

# How to Activate and Use your New Jersey e-Child Care Swipe Card

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## Parent ECC Responsibilities:

1. Parent must activate their EBT/ECC card immediately.
2. Parents must start swiping your child(ren) daily attendance at your child care facility.
3. It is the parent's responsibility to swipe or call in child(ren) attendance daily to verify days and hours of care.
4. Parent must swipe "**absent**" and "**sick**" days from home if possible. If not possible, enter through swiping and child care facility as this may affect payment to provider.
5. Failure to do may result in **underpayment, non-payment or termination** child care services.

## Step 1: Activate Your Card

- **Call 1-800-997-3333**
  1. Press 1 for English, Press 2 for Spanish
  2. Press 2 for Child Care
  3. Enter 16-digit card number
  4. Enter Cardholder's Date of Birth [Month/Day/Year] (example: April 05, 1982 would be 04051982)
  5. Create a 4-digit Pin number

## Step 2: Using Your e-Child Care Swipe Card

- **If Provider uses a POS Device**
  1. Swipe your card
  2. Key in your 4-digit PIN
  3. Choose Attendance Type
    - Check In, Check Out, Previous Check In, Previous Check Out, Absent, or Sick Day
  4. Follow on-screen instructions
  5. Press Enter
  6. Key in child number
  7. Press Enter
- **If Provider DOES NOT have POS Device (Use IVR System)**
  1. Call 1-800-997-3333 from provider's landline telephone, for Child Care, Press 2
  2. Enter Your 16-digit card number
  3. Enter Your 4-digit PIN
  4. To check-in/out, Press 1
  5. Check-In (1), Check-Out (2), Previous Check-In (3), Previous Check-Out (4)
    - Date MM/DD, press 1 if correct
    - Time HH/MM, press 1 if correct AM (1), PM (2)
  6. Enter 2-digit Child number followed by #, then press 1 if correct

