



**COUNTY OF BERGEN
DEPARTMENT OF HUMAN SERVICES
OFFICE FOR CHILDREN**

Providing Child Care Resources and Referrals Since 1980
One Bergen County Plaza • 2nd Floor • Hackensack, NJ 07601-7076
PHONE (201) 336-7150 • FAX (201) 336-7155

Dear Provider:

Subject: **Provider Closure Calendar**

The New Jersey Department of Human Services Division of Family Development will allow for 22 closure days per contract year (including holidays) and no more than 5 paid closures per month. The days selected are at the provider's discretion. Please specify the date (month, date and year) and day of the week you wish to utilize. If you have multiple sites, please submit a separate calendar for each site and include the **EPPIC** number and location. You may want to reserve some days for emergency closings.

Please send your list of closure dates to our office at ofcfiscal@co.bergen.nj.us or the address below:

County of Bergen
Department of Human Services
Office of Children
One Bergen County Plaza, 2nd Floor
Hackensack, NJ 07601
Attention: Fiscal Unit

When submitting all closure calendar correspondence, it is always necessary to do the following:

- Use Your Business Letterhead – *Include the corporate name and doing business as (if applicable)*
- Use Complete Address, Telephone Number, and **EPPIC** Number
- List All Closure Dates – *Specifying month, date and year*
- List All Sites – *Include each site address, telephone number and EPPIC number*
- Submit Closure Date(s) Before Closure Date(s) Has Occurred

Your closure calendar should be submitted to the Office For Children before the closure date has passed so you do not experience any problems with payments. By submitting your closure calendar annually prior to your closure dates, we will be able to expedite payments accurately. **Please remember that once the closure date has passed, the Office For Children will not be able to enter the closure date into EPPIC.**

If you have to update you closure dates for any reason, please contact Office For Children immediately for further instruction. You may submit updated closure information (including emergency and snow closures) either by fax at (201) 336 – 7452 or email at ofcfiscal@co.bergen.nj.us. **Please submit all emergency and snow closures within 24 – 48 hours after day requested has passed in order to ensure accurate payments.**

Thank you in advance for your assistance in the matter.