



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
PO BOX 716
TRENTON, NJ 08625-0716

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CAROLE JOHNSON
Acting Commissioner

NATASHA JOHNSON
Director

Child Care Subsidy Program New Federal Law Changes Frequently Asked Questions

1. How does the Child Care Development Block Grant (CCDBG) Reauthorization Act 2014 impact New Jersey's Child Care Subsidy Program?

Any provider interested in receiving payment through the Child Care Subsidy Program must now comply with the CCDBG law and Department of Human Services (DHS) new provider health and safety requirements.

2. What are the major new health and safety requirements?

To be eligible for payment through the Child Care Subsidy Program all providers must:

- Obtain a license from the Department of Children and Families (DCF), Office of Licensing (OOL). Licensed centers must comply with the Manual of Requirements for Child Care Centers, N.J.A.C. 3A:52. Requirements include demonstrating compliance with state building and fire codes, providing adequate supervision, maintaining required staff/child ratios, providing age appropriate activities, using positive methods of guidance and discipline, providing adequate nutrition and rest, maintaining proper records, obtaining comprehensive background checks and maintaining a clean, safe indoor and outdoor environment. The OOL conducts unannounced inspections and complaint investigations at licensed child care centers and reports are posted on line for public access.
- Complete pre-service health and safety trainings.

3. What types of providers are eligible to receive payment through the Child Care Subsidy Program?

Licensed child care centers, licensed school-based programs, approved summer camps and home based providers, such as registered family child care providers and approved homes.

4. Are providers with license exemption status, such as public and charter schools, required to be licensed?

License exempt programs will need to be licensed if they want to receive payment through the Child Care Subsidy Program.

5. When did all providers have to become licensed to receive payment through the Child Care Subsidy Program?

As of November 2017, providers wishing to continue to receive payment through the Child Care Subsidy Program should have obtained their license from the DCF, Office of Licensing (OOL).

6. What happened if providers were unable to meet the November 2017 deadline?

The Division of Family Development (DFD) granted several extensions and staggered timeframes to allow providers to take the necessary steps to meet the November 2017 timeline. At this point, providers must have submitted an application to the OOL and are actively completing the licensing process.

7. What are the first steps of the licensing process?

- Submission of an application and application fee to obtain a license to operate a child care center.
- Once an application is submitted, OOL reviews the application and determines the additional documents required to license the program.
- A checklist is forwarded to the program indicating additional documents needed to complete the application process.

8. Where do applicants obtain some of the required documents needed to complete the licensing application?

- A valid and complete Certificate of Occupancy (CO) and Letter of Prior Use obtained from the local construction official.
- Response Action Outcome (RAO) Letter obtained from a Licensed Site Remediation Professional.
- Safe Building Interior Certificate obtained from the New Jersey Department of Health (DOH), Indoor Environments Program **AFTER** submitting an Indoor Environmental Health Assessment (IEHA) to DOH obtained from a Licensed Indoor Environmental Consultant.
- Lead Paint Inspection Report obtained from a Licensed Lead Contractor.

9. What types of background checks are required for staff in licensed centers?

- All staff need to obtain **two** different types of background checks, Child Abuse Record Information (CARI) and Criminal History Record Information (CHRI).
- Upon receipt of the application and fee, the OOL assigns a license ID # to the proposed center. The required CARI and CHRI forms with the center's ID# and instructions are forwarded to the center.

10. What is the CARI background check?

The Child Abuse Record Information (CARI) background check confirms staff do not have substantiations of child abuse or neglect with the state's child abuse and neglect registry. CARI's are processed by the DCF, Office of Legal Affairs, CARI Unit and the fee is \$10 per CARI. The CARI check is completed at the time of the initial application and subsequent three year renewal inspections. Centers must obtain CARI clearances on new staff prior to unsupervised access with children.

11. What is the CHRI background check?

The Criminal History Record Information (CHRI) background check provides clearances for staff to work in a licensed center. The CHRI clearances are required at the time of the initial application. Centers must obtain CHRI clearances on new staff prior to unsupervised access with children.

12. Are staff required to complete a CHRI background check if they already received a clearance for school employment from the Department of Education (DOE)?

OOL accepts the Criminal History Record Check (CHRC) from the DOE, Criminal History Review Unit only for current school district employees working in licensed programs.

13. Which staff are required to comply with background check requirements?

The center sponsor, sponsor representative, all regularly scheduled staff, including volunteers and any individual who has unsupervised access to the children will be required to complete both a Child Abuse Record Information (CARI) background check (all staff, including those under the age of 18) and a Criminal History Record Information (CHRI) fingerprint background check (if 18 years or older).

14. Are the staffs' background checks transferrable when a staff works at multiple sites?

- For public school district staff, the background checks are transferrable only within that district.
- For non-public school staff, the background checks must be specific to the location where staff are working. If the staff works at more than one location under the same sponsor/owner, the background checks are ONLY transferrable if the sponsor/owner uses one centralized mailing address for all sites.

15. If your program provides multiple services or only uses a portion of the building to provide child care services what areas are inspected or must be licensed?

Refer to the Manual of Requirements for Child Care Centers or contact the OOL for requirements regarding centers located in multi-use buildings. In general, any area the children need access during the operating hours of the child care center must be inspected. This includes, but is not limited to, classrooms, multipurpose rooms, bathrooms and all hallways leading to and from those rooms and two designated exit doors.

16. Where and how can one get information about the required Pre-Service Health and Safety Training?

- Visit www.childcarenj.com or contact your local CCR&R.
- Prevention of Child Abuse and Mandatory Reporting is available online at no cost at Prevent Child Care Abuse of New Jersey or through the CCR&R.

17. Where to locate additional information regarding the new requirements?

Information is available on the state's Department of Human Services, Division of Family Development (DFD)'s website, www.childcarenj.com or by contacting the local Child Care Resource and Referral Agencies (CCR&R) at 1-800-332-9227.

18. What is the best contact number to reach someone at OOL?

- **(609) 826-3080 Northern Region**
Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex, Warren
- **(609) 777-5945 Southern Region**
Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Middlesex, Monmouth, Ocean, Salem, Union