



**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
(201) 336-7150 • FAX (201) 336-7155 • e-mail ofc@co.bergen.nj.us

**When Completing the Office For Children ECC Attendance Log
Remember To Enter:**

- ✓ Provider Name, Address, Telephone Number and EPPIC ID Number
- ✓ Child's Name and Parent's Name
- ✓ Child Case Number – *Incorrect case number may delay payment processing*
- ✓ Indicate What Funding Stream or Subsidy Program
- ✓ Details – Indicate the reason for the ECC Attendance Log – *Be specific when providing details of why the form is being used for payment discrepancy inquiry; Failure to do so will result in non-payment.*
- ✓ Dates and Check In/Check Out Times – must follow ECC 2-week Payment Schedule – **See ECC Payment Schedule on our website.**
- ✓ Indicate Absent, Sick, Closure, Holiday, and Emergency Closure on the ECC Attendance Log – *Failure to do so will result in non-payment for the days left blank on the attendance log*
- ✓ Parents/Guardian's Signature and Date – *Must be original signature*
- ✓ Provider's Signature and Date – *Must be original signature*

Submit all ECC Attendance Logs to the address below:

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

ECC Provider Reminders For The Payment Process:

- ✓ Please allow up to two full pay periods or four weeks from submission date for payment processing to be completed.
- ✓ Please remember to check the provider web portal on a regular basis for attendance transactions and payment information. This will help to avoid submitting ECC Attendance Logs unnecessarily. If you need technical assistance or would like training on the ECC Provider Web Portal, please contact the Office For Children.
- ✓ If you would like an electronic copy of the ECC Attendance Log, please visit our website at <http://www.co.bergen.nj.us/officeforchildren>.
- ✓ Please remember to submit all closure dates timely to ensure accurate payments. The New Jersey Department of Human Services Division of Family Development will allow for **22 closure days per contract year** 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. You may want to reserve some days for emergency or snow closures, which should be submitted within 24 – 48 hours after day requested has passed. Please review your closure dates in EPPIC once they have been entered for accuracy and completeness. **You may submit the Provider Closure Date List and updates on your closure list by mail, fax or email.**
- ✓ Please remember that all ECC Attendance Logs are to be submitted within **60 days** from the end date POS being requested **and** must meet one of the "Good Cause" criteria, with exception of WFNJ and CPS cases. If ECC Attendance Logs are not submitted within prescribed time frame **or/and** do not meet the "Good Cause" criteria, the ECC Attendance Logs will be denied and payment will be forfeited.