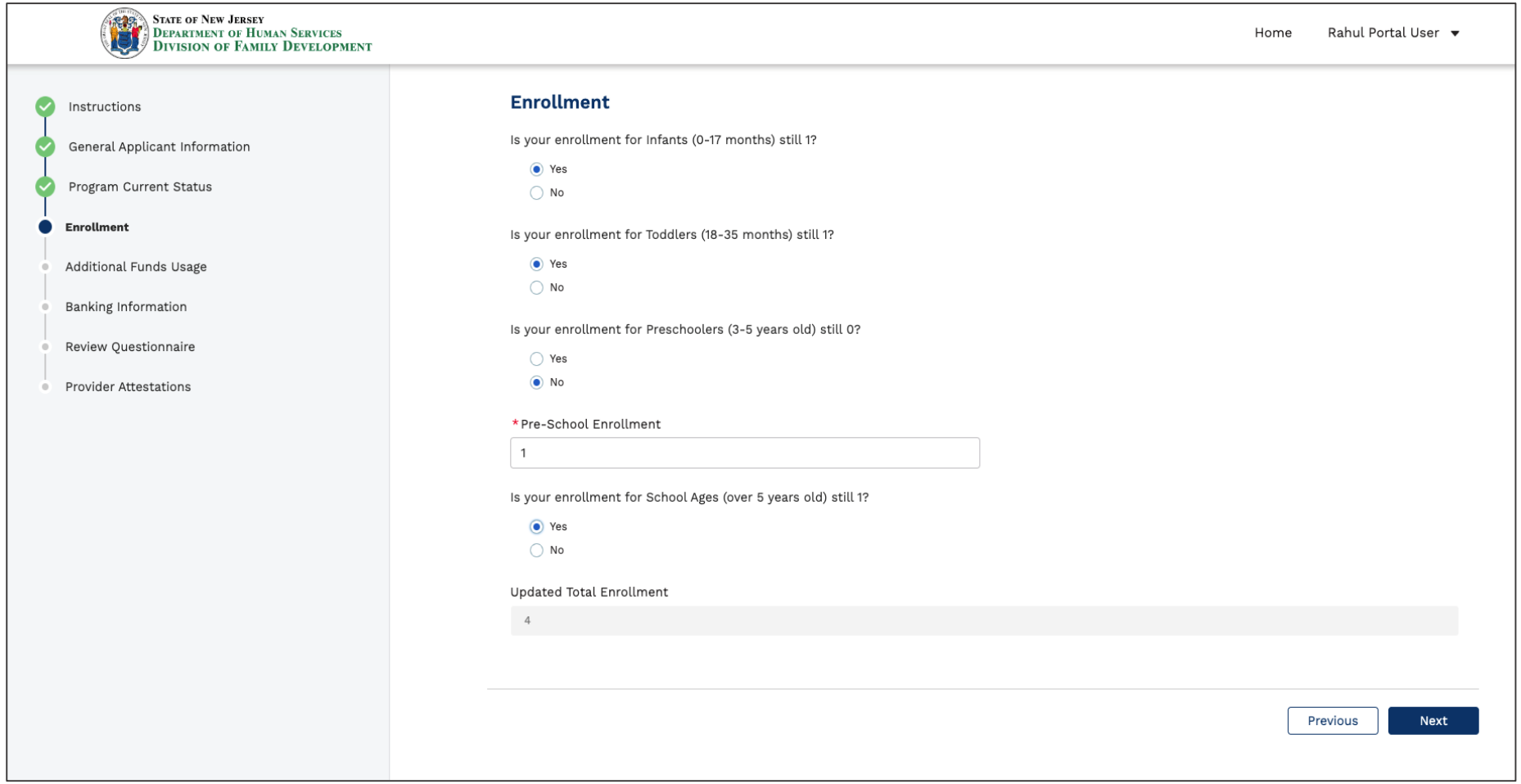
Recertification Questionnaire - Enrollment



Recertification Questionnaire – Additional Funds

State of New Jersey
Department of Human Services
Division of Family Development

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- Program Current Status
- Enrollment
- **Additional Funds Usage**
- Banking Information
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Additional Funds Usage

In addition to your second disbursement of $28,333.33, you are eligible to receive additional funding in the amount of $15,000.00. You are required to use a minimum of $7,500.00 of this additional funding towards personnel expenses, such as increased wages, compensation, bonus and benefits. This additional funding may not be used to supplant or substitute for a staff member's regular wages/benefits.

