NEW JERSEY DEPARTMENT OF HUMAN SERVICES

Division of Family Development

NJ American Rescue Plan (ARP) Stabilization Grant Recertification

Licensed Child Care Center

State of New Jersey DHS Department of Human Services

American Rescue Plan (ARP) Stabilization Grant Recap

- Federal funds - specifically dedicated to help support child care providers to address the financial burdens during and after the COVID-19 pandemic
- Federal rules require programs to:
  - Remain open and operating
  - Remain in good standing with state and local health and safety regulations
  - Comply with CCDBG requirements, including trainings, comprehensive criminal background checks
  - Use funds as intended – for operational expenses
- **DHS/DFD Responsibility** - Must make sure the above is occurring

Important Requirements

- Grant funds are subject to audits, which are underway
  - Providers selected are required to comply
  - Very important: track your spending and organize your receipts
    - Some best practice tips (label folders, excel spreadsheet, shoe box or binder)
    - Reminder: allowable expenses – business operational related expenses to help you keep your business operating
      - Reoccurring bills (September 2021 through August 2023)
      - Mortgage/Rent, Energy/Utilities, Water, Building Maintenance, Salaries, Benefits, Insurance
- Failure to comply results in recoupment and ‘not in good standing’ status

Recertification Process
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
  - Must be completed within 30 days after you receive the email notification.

How Much Will I Receive at Recertification?

- **Remaining balance (1/3) of initial grant award plus more for the majority of providers**
  - The original total grant award amounts ranged from $30,000 to $120,000
  - Initial installment equaled 2/3 of your total grant award amount already received
  - Remaining grant balance 1/3 is due plus more - ranging between $15,000 and $75,000

Example: Grant awarded was $30,000, and you already received $20,000. The balance due is $10,000 (which is the final payment) plus an additional $15,000. ***Grand total balance due is $25,000.***

- **DHS/DFD made exceptions and provided grants to mixed delivery providers – providers who received a different amount will also receive additional funds**

Example: Grant awarded was $15,000, and you already received $10,000. Balance due is $5,000 plus an additional $7,500. ***Grand total balance due is $12,500.***

Additional Funds Requirements

- **Reminder** – ARP Grant is exclusively for operational expenses
- The additional funds range from $15,000 - $75,000
  - Fifty percent (50%) of the additional funds must be specifically directed towards personnel costs (e.g.; additional salary, bonus, benefits to help retain and compensate staff)

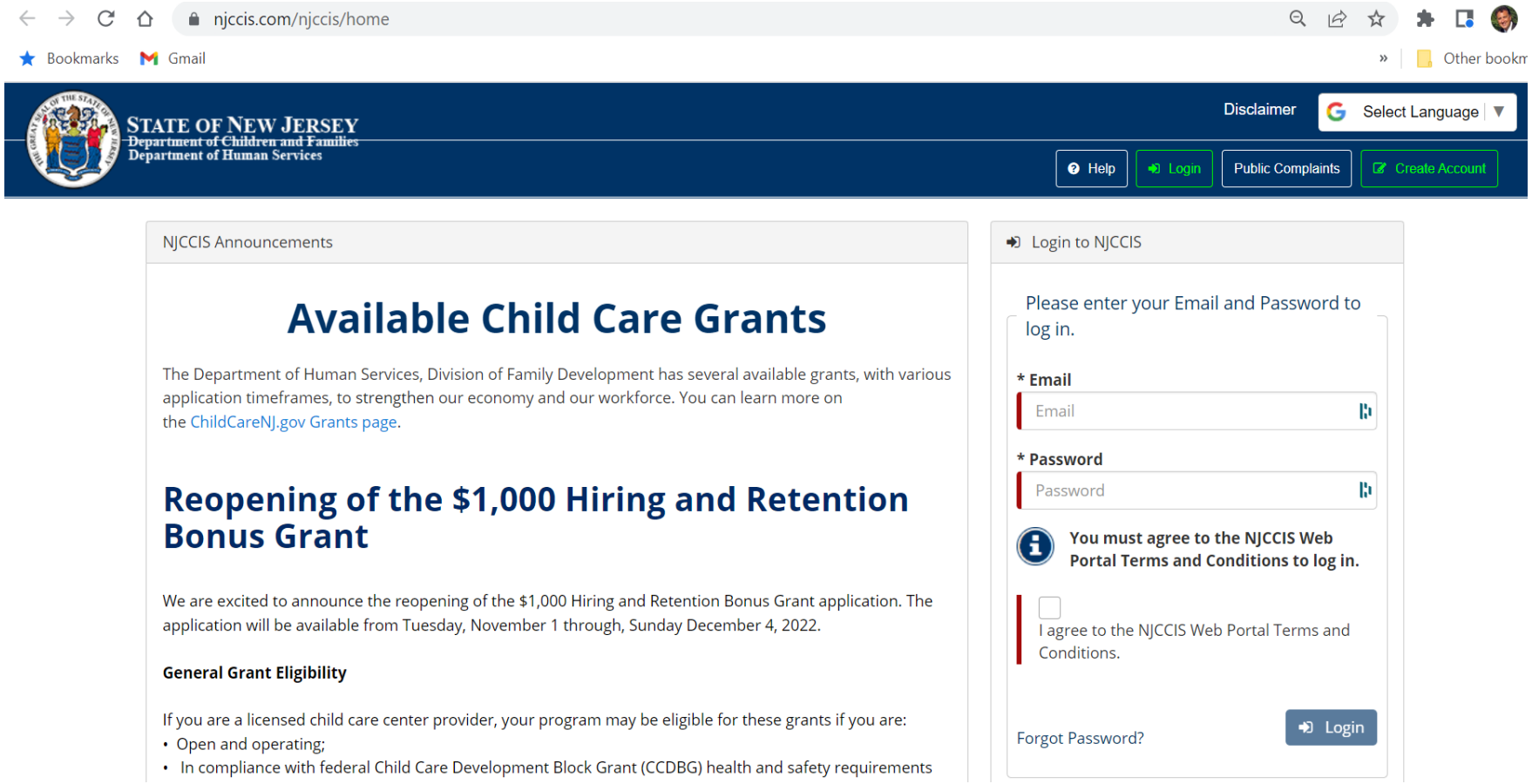
Example: If grant awarded was $30,000; $10,000 balance due plus additional $15,000 = $25,000 grand total final payment.

