

December 11, 2018

Memorandum To: All Providers

4C'S of Passaic County Inc. would like to inform you that beginning December 17, 2018, the Division of Family Development (DFD) will be making changes to its New Jersey Child Care Subsidy Information Technology system. The information system will replace the current Work First New Jersey (WFNJ) and Transitional Child Care (TCC) service agreement forms for participating families with the **Parent/Applicant Provider Agreement (PAPA)**.

The changes to the system will occur **gradually** beginning December 17, 2018 with WFNJ/TCC participants whose agreements end and are reinstated based on activity status. The changes will also be applied to participants that change providers and any new WFNJ/TCC participants. **In order to avoid any interruptions in payment, we urge you to sign the agreement as soon as the participant brings it to you, and have the participant return it by the due date.** Please note that **eventually all** WFNJ/TCC agreements will be changed by the end of the fiscal year September 30, 2019.

Participants that are affected by the changes mentioned above may no longer be able to utilize their current WFNJ/TCC Family First cards. Should this be the case, new cards may be issued to the participants and their designee/alternate once their agreement is changed in the system. Policies and regulations regarding loss of current Family First card still apply. Should new cards be issued based on the system change, the policies and regulations for lost cards will continue to apply for the new cards.

We encourage you continue to be vigilant in monitoring and tracking your EPPIC (e-Child Care) portal to ensure you are receiving timely payments, are aware of the agreement end dates for the WFNJ/TCC participants, closure dates, and any other program updates. If you have not been monitoring your EPPIC portal, then we encourage you to begin to do so. Should participants have a problem with registering attendance for their child(ren), please contact the 4C'S Fiscal Department immediately. Contact information is listed below.

A formal letter from the Division of Family Development (DFD), regarding the changes, and a sample Parent/Applicant Provider Agreement (PAPA), is enclosed.

Please see below contact information should you experience any problems or have questions:

For payments, Family First Cards, and attendance

Fiscal Department

973-684-1904 extension 225, 273, 264

For WFNJ/TCC Agreements

Family Services Department

973-684-1904 extensions 223, 228

For any other general question

Provider Services Department

973-684-1904 extensions 212, 219