Please identify how you plan to use the additional $15,000.00

- [x] Personnel Expenses $7,500.00 to be used for one or more of the following

$7,500.00

- [x] Increased Staff Wages
- [x] Staff Bonuses
- [ ] Increased Staff Benefits

- [ ] Mortgage, rent, insurance, taxes, and utility
- [x] PPE, cleaning, sanitizing, sanitation, air ventilation

$5,000.00

- [ ] Professional Development – related health and safety
- [ ] Equipment and Supplies to respond to COVID-19
- [x] Mental health supports for children and staff

$2,500.00

- [ ] Goods and services necessary to maintain or resume child care services

Funds Remaining

$0.00

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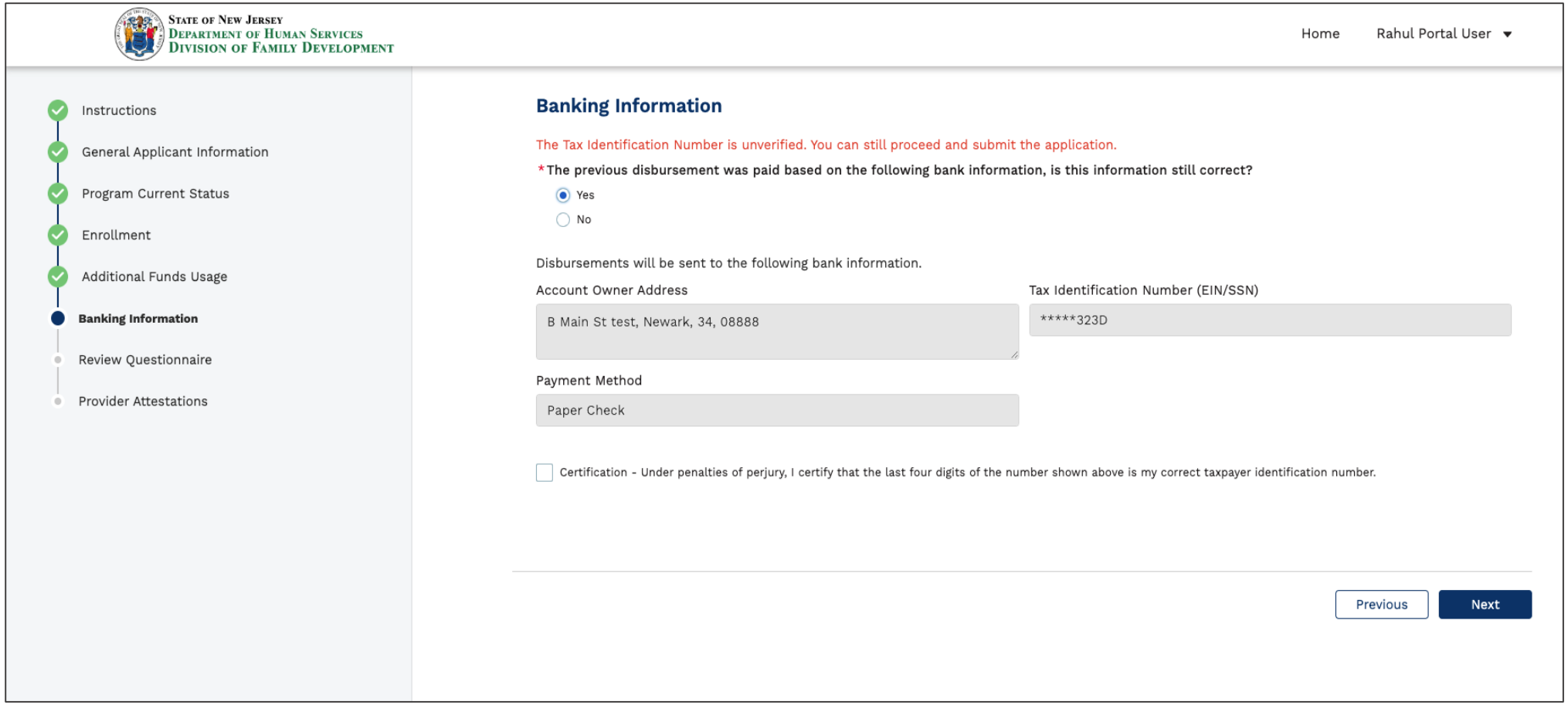
Recertification Questionnaire – Banking Info



Recertification Questionnaire – Banking Update

State of New Jersey
Department of Human Services
Division of Family Development

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- Additional Funds Usage
- **Banking Information**
- Review Questionnaire
- Provider Attestations

Disbursements will be sent to the following bank information.

Account Owner Address
B Main St test, Newark, 34, 08888

Tax Identification Number (EIN/SSN)
*****323D

Payment Method
Paper Check

☐ Certification - Under penalties of perjury, I certify that the last four digits of the number shown above is my correct taxpayer identification number.