50% of $15,000 = $7,500 that must be used for personnel cost (e.g. salary increase, bonus, increased benefits)

VERY IMPORTANT: No additional funds used for personnel costs can be used to supplant or substitute for a staff member's regular wages/benefits

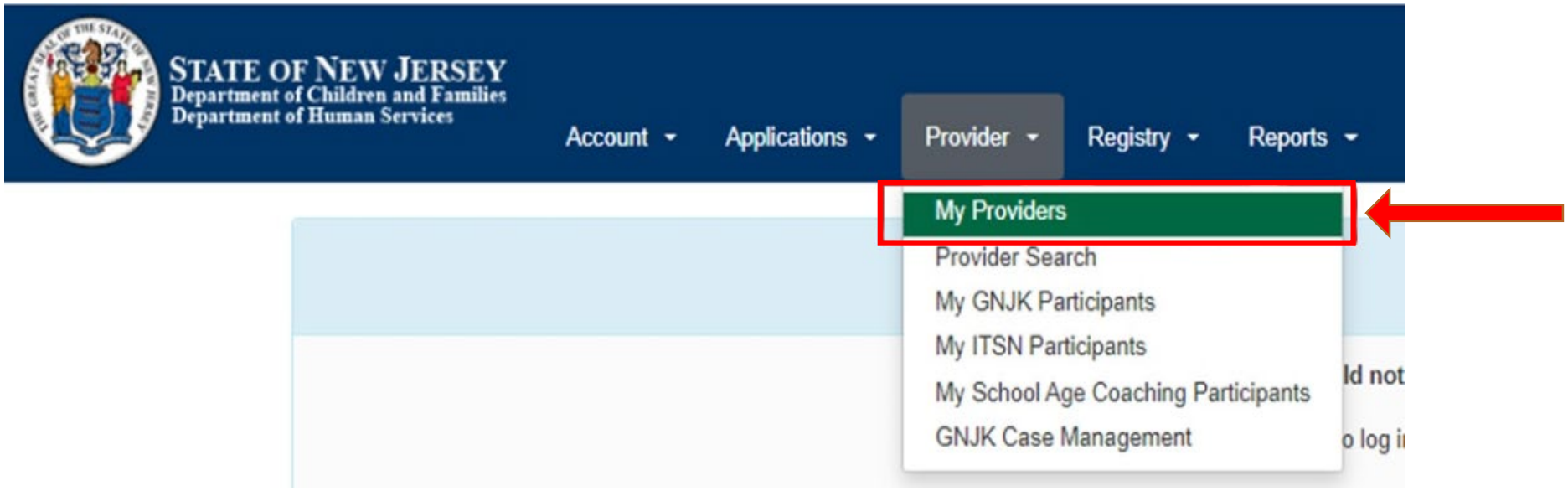
How Do I Recertify?...The Same Way!

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



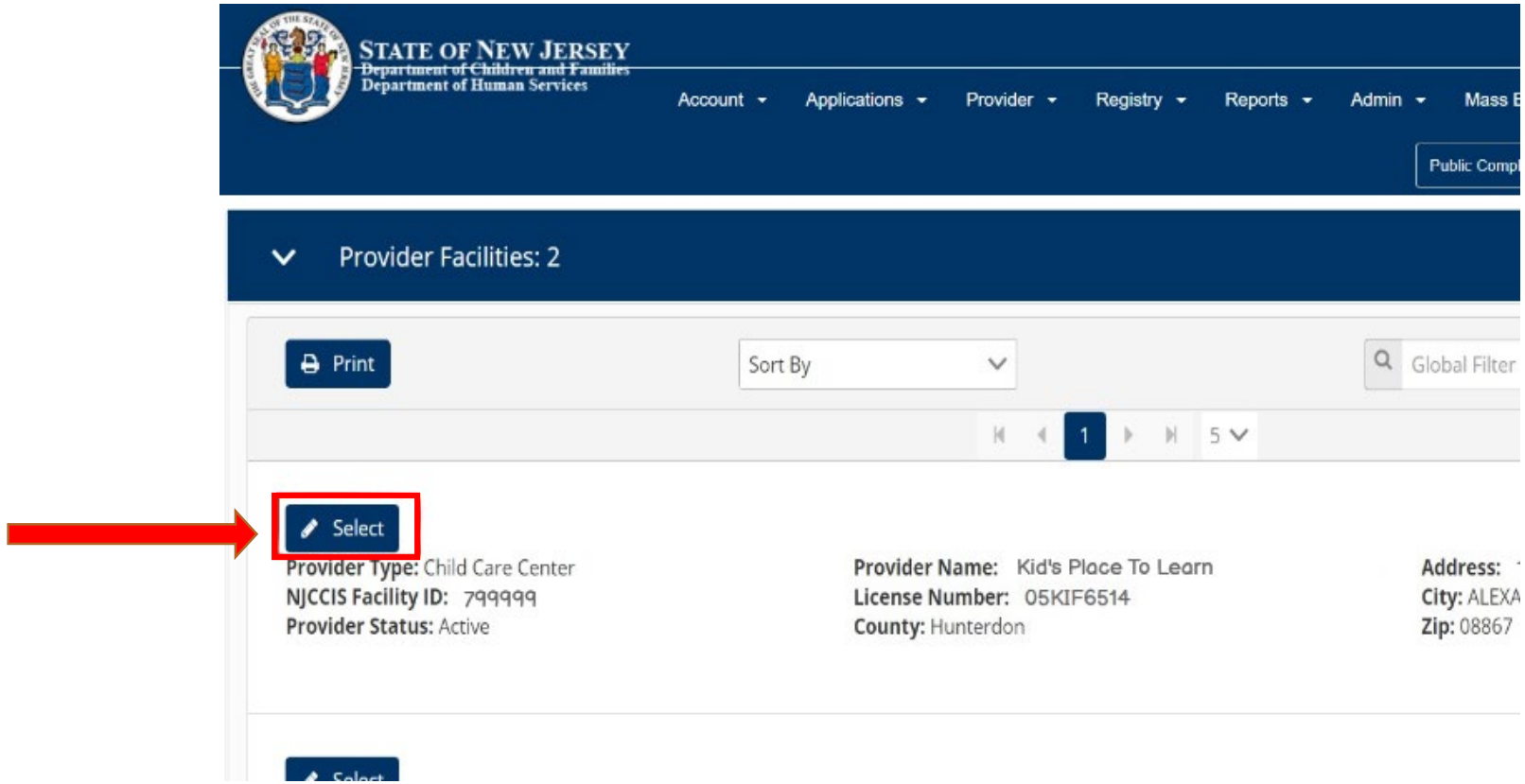
How Do I Recertify?

