



State of New Jersey
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
PO Box 716
TRENTON, NJ 08625-0716

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

JENNIFER VELEZ
Commissioner

JEANETTE PAGE-HAWKINS
Director
TEL: (609) 588-2000

October 12, 2011

Dear Center Providers:

With the transition from the Department of Human Services, Division of Family Development (DFD) current payment system, which processed paper vouchers and issued a check, to *e-Child Care* (ECC), automation and direct deposit, there will be a delay in your first direct deposit payment. Therefore, DFD will provide an opportunity for an advance payment for providers that are interested.

With the start date of November 6, 2011, payments will now be paid through Affiliated Computer Services' (ACS). The initial time and attendance reporting period through ECC will begin November 6, 2011 to November 19, 2011. The first electronic direct deposit is scheduled for December 6, 2011. This allows parents to "back swipe" the time and attendance for the initial two-week reporting period. Thereafter, payments will be electronically deposited every two weeks for the two week reporting period. (For example, for the two-week reporting period of November 20 – December 3, 2011, the deposit will be made about December 20, 2011).

Due to this payment system transition and payment delay, DFD will provide an opportunity for the advance payment and issue payment by November 14, 2011. However, in order to obtain the advance payment, providers *are required* to complete the ECC agreement and are requested to return two (2) originals of the Signature and Date page with the Annex A and Annex B. Please check the appropriate box on the Signature Page of the ECC agreement.

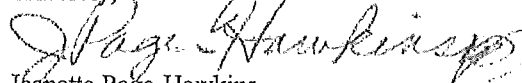
In addition, providers and parents must sign the parent/provider certification addendum, and return it to the CCR&R office with the ECC Agreement no later than 14 days after receipt of this letter.

It is *imperative* that the ECC Agreement be returned to the CCR&R office by **November 4, 2011**. (The ECC Agreement and detailed instructions are attached). Failure to submit the ECC agreement by November 4th will prevent you from getting your advance payment.

In addition, please complete and include the Attendance Log Sheet *ONLY* for the service period from November 1 through November 4, 2011, for children receiving a subsidy (Attendance Log Sheet attached).

Please note - DFD has rescinded the requirement to submit the Standard Language Document and instead will require the completion of the enclosed ECC Agreement with Annex A and Annex B. We apologize for any confusion this may cause, however, to receive the advance payment in November you must return the ECC Agreement.

Sincerely,


Jeanette Page-Hawkins
Director

Enclosure
JPH:NJ:MM:TP:mb:gg

Division of Family Development
Office of Child Care Operations
Child Care Center and Family Child Care Provider
Parent/Provider Certification Addendum

I understand that E-Child Care (ECC) is New Jersey's new automated real time and attendance system. I also understand that ECC will transmit payment to the provider for the eligible child(ren) for actual child care services provided. Parents and providers will be required to adhere to the following policies set forth for authorized payment on behalf of the parent for child care services.

Parent Responsibilities

- o Must activate Families First card prior to accessing child care services
- o Must be responsible for ensuring that only authorized persons use the Families First card
- o Must not leave your Families First card with any child care center or provider staff
- o Must immediately call the toll free number (1-800-997-3333), located on the back of your Families First card, if a card is lost, stolen or misplaced. If you are receiving cash assistance or Food Stamps benefits, you must contact your county or municipal welfare agency
- o Must swipe or call-in child(ren) attendance daily to verify days and hours of care
- o Must accurately report time and attendance of absences, lateness and sick days
- o Must immediately submit a doctor's note to the provider when child(ren) is out sick for (6) consecutive days or more
- o Must immediately notify the provider when there are changes affecting eligibility of child care services
- o Must adhere to the provider's program rules and/or policies
- o Ensure that designees are at minimum the required age under Office of License regulations and meet the provider's rules for authorized person to pick-up and drop-off
- o Payments for un-authorized services, including periods of ineligibility, are the responsibility of the parent

Provider Responsibilities

- o Must use the E Child Care system and require parents to use it as the method for documenting attendance for all children receiving a subsidy
- o Must continue to maintain written attendance records which support the electronic time and attendance
- o Must verify parent's ECC transactions to ensure authorized agreements are active and is properly documenting attendance
- o Must adhere to the start and stop date of authorized agreements in ECC
- o Must ensure that no agency staff are in possession of a parent Families First card
- o Immediately notify the CCR&R and submit the doctor's note when a child(ren) is out sick (6) or more consecutive days
- o Timely notify the CCR&Rs of any payment discrepancies
- o Comply with Affiliated Computer Services (ACS) guidelines to safe guard equipment (POS Device)
- o Must report closure days in advance to the CCR&Rs (can not exceed more than 5 closures per month). Emergency closures can be submitted up to ten (10) days after the emergency

Reasons for Suspension or Termination of Child Care services

Parent

- o Co-payments are delinquent or in default
- o Misuse of Families First Card
- o Failure to provide change of circumstances that impact eligibility within 10 working days of the change in circumstances to the CCR&R and/or Provider
- o Non-compliance with the provider established rules and policies
- o Failure to comply with time and attendance policies (daily check in/out) as required to verify that the child(ren) in care attended on those days for hours indicated

Reason for Sanctions

Provider

- o Misuse of ECC
- o Failure to use ECC
- o Misrepresentation of information or documentation
- o Under investigation for Fraud

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Failure of the applicant/designee and/or provider to properly use ECC *WILL* result in underpayment or non-payment for childcare services.

I am aware that if any of the foregoing statements are not followed, I may be terminated from the child care subsidy program. The above statements have been read and understood by the persons whose signatures appear below. The parties agree to comply with the terms and conditions as set forth in this two page document.

Print Applicant's Name

Print Co-Applicant's Name

Signature

Signature

Date: _____

Date: _____

Provider/Agency Name

Signature

Date: _____

The Provider/Parent Agreement is specific to ECC and does not replace pre-existing signature documents but is in addition to any documents that are already a part of the eligibility process.

Please send original to the Child Care Resource and Referral Agency (CCR&R).
Parent and provider should retain a copy for their record.

Provider Name/Agency: _____

Provider ID: _____

Address: _____

City: _____

State: _____

Contact Name: _____

Contact Phone: _____

PLEASE RETURN IMMEDIATELY TO YOUR CCR&R - JCS OF PASSAIC COUNTY, INC. 2 MARKET ST. 3RD FLR. PATERSON, NJ 07501

Child Name	Case Number	Account Number	Site Location	CARES/Onesun	Funding Program	Actual Attendance (A, S, P)				Rate	Payment	CARES	OMEGA
						1-Nov	2-Nov	3-Nov	4-Nov				
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To Be Completed by CCR&R

