



**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

Provider Closure Dates for October 1, 2019 to September 30, 2020

The New Jersey Department of Human Services Division of Family Development will allow for **22 closure days per contract year** (October 1st through September 30th) and **no more than 5 paid closures per month**. All closure days must be added by Office for Children **prior to the actual closure date** with the exception of emergency closures. If the provider submits over 22 closure days, Office for Children will enter the **first 22 closure days** on the list provided. Please review your closure dates in EPPIC once they have been entered for accuracy and completeness.

Child Care Provider: _____ Phone #: _____

Address: _____ EPPIC ID: _____

Please (✓) any dates you will be closed:

- () 10/14/2019 Columbus Day
- () 11/05/2019 Election Day
- () 11/11/2019 Veterans Day
- () 11/28/2019 Thanksgiving Day
- () 11/29/2019 Day After Thanksgiving
- () 12/24/2019
- () 12/25/2019 Christmas Day
- () 12/26/2019
- () 12/27/2019
- () 12/30/2019
- () 12/31/2019
- () 01/01/2020 New Year's Day
- () 01/20/2020 Dr. Martin Luther King, Jr. Day
- () 02/17/2020 President's Day
- () 04/10/2020 Good Friday
- () 05/25/2020 Memorial Day
- () 07/03/2020 Day Before Independence Day
- () 09/07/2020 Labor Day

Please (✓) and complete for any additional dates you will be closed:

- () _____
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Total number of scheduled closing dates: _____

Please submit your list of closure dates to our office at:

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

Please e-mail completed list of closure dates: OFCfiscal@co.bergen.nj.us

Please fax completed list of closure dates: (201) 336 – 7452

Reminder: **Make sure you allow for snow and emergency closures.**

Submit snow and emergency closures within 24 – 48 hours of closure date.