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



How Do I Recertify?

3. Under “My Providers” you will find a list of providers with which you are associated. Click the “Select” button of the Provider that you want to recertify for the ARP Stabilization Grant.

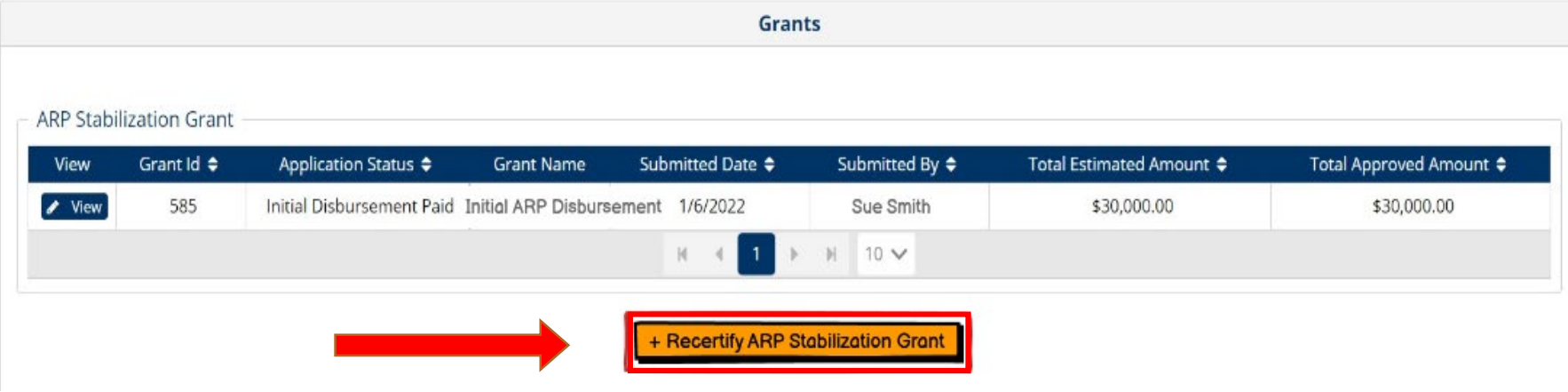


How Do I Recertify?

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 Select Grants Application 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!

