



State of New Jersey

Department of Human Services
Division of Family Development
PO