NJ ARP Stabilization Grants Application

How to Access NJ ARP Stabilization Grant Application
Once you log into the NJCCIS homepage, click the Providers dropdown and select My Providers to display your provider facilities.

Click on the Select button to access your Child Care Center Record.

No key points.
Click on the Grants button under the Quicklinks tab.
Click on the New Grant Application button under the ARP Stabilization Grant section.

- Licensed Child Care Centers and Registered Family Child Care Providers with an active status are eligible.
- Temporarily closed Child Care Centers and Registered Family Child Care Providers are NOT eligible.
NJ ARP Stabilization Grant

Instructions

- Click on the ARP Stabilization Grant button.

Key Points

No key points.
NJ ARP Stabilization Grant

Welcome to the NJ ARP Stabilization Grant Application

Eligible Providers:
- Licensed Child Care Centers and Registered Family Child Care Providers with an active status are eligible. Temporarily closed Child Care Centers and Registered Family Child Care Providers are NOT eligible.

Important Application Information:
- Providers may apply from June 6, 2022 through July 8, 2022.
- Sponsor, sponsor representative, owner or director are the only individuals authorized to complete the application due to the information required for submission.
- Please note: Some of the provider facility information required for the application is auto-populated from NJDCS (e.g., Tax Identification Number (Your EIN or SSN) and Legal Name of Child Care Program). These fields are not-editable and will be grayed out; please carefully review all information. If any information that was auto-populated is incorrect, please contact 732-ChildcareGrant@State.NJ.us.
- If you need assistance completing the application, please contact:
  - For NJ ARP stabilization grant application-specific questions:
    - Customer Service Phone: 1-855-990-3476
    - Customer Service Email: Childcaregrantquestions@des.state.nj.us
  - The application will take approximately 45 minutes and MUST be completed in one session.

WARNING: The application will take approximately 45 minutes 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 application only use the PREVIOUS and NEXT buttons to move through the pages. Do not use the back button in your browser.

Make sure you have this information on hand:
- Program Information (e.g., program type)
- Hours of Operation
- Current Enrollment Information
- February 2020 Enrollment Information (only for providers licensed/registered on or before 3/19/2020)
- Staffing Information
- Current Estimated Monthly Expenses:
  - Personnel costs, including payroll and salaries or similar compensation for an employee (including any sole proprietor or independent contractor), employee benefits, premium pay, or costs for non-teaching employee recruitment and retention.
  - Rent (including rent under a lease agreement) or payment on any mortgage obligation, utilities, facility maintenance or improvements, or insurance.
  - Personal protective equipment (PPE), cleaning and sanitation supplies and services, or training and professional development-related to health and safety practices.
  - Purchases or updates to equipment and supplies to respond to the COVID-19 public health emergency.
  - Goods and services necessary to maintain or resume child care services.
  - Mental health support for employees.
- Banking Information (Bank account routing number).

Instructions

Read through the NJ ARP Stabilization Grant Application instructions.

Key Points

No key points.
Launch ARP Stabilization Grant

• Hours of Operation
• Enrollment Information (February 2020 and Current)
• Staffing Information
• Current Estimated Monthly Expenses
  ◦ Personnel costs, including payroll and salaries or similar compensation for an employee (including any sole proprietor or independent contractor), employee benefits, premium pay, or costs for non-teaching employee recruitment and retention.
  ◦ Rent (including rent under a lease agreement) or payment on any mortgage obligation, utilities, facility maintenance or improvements, or insurance.
  ◦ Personal protective equipment (PPE), cleaning and sanitization supplies and services, or training and professional development related to health and safety practices.
  ◦ Purchases of, or updates to, equipment and supplies to respond to the COVID-19 public health emergency.
  ◦ Goods and services necessary to maintain or resume child care services.
  ◦ Mental health support for employees.
• Banking Information (bank account/routing number)

Checking Application Status:
You can check the status of your application at any time in the Grants section of your Quicklinks. If your application is approved, you can use the “View” button to see information regarding your grant award amount and payment date.

IMPORTANT!
To complete the NJ ARP Stabilization Grant Application, you will need your NJCCIS ID number.

Your NJCCIS ID is

100000123

Copy your NJCCIS ID number or write it down - you will need it on the next screen.

Instructions

• Click on the Launch ARP Stabilization Grant button.

Key Points

• Once you have read the instructions, you can begin a new grant application.
• Make note of, or copy, your NJCCIS ID. You will need this to complete the provider verification (see next slide).
Provider Verification

Instructions

- Enter the **NJCCIS** number.
- Click on the **Search** button.

Key Points

In the upper right-hand corner, translate the NJ ARP Stabilization Grant application system into Spanish by using the language dropdown box.
Select Facility

Instructions

- Click Select Facility to select the facility for which you want to apply.
- Scroll down the page and click on the Next button.

Key Points

A one-time verification security code will be sent to the Program Email on record with NJCCIS. This code will expire within 15 minutes after it has been requested.
Provider Verification Security Code

A security code has been sent to **@*****.com** and will expire in 15 minutes.

If you leave this page you will need to restart the application process.

* Enter Security Code

If you haven't received the security code, please wait three minutes and request a new code. You can request a maximum of five (5) passcodes.

Resend Code

Verify

Instructions

When the Provider Verification Security Code page opens, enter the security code in the Provider Verification Security Code box, then click **Verify**.

Key Points

No key points.
This Concludes the ‘Accessing Grants Application’ Guide