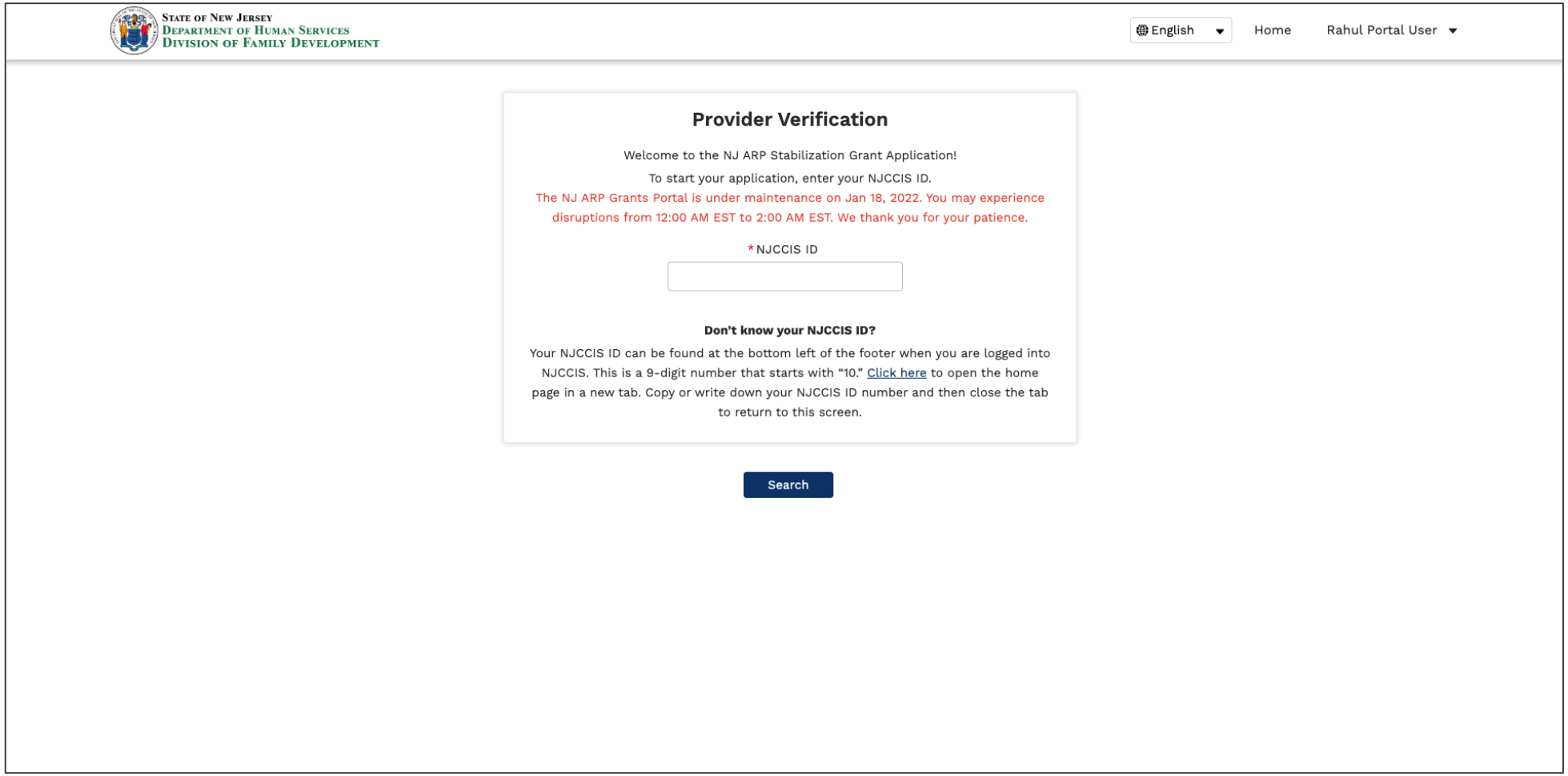
To complete the NJ ARP Stabilization Grant Recertification, you will need your NJCCIS number.

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

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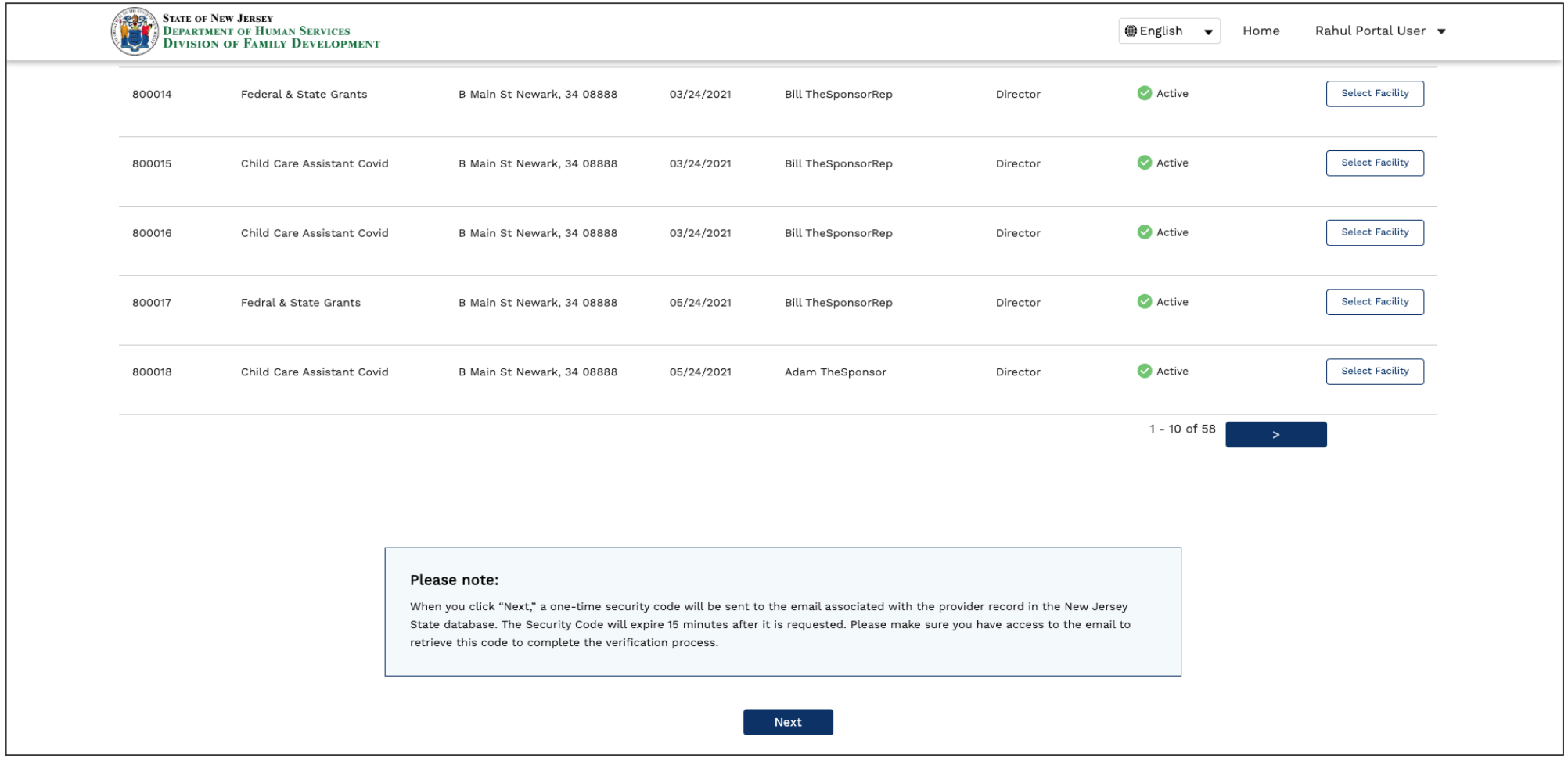
  For NJCCIS account-related questions:
  Customer Service Phone: 1.800.332.6512
  Customer Service Email: NJCallCenter@e-tcc.com