*Payment Method
- (•) Direct Deposit

*Account Type
- ( ) Personal Checking
- ( ) Personal Savings
- ( ) Business Checking
- ( ) Business Savings

*Bank Account Holder First Name

*Bank Account Holder Last Name

*Routing Number

*Confirm Routing Number

*Bank Account Number

*Confirm Bank Account Number

Validate

Recertification Questionnaire - Review

State of New Jersey
Department of Human Services
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Review Questionnaire

General Applicant Information

Edit

Facility ID 800016	**Facility Name** Child Care Assistant Covid	**Facility Address** B Main St test, Newark, 34, 08888
Facility Billing Address B Main St test, Newark, 34, 08888	**Facility Shipping Address** 825 Roosvelt, Fairfax, 505, 22044	**Infant Enrollment** 1
Toddler Enrollment 1	**Pre-School Enrollment** 0	**School Age Enrollment** 1
Total Enrollment 3	**First Disbursement Amount** $26666.67	**Current 2nd Disbursement Amount** $28333.33

Total Grant Amount (Note: Amounts subject to change during recertification process)
$55000

Program Current Status

Edit

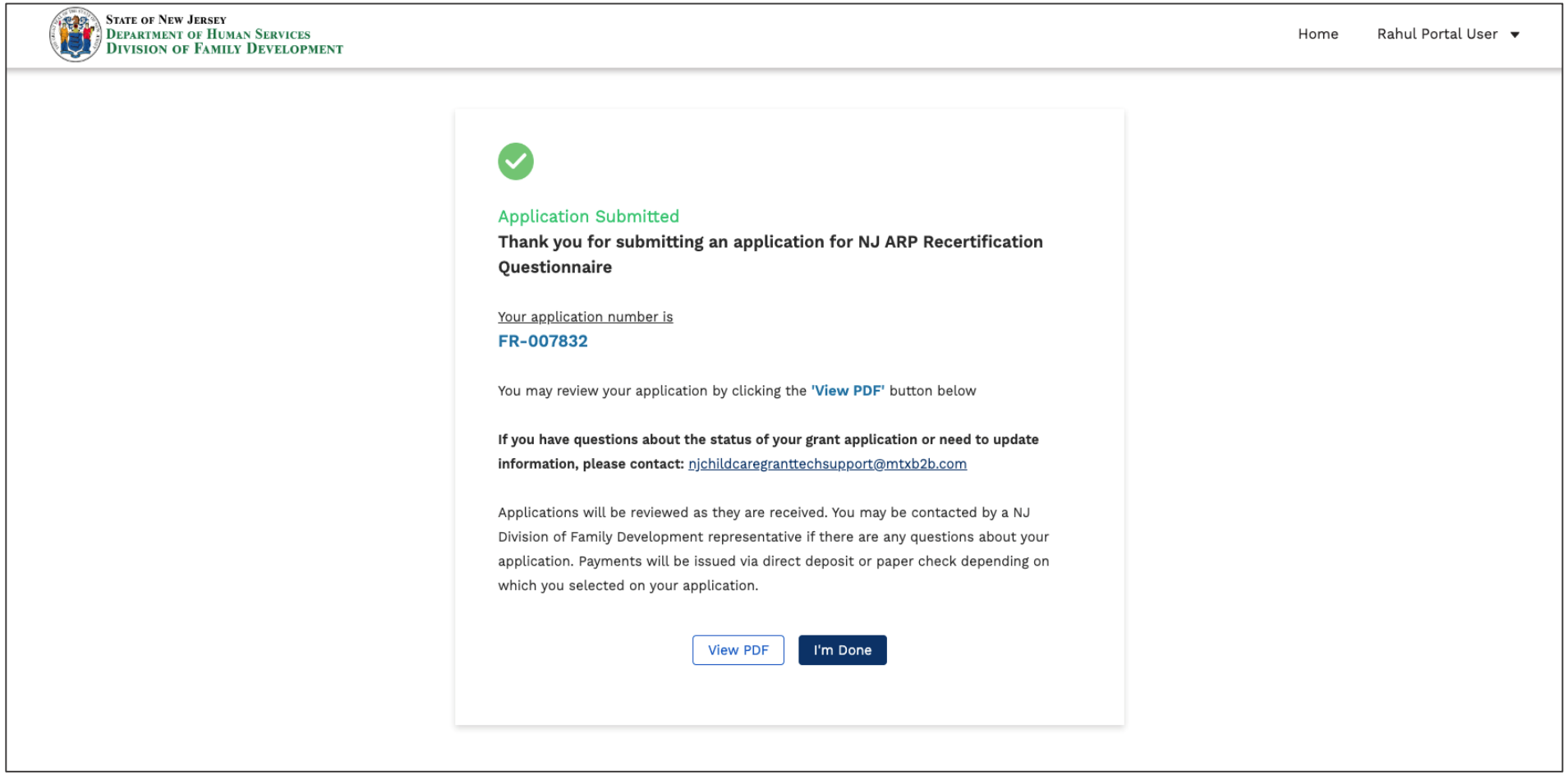
Is your current Program Status Open and Operating?
Yes

Enrollment

Edit

Is your enrollment for Infants (0-17 months) still 1?
No

Recertification Questionnaire - Submitted



Visit www.ChildCareNJ.gov for more information

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Phone: 1-800-332-6512

For questions on the NJ ARP Stabilization Grant Recertification Questionnaire, contact:
Email: NJGrants@mtxb2b.com
Phone: 1-800-555-6565

QUESTIONS

Thank You!

www.ChildCareNJ.gov