NEW JERSEY
DEPARTMENT
OF HUMAN SERVICES

DIVISION OF FAMILY DEVELOPMENT
OFFICE OF CHILD CARE OPERATIONS

2022 Summer Youth Camp QA Session

Presenters:
Bernitra Robinson
Cynthia Edmond
Fiona Aversano, Esq.
Chris Cammarata
Terri Hughes
State Agency Coordination

In New Jersey, multiple state agencies and child care stakeholders work together to ensure the health and well-being of children and support child care programs, such as summer youth camps.

**Department of Health (DOH)** – Summer Youth Camps

**Department of Children and Families, Office of Licensing (DCF/OOL)** – Licensing and Regulatory for Child Care Centers and Registered Family Child Care Providers

**Department of Human Services (DHS)**

- Division of Family Development, Office of Child Care Operations (DFD/OCC) – Child Care Assistance, Quality & Grants
- Department of Human Services, Employment Controls and Compliance Unit (DHS/ECCU) – Criminal Background Checks

**Child Care Resource and Referral Agencies (CCR&Rs)** – County-Based Referrals
DFD and Child Care Development Block Grant (CCDBG) Requirements

To be eligible to receive public funding (financial assistance or grants), you must meet CCDBG federal law requirements:

• Be licensed, regulated or registered
• Comply with local and state building, fire and health codes
• Complete pre-service basic health and safety training requirements
• Complete and satisfy comprehensive criminal background checks
• Have an annual unannounced inspections
Summer Youth Camp
CCDBG Health and Safety Requirements
Pre-Service Trainings

All summer youth camps staff must complete the following health and safety pre-service trainings.

Required trainings include:

• **NEW! Health, Safety, and Child Growth and Development/Mandated Reporting: Basic Requirements for Licensing**

  This new training combines all of the CCDBG-required health and safety topics as well as mandated reporting for child abuse and neglect into one training session. You no longer need to register for two different training sessions in NJCCIS. If you take the training through your CCR&R, the class may still be offered as two separate courses - "Health, Safety and Child Growth and Development: Basic Requirement for Licensing" and "Identifying Child Abuse and Neglect: Mandated Reporting in Early Childhood Education".

• **First Aid and CPR Training (Pediatric for children under 13)**

  Please Note: staff/providers also must comply with all Department of Health requirements and regulations.

[www.ChildCareNJ.gov/Providers/Training](http://www.ChildCareNJ.gov/Providers/Training)
Comprehensive Criminal Background Checks

**Department of Human Services (DHS)**
- Criminal History and Sex Offender Checks through fingerprint process – managed and coordinated through the **Employment Controls and Compliance Unit (ECCU)**.
- Required for all current and prospective employees ages 18 and older, including volunteers, and individuals who have unsupervised access of children in care.

**Department of Children and Families (DCF)**
- Child Abuse Record Information Check (CARI) in-state and out-of-state checks are managed and coordinated through **Office of Legal Affairs (OLA)**.
- Required for all current and prospective employees ages 14 and older, including volunteers, and individuals who have unsupervised access of children in care.

*These checks are completed on a Federal, NJ State and Out-of-State level.*
Department of Human Services
Employment Controls and Compliance Unit (ECCU)

- Background Check requirements - must be 18
- Must have identification (see list on IdentoGo form)
- Schedule appointment for fingerprinting at www.uenroll.identogo.com
- Appointment locations available throughout the state
- There is no fee for fingerprinting
- Applicants must retain their receipt of fingerprinting and return to the Camp Operator/Director

For general questions, email DHS.ECCU@dhs.nj.gov
Finger Print Service Code Form - Youth Camp Staff

Service Code is unique to Child Care Development Block Grant Act (CCDBGA) Requirements.
Do not use this code or form for another purpose.

Youth Camp Staff – Contributor Case Number: CM33841185

Name of Camp Program: DFD Camp

Employee Name:

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Don't have access to the Internet? You can still schedule an appointment by calling 877.503.5981. IMPORTANT!