  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
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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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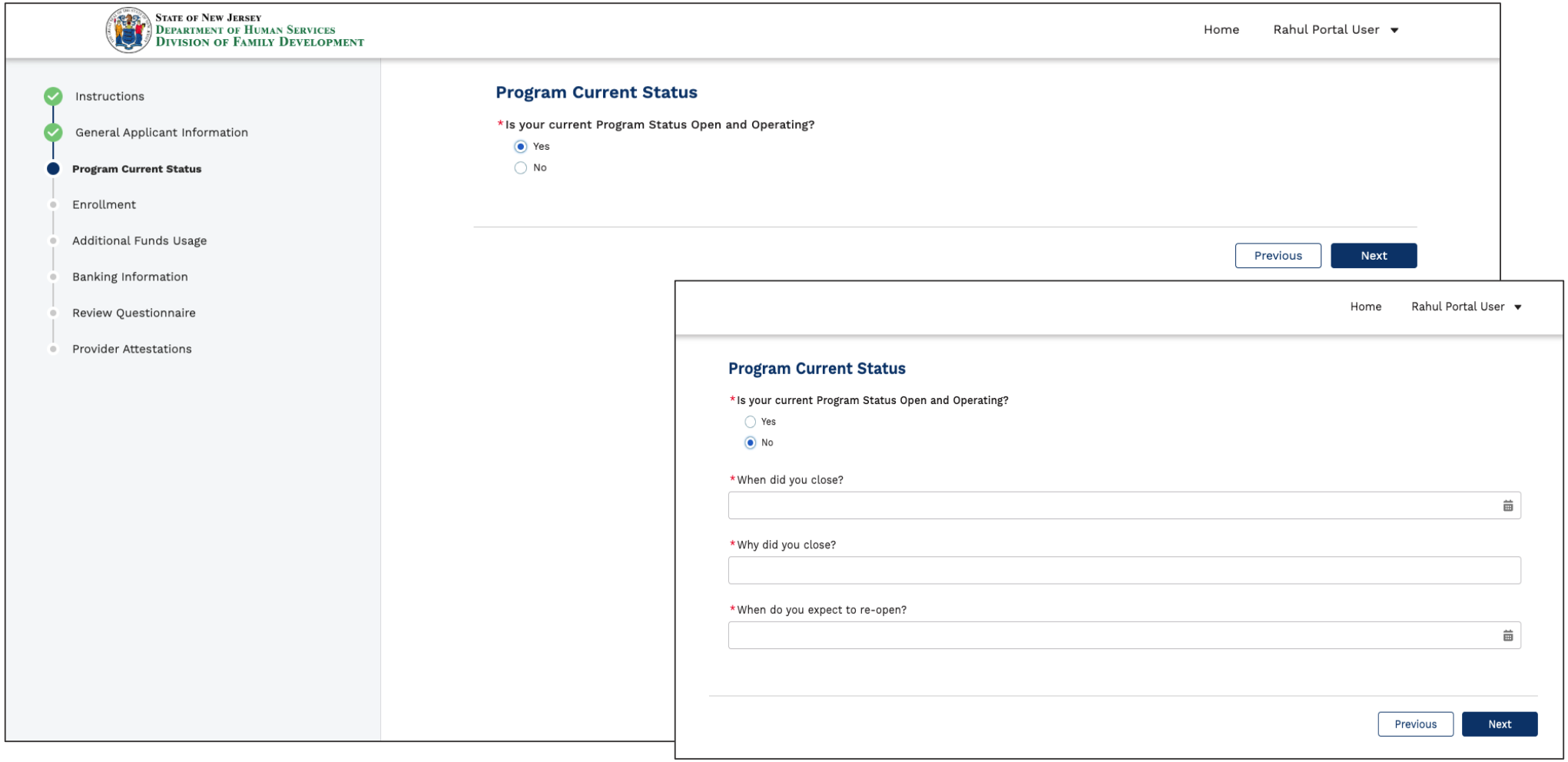
Please note:

