



State of New Jersey  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF FAMILY DEVELOPMENT  
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Governor

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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.

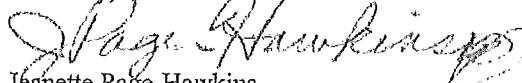
In addition, providers and parents must sign the parent/provider certification addendum, and return it to the CCR&R office with the ECC Agreement no later than 14 days after receipt of this letter.

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 4<sup>th</sup> 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

**Department of Human Services  
Division of Family Development  
Subsidized Child Care  
Childcare Center: E-ChildCare (ECC) Agreement  
FAQ's**

**Why are we now required to sign the ECC Agreement?**

ECC is the payment and repayment agreement that outlines your obligations to repay the advance payment of state and federal funds and assurance that you have been advised of ECC standards.

Payments made through the ECC system are State and Federal funds and child care providers are subrecipients of Federal and State funds that provide subsidized childcare services. To comply with state and federal requirements, child care providers are required to sign and return this newly issued Annex A and Annex B for Childcare Voucher Services.

**Do I have to sign the agreement?**

Yes.

**How long is the initial agreement good for?**

The initial agreement will be effective from November 6, 2011 - September 30, 2012.

**When do I sign a new agreement?**

This agreement will be effective November 6, 2011 through September 30, 2012 and will be completed annually. New agreements must be signed upon receipt from the local Child Care Resource and Referral (CCR&R) agency.

**What is the advance payment and do I need it?**

The advance payment will be a check issued from the CCR&R to provide financial resources to allow your agency to transition from the previous monthly payments to the new bi-weekly electronic direct deposits.

As a result of this transition from vouchers to the ECC system, the Department of Human Services (DHS), Division of Family Development (DFD) will provide an advance payment to eligible providers.

To be eligible for the advance payment, providers must return the signed ECC agreement and must be in satisfactory status with all required Federal and State licensing issues.

The first 2 week reporting period under ECC will be 11/6 - 11/19. The first direct deposit for care will occur on 12/6.

Thereafter, providers will receive an electronic direct deposit every two weeks.

**Do all subsidized child care services qualify for the advance payment?**

No. Child care paid through Work First New Jersey (WFNJ) will not be eligible for the advance payment, only CARES.

**Do I have to take the advance payment?**

No. Any provider declining the advance payment must check off that they are not interested.

**Department of Human Services  
Subsidized Child Care  
Childcare Center: E-ChildCare (ECC) Agreement  
Instructions**

As a sub recipient of Federal and State funds, licensed child care centers in NJ providing subsidized child care services are required to **read and sign** the Department of Human Services, Childcare Voucher Services and E-ChildCare (ECC) Agreement including the specific provisions noted in Annex A and B.

**Advance Payments:**

As a result of the delay in relaying the electronic funds transfer (EFT - direct deposits), which will occur later than the payment under the former voucher system, DHS, Division of Family Development (DFD) will provide an advance payment to eligible providers. To be eligible, providers must return the ECC Agreement.

*Please note that advance payments will not be issued for Work First vouchers.*

Contact your CCR&R with any questions.

Copies of the required documents that must be returned are attached. Return two copies of the ECC Agreement - with original signatures to the CCR&R.

**IMPORTANT:**

**Please note: All forms should be returned to the County CCR&R office at the location where vouchers are processed. Do not mail them back to Trenton as this may delay the receipt of your advance payment.**

**ECC Agreement - Specific Form Instructions:**

**For the ECC Agreement Signature and Date Page:**

1. ECC – Signature Page - The provider - licensed day care center - only needs to complete/enter the information as noted:
2.
  - a. Provider Name – Enter Name of licensed day care center
  - b. Signature
  - c. Title of Individual Authorized to Sign (Owner or Director)
  - d. Date
  - e. County

**Annex A:**

3. On the Annex A – Enter the Provider/Center Name.

**Annex B:**

4. On the Annex B – Enter the Provider/Center Name. Please do not fill in the advance payment amount. This amount will be completed by the CCR&R once the advance payment has been disbursed.