IMPORTANT - Applicants must add their UE ID and TCN numbers to the bottom of the form in the space provided and provide a copy of this form to the Youth Camp Director/Operator to demonstrate compliance.
CARI Check
DCF, Office of Legal Affairs

Camp Director/Administrators:

- Must have unique PIN to create a CARI account (new summer youth camps should email DFD.CARIreporting@dhs.nj.gov to request their camp’s PIN)

- Must have MyNewJersey Account to link to CARI account

- Must request staff and volunteers to complete CARI application online using the CARI Portal
  - Can also invite other individuals to perform administrator duties on CARI account

- Will receive results via email provided during CARI account creation or can view results in CARI Portal

For more information regarding the CARI process, visit www.njportal.com/DCF/CARI/Support/FAQ
Summer Youth Camp Grant Overview
To be eligible you must have an active DOH Certificate of Approval to operate a Summer Youth Camp during the summer 2022 season.

Priority will be given to facilities and programs that have not received any American Rescue Plan (ARP) Stabilization Grant funding.
Grant Eligibility Criteria

• Must have an active 2022 Summer Youth Camp Certificate of Approval
• Must comply with Youth Camp Safety Standards (N.J.A.C. 8:25)
• Must comply with the CCDBG health and safety requirements
  – Child Abuse Record Information (CARI) Check (staff 14 years of age and older)
  – Criminal History Record Information (CHRI) Background Check Fingerprinting
    (staff 18 years of age and older)
• Staff must complete the CCDBG Pre-Service Training
  – Health, Safety and Child Growth and Development
  – Identifying Child Abuse and Neglect: Mandated Reporting
  – First Aid and CPR Training (Pediatric for children under 13)

For more information on required trainings, visit www.ChildCareNJ.gov/Providers/Training
How to Apply

• Login to your account in the New Jersey Child Care Information System at www.NJCCIS.com
• Complete the online grant application (in the NJCCIS Quicklinks section of your facilities page)
• Complete and sign Payment Agreement
• Complete Banking Information for payment (Link will be emailed within 10 minutes of application submission)
• Upload W-9 to your NJCCIS file cabinet (in the NJCCIS Quicklinks section of your facilities page)
## Grant Amounts

<table>
<thead>
<tr>
<th>Camp Enrollment Number of Children</th>
<th>Camp Operating Total of 3-6 Weeks</th>
<th>Camp Operating Total of 7-10 Weeks</th>
</tr>
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<tbody>
<tr>
<td>Up to 100</td>
<td>$7,500</td>
<td>$10,000</td>
</tr>
<tr>
<td>Between 101 to 300</td>
<td>$10,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>More than 300</td>
<td>$15,000</td>
<td>$25,000</td>
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</table>
Approved Uses for Grant Awards

50% Financial Assistance to Families to cover full or partial tuition cost

50% Staff Recruitment/Hiring and Operational Expenses
How to Use – Financial Assistance to Families Requirements

Applicants must:

• Be a New Jersey resident;
• Have a household annual income that does not exceed $100,000 per year;
• Not be receiving child care assistance from any other publicly-funded child care program; and
• Complete Youth Camp Financial Assistance Application.

Summer Youth Camps must:

• Use funds to assist families struggling with the cost of summer care; and
• Not use fund to cover camp cost for owner/director child(ren).
How to Use –

Staff Recruitment/Hiring

• Costs associated with posting job openings (such as advertising and staffing agency fees/costs)
• Training costs
• Costs of CARI/CHRI background checks
• Hiring bonuses for staff
• Wages and benefits for staff

Operational Expenses

• Purchase of Personal Protective Equipment (PPE)
• Rent
• Facilities Maintenance
• Equipment
• Supplies
• Utility Expenses
Payment Process

- Grant funds will be paid via direct deposit in two installments.
- The first payment (first half of total award) will be initiated within 10 business days of the application approval.
- The second payment (second half of total award) will be initiated approximately at the midpoint of your camp’s season.
- Funds must be spent by September 10, 2022.
- Unspent funds must be returned.
Monitoring Process

- All programs are subject to random audit review to ensure compliance
- Must keep receipts and documents of spending
- Must keep family financial assistance applications on file
Contact Information

NJCCIS account support and questions, including questions about training, registration, passwords, contact:
Email: NJCallCenter@e-tcc.com
Phone: 1-800-332-6512

