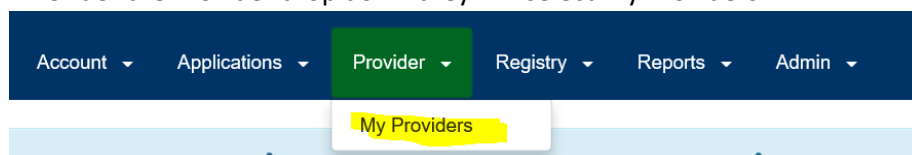

Capacity Change Request Process

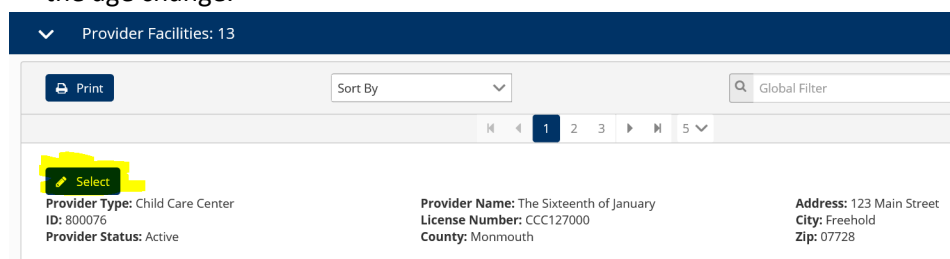
Provider

The process starts with the provider logging into NJCCIS and completing a Capacity Change Request.

- ❖ Provider logs in to NJCCIS
- ❖ Under the Provider drop down they will select My Providers



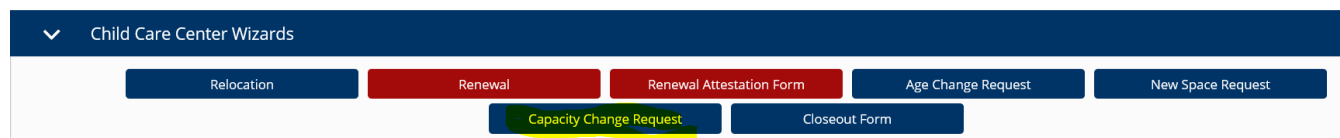
- ❖ A list of any centers they are associated with will be provided. Select the center that they want to request the age change.



- ❖ From the Quicklinks they will select Provider Information. (note: they may not see all the same Quicklinks as in the picture below).



- ❖ Under the Child Care Center Wizards select Capacity Change Request



- ❖ The request consists of 1 question that is required to be answered. The last step is for the application to be signed and submitted.