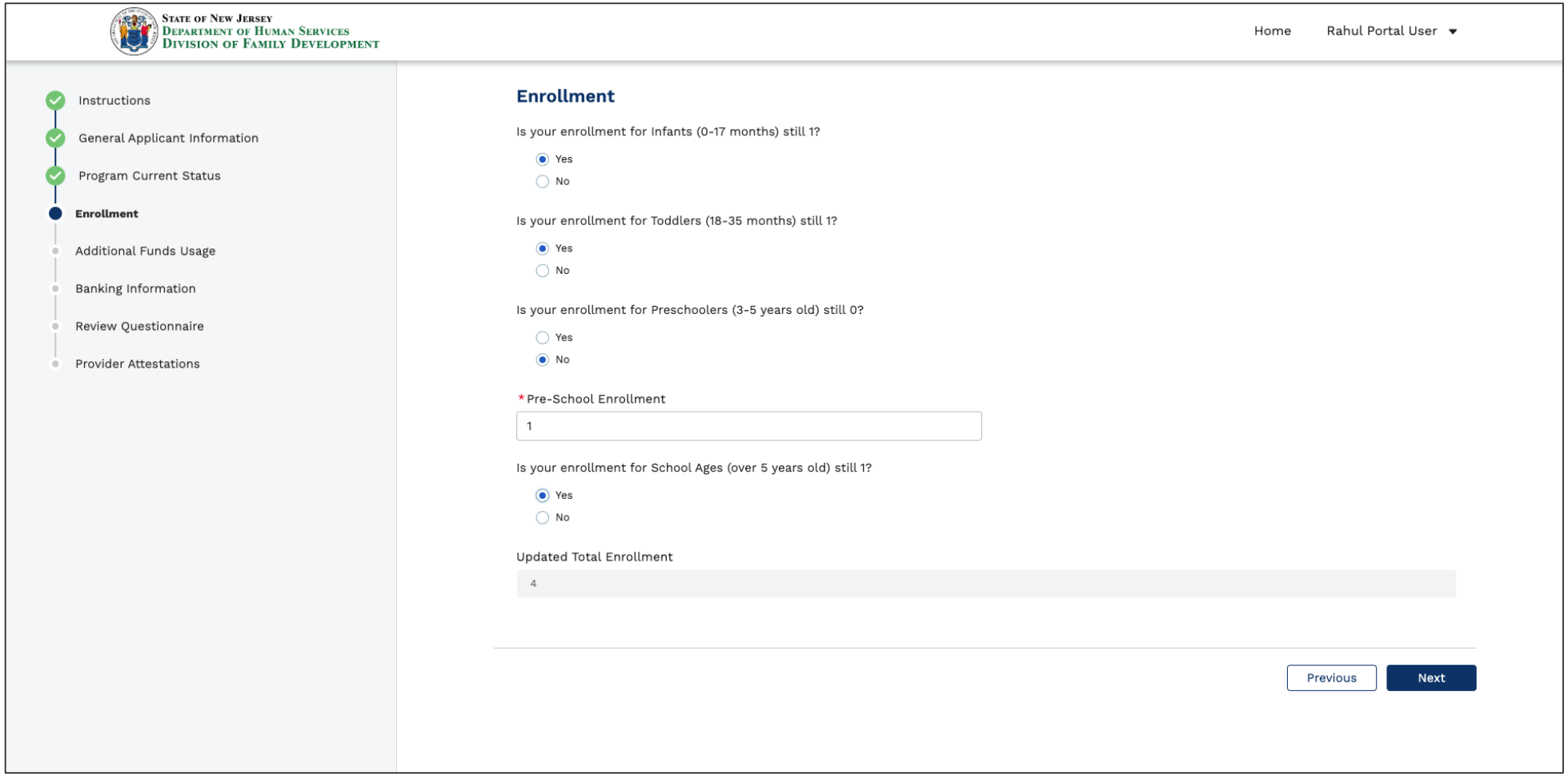
When you click "Next," a one-time security code will be sent to the email associated with the provider record in the New Jersey State database. The Security Code will expire 15 minutes after it is requested. Please make sure you have access to the email to retrieve this code to complete the verification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

Next

Recertification Questionnaire - Status



Recertification Questionnaire - Enrollment



Recertification Questionnaire – Additional Funds

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- **Additional Funds Usage**
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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

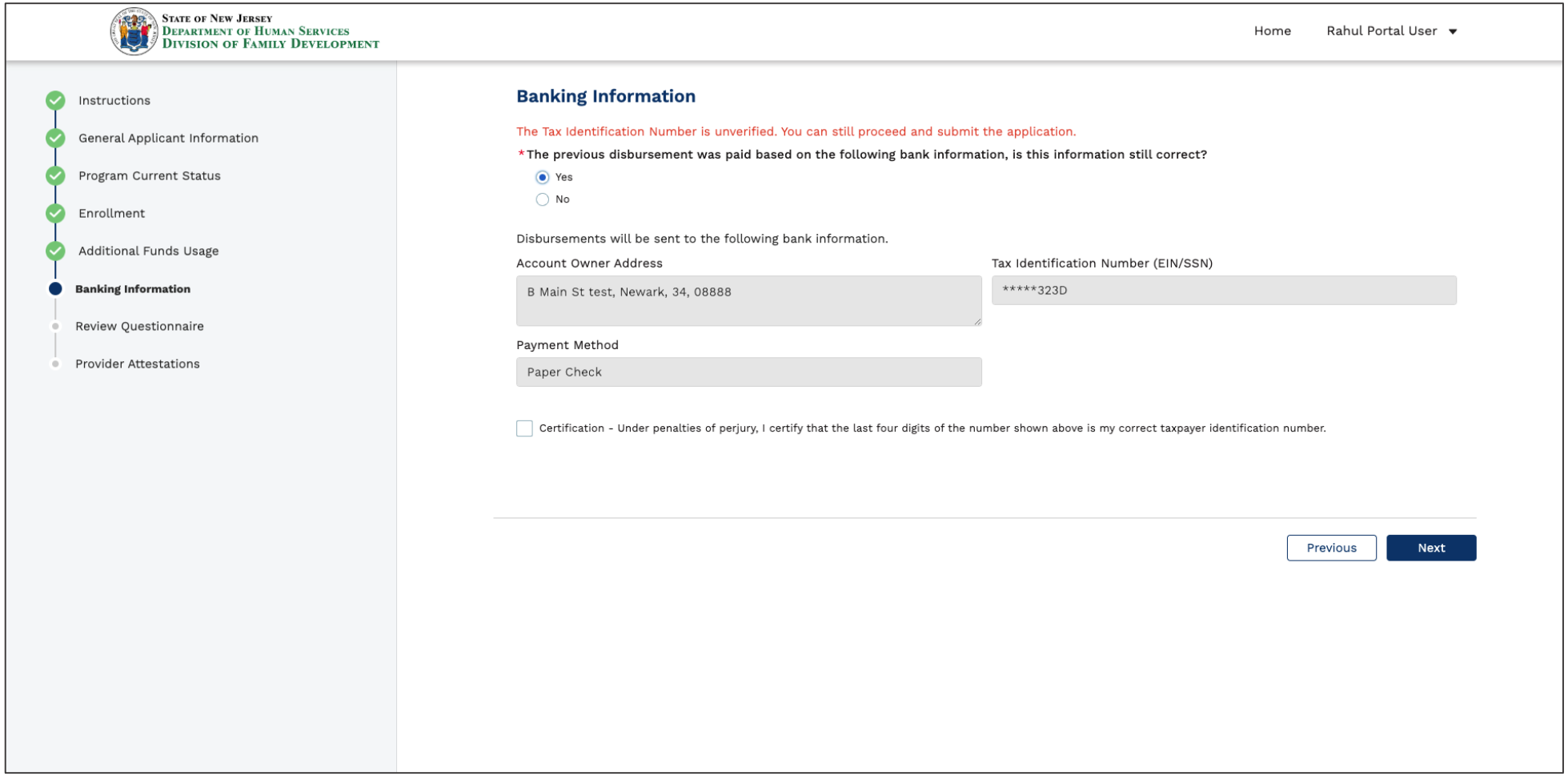
- [ ] Goods and services necessary to maintain or resume child care services

Funds Remaining

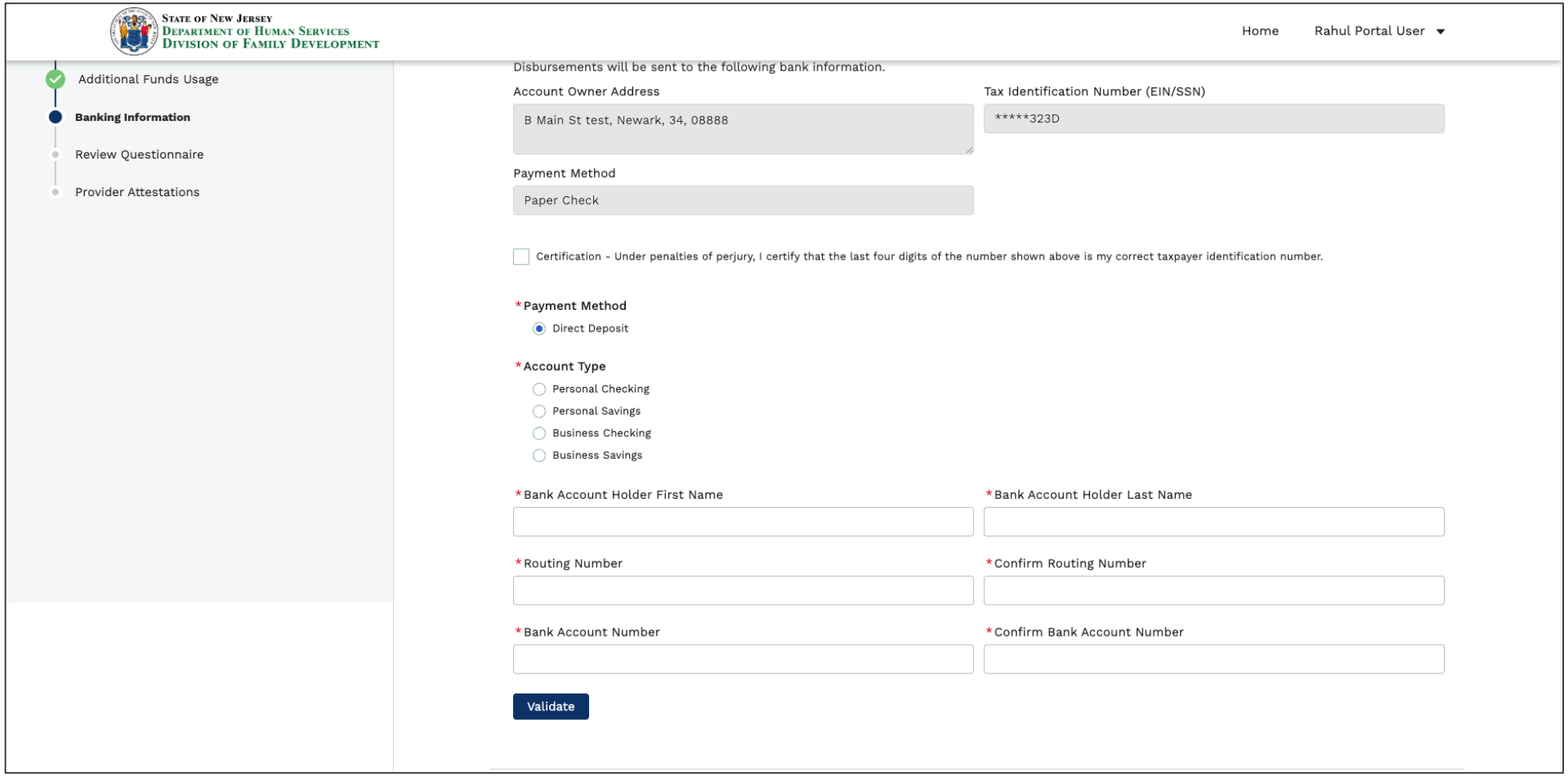
$0.00

Previous | Next

Recertification Questionnaire – Banking Info



Recertification Questionnaire – Banking Update



Recertification Questionnaire - Review

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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

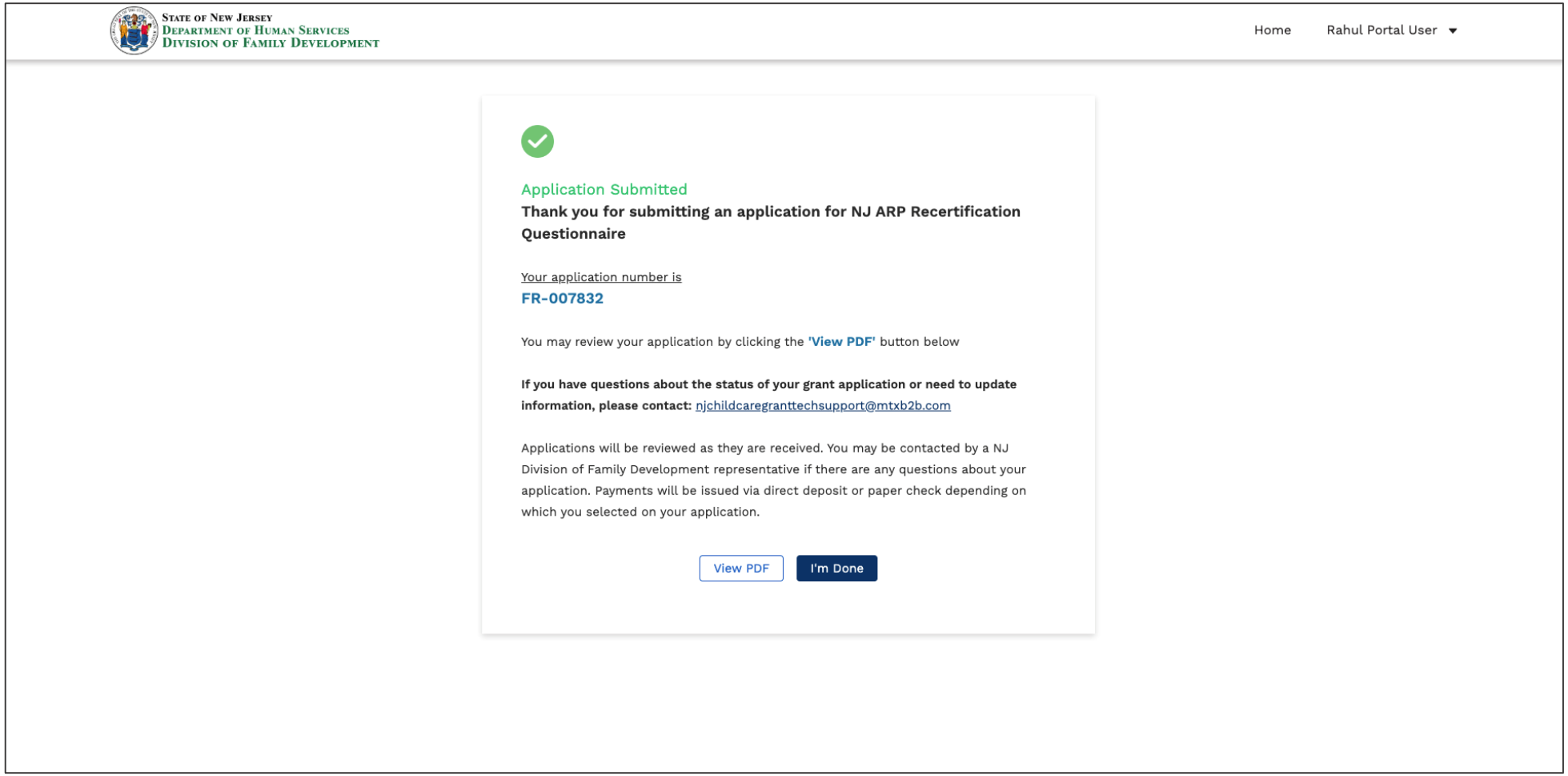
Program Current Status Edit

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



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)

Recertification Process Takeaway

- Recertification period will start in December 2022
  - Providers will receive an email
  - Must complete a Recertification Questionnaire within 30 days
  - Most fields pre-populated - review and note changes
  - Must update enrollment information
  - Self-attest
  - Process remains the same as before – Log into NJCCIS (**https://www.njccis.com)**
- **Reminder – For majority of providers**
  - Grant awards balance equals 1/3 of original award plus additional funds ranging between $15,000 and $75,000
  - 50% of the additional amount must be directed towards personnel expenses
  - Technical Assistance and support will be available to help you with the application process
  - Business Practice TA and Consultation will also become available

Other Funding Opportunities

Remember

- **The Hiring and Retention Bonus Grant**
  - Additional way to address staffing issues since it gives staff a $1000 bonus (subject to the availability of funds).
  - Open from November 1 to December 4, 2022.
- **Economic Development Authority (EDA) Facility and Capital Improvement Grant**
  - Additional funds to help with facility improvement, repairs and renovation projects
  - Scheduled to launch November 15, 2022
  - More information can be found at: njeda.com/child-care-improvement-program/

Visit www.ChildCareNJ.gov for more information

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Phone: 1-800-332-6512

For questions about the NJ ARP Stabilization Grant Recertification Questionnaire, contact:
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QUESTIONS

Thank You!

www.ChildCareNJ.gov