Questions about policies, grant eligibility requirements, contact:
Email: DFD-YouthCamps@dhs.nj.gov
Phone: 1-609-588-2300
Questions
# Important Websites /Contacts

<table>
<thead>
<tr>
<th>Department of Health</th>
<th>Youth Camps and Public Recreation</th>
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<tr>
<th>Department of Human Services, Division of Family Development</th>
<th>Office of Child Care Operations, Youth Camp Provider Helpline</th>
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<tbody>
<tr>
<td><a href="mailto:DFD-YouthCamps@dhs.nj.gov">DFD-YouthCamps@dhs.nj.gov</a></td>
<td>1-609-588-7500</td>
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<tr>
<td><a href="http://www.ChildCareNJ.gov">www.ChildCareNJ.gov</a></td>
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<table>
<thead>
<tr>
<th>Department of Children and Families, Office of Licensing</th>
<th></th>
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<tbody>
<tr>
<td><a href="mailto:DCF.ChildCareLicensing@DCF.nj.gov">DCF.ChildCareLicensing@DCF.nj.gov</a></td>
<td>1-877-667-9845</td>
</tr>
<tr>
<td><a href="http://www.nj.gov/dcf/about/divisions/ol/">www.nj.gov/dcf/about/divisions/ol/</a></td>
<td></td>
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<table>
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<tr>
<th>Department of Human Services, Office of Program Integrity &amp; Accountability</th>
<th>Employment Controls and Compliance Unit</th>
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<tbody>
<tr>
<td>System Helpdesk: <a href="mailto:ECCU.FARA@dhs.nj.gov">ECCU.FARA@dhs.nj.gov</a></td>
<td>General questions: <a href="mailto:DHS.ECCU@dhs.nj.gov">DHS.ECCU@dhs.nj.gov</a></td>
</tr>
</tbody>
</table>
2022 Summer Camp Activities and Compliance:

The Camp Community’s Guidance to the Youth Camp Standards

C. Danielle Clemons, MPH, HO
Youth Camp (YC) & Pub. Rec Bathing (PRB) Project Coordinator
Danielle.Clemons@doh.nj.gov
Ph: 609-913-5115
Definition - Authority
Greek Word – Exousia (ἐξουσία)

Vine: "The power of authority, the right to exercise power… the power of rule or government… the power of one whose will and commands must be obeyed by others." (page 89).

Thayer: "The power of authority and of right… the power of rule or government"
Childcare Regulations/Authority in New Jersey

Department of Children & Families - Office of Licensing

Regulatory Authority: N.J.A.C. 3A:52 Manual of Requirements for Childcare Centers

Contact: dcf.childcarelicensing@dcf.nj.gov

Department of Health - Youth Camp Safety Project

Regulatory Authority: N.J.A.C. 8:25 Youth Camp Safety Standards

Contact: Youth.camps@doh.nj.gov
Childcare Regulations/Authority in New Jersey

Department of Health-
Youth Camp Safety Project

Regulatory Authority:
N.J.A.C. 8:25 Youth Camp Safety Standards

Contact:
Youth.camps@doh.nj.gov

Department of Children & Families-
Office of Licensing

Regulatory Authority:
N.J.A.C. 3A:52 Manual of Requirements for Childcare Centers

Contact:
dcf.childcarelicensing@dcf.nj.gov

DUAL PROVIDERS
N.J.A.C. 3A:52-1.4 Definitions of Other Terms
“Licensed capacity” means the maximum number of children a center can serve in the rooms approved as licensed space by the Office of Licensing.

N.J.A.C. 3A:52-5.3(q)2 Physical Plant Requirements for all Centers
2. At no time shall a center:
   i. Allow more children in attendance than the licensed capacity as specified on the license or the Certificate of Life/Safety Approval;
   ii. Allow more children in attendance than the licensed room capacity;
   iii. Operate in violation of the written conditions on its license or Certificate of Life/Safety Approval including, but not limited to, capacity or age restrictions for specific classrooms.
Programs that are issued a child care license through DCF/Office of Licensing (OOL) need to contact OOL if they plan to make program changes during the summer.
• Programs that provide high risk activities or do not operate in a building need to obtain a Certificate of Approval through the Department of Health.

• High Risk Activities - i.e. archery, *swimming* and other aquatic activities, horseback riding, riflery, rope courses, motorized vehicles, and rock climbing.

*UPDATE* If the only difference between a licensed child care program operating during the school year and a summer camp operating during the summer is the addition of swimming in an on site pool, there is no need for the center to obtain a Certificate of Approval through the Department of Health.
Subsidy Policy Clarification

Children under 2 ½ years old

- Youth Camp Programs that serve children under age 2 ½ must have a Child Care Center License from DCF/OOL in order to qualify for payments through the New Jersey Child Care Subsidy Program.

- The license must include the appropriate use group classification that authorizes the care of children under the age of 2 ½ before subsidy payment is authorized.
Childcare Regulations in New Jersey

5 W’s and DUAL PROVIDERS

Who – Providers who maintain an active Dept. of Children and Families- Office of Licensing (OOL) childcare center license

What

When

Where

How
Who Needs to License/Register Youth Camp License

Facilities that operate during out of school times (Ex: summer break, spring break, school holidays and vacations)

Definition of Youth Camp- COVID

1. **HIGH RISK ACTIVITY**
2. Operates for **two (2) or more** days within the same week
3. Five (5) or more children under 18 yrs. old

**NOT** A Youth Summer Camp

- Day program which offers **only a minimal recreational component**
- **Virtual camps** that lack an on-site component
Who Needs to License/Register

License/Register as a Youth Camp at least two **2 weeks** prior to hosting campers
Application Forms can be accessed on our website at NJ Youth Camps

- **CB-11 Youth Camp Application Form**
  Traditional application form is for camp operator/owners who want to register just one single youth camp at a single location serving one population.

- **CB-14 Youth Camp Single Sport Application Form**
  In a single sport youth camp, campers practice, play and learn to understand the rules of one sport taught by the camp.

Single Sport Youth Camps may register multiple locations under the same camp identification (Camp ID) number.
Complete the Application Form in full

✓ Camp Operator/Business Information
  □ Name, address, email, business phone
  □ Camp ID cannot be transferred
  □ Camp site location
  □ Payment

✓ Camp Info Session Details
  □ Anticipated operating dates and count of campers
  □ High risk activities
  □ Water/Sewer
  □ Signature
Renewal Applications

- Deadline for submission is **May 1**
- Continue to process throughout the summer

New Applicants

- Rolling process- can apply at any time

All Applications should be submitted to

[Youth.camps@doh.nj.gov](mailto:Youth.camps@doh.nj.gov)
Application/Registration Processing Flow

**Application Received**
Youth Camp Safety Project via mail/email

**Review**
Package reviewed for completeness and payment

**Processing**
Info entered into database viewable Search Active Camps

**Camp Operator MUST:**
Contact their local health official to schedule a pre-operational inspection

**License/Registration Issued**
License is generated and mailed/emailed to registrant along with additional documents

**Operational Inspection Assigned**
Generated for state inspector cadre
Pre-Operational Inspections

Camp Operator MUST:
Contact their local health official to schedule a
pre-operational inspection.

Local Health Authority Directory (LHA) finder
tool is accessible by visiting the NJ Office of
Local Public Health website.
## Inspectional Activities - Types

<table>
<thead>
<tr>
<th>Pre Operational (prior to start)</th>
<th>Operational (once camp begins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Conducted by the <a href="#">local health authority</a> (LHA)</td>
<td>✓ Conducted by the State Dept. of Health- <a href="#">Youth Camp Project</a></td>
</tr>
<tr>
<td>✓ Announced</td>
<td>✓ Unannounced</td>
</tr>
<tr>
<td>✓ <strong>Scope of the Inspection</strong></td>
<td>✓ <strong>Scope of the Inspection</strong></td>
</tr>
<tr>
<td>- Policy and procedure review</td>
<td>- On-site Observations to ensure documented policy/procedures are implemented</td>
</tr>
<tr>
<td>- Facility and Grounds</td>
<td>- On-site Observations to ensure compliance with COVID Standards &amp; NJAC 8:25 (when applicable)</td>
</tr>
<tr>
<td>- Credentials and Documentation review</td>
<td>- Full &amp; Audit</td>
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COVID-19 Mitigation Strategies are NOT required for Summer 2022

At his final COVID-19 press briefing, Governor Phil Murphy announced the signing of Executive Order No. 292, which lifts the COVID-19 Public Health Emergency in addition to the statewide school and daycare mask mandate, effective on Monday, March 7. This major step has been made possible by the Murphy Administration’s comprehensive and successful pandemic response efforts. As a result, youth camps will not be required to implement COVID-19 mitigation strategies as a condition of operation during the 2022 summer season.
COVID-19 Mitigation Strategies are NOT required for Summer 2022

We remain vigilant that the virus remains among us and encourage our camps to take steps to minimize its impact among your camp community.

The youth summer camp 2022 recommendation guidance tool is under development as a resource to camp operators choosing to implement a layered prevention strategy to help prevent the spread of COVID-19.
COVID-19 Mitigation Strategies are NOT required for Summer 2022

Commissioner Persichilli indicated that “taking masks off doesn’t mean that other strategies should be abandoned. In fact, they become more important. So, please continue to wash your hands frequently, physically distance, stay home when you’re sick, and get vaccinated and boosted to protect yourselves, your families, your friends, and our children.”
Minimize the impact of COVID-19 within your camp community

- Encourage parents to keep their children home when ill
- Encourage frequent handwashing among all participants
- Encourage outdoor play and activities
- When indoors,
  - ensure adequate ventilation and air circulations
  - physically distance
- Get vaccinated and boosted to protect yourselves, your families, your friends, and our children.”
- Get Tested!!!!
Testing Supports Available!

There is a federal allocation of COVID-19 OTC rapid antigen tests available for camps servicing school-aged children. The over-the-counter (OTC), at-home rapid antigen tests

- Allow flexibility in where testing can take place (at-home)
- Each case comes with 24 kits
  - Each kit contains two (2) tests.
  - Each person should receive one kit (i.e. do NOT split up tests within a box).
Testing Supports Available!

These test kits can only be ordered through the New Jersey Department of Health: To order, visit the NJDOH K-12 Federal Test Kit Survey: [http://healthsurveys.nj.gov/NoviSurvey/n/zz323.aspx](http://healthsurveys.nj.gov/NoviSurvey/n/zz323.aspx).

Over the counter (OTC) tests will likely be either [Abbott BinaxNOW Self-tests](https://www.abbott.com/test) or [OraSure InteliSwab rapid tests](https://www.oriasure.com) and may require a two-step process.

Tests must be ordered in multiples of 48. Please order enough to cover the duration of your summer program. All requests for orders must be received by June 17, 2022.

Please contact [covid.schooltesting@doh.nj.gov](mailto:covid.schooltesting@doh.nj.gov) with any questions about this opportunity to secure COVID-19 OTC test kits for your camp population.
Camp Operators: Funding Available for Youth Summer Camps

This joint information session with the New Jersey state departments of Children and Families (DCF), Health (DOH) and Human Services (DHS) will cover everything you need to know for the 2022 summer youth camp season - including licensing requirements, youth camp regulations, criminal background checks (for camps offering subsidy), accepting child care assistance payments, and available grants.

Thursday, April 21, 2022

2:00 p.m. - 4:00 p.m.

Click for Registration Information

Youth Camp Operator Kickoff Meeting

This session will cover a general overview of the Youth Camp Safety Standards regulations, compliance and operations. The current Youth Camp Safety Standards are available online. Click here to read the Youth Camp Safety Standards. Questions may be submitted in advance via email to youth.camps@doh.nj.gov

Wednesday, April 27, 2022

9:30 a.m. - 12:00 p.m.

Click to Register!
Presenters: Danielle Clemons, DOH- Youth Camps  
Anna Smith, DCF- Office Of Licensing

Visit our NJDOH Project Websites at:  
NJ Youth Camps  
Communicable Disease Service

Contact us at  
YC Email: youthcamps@doh.nj.gov

Visit our NJ DCF Websites at:  
https://www.nj.gov/dcf/about/divisions/ol/

Contact us at  
OOL Email: DCF.ChildCareLicensing@dcf.nj.gov

Thank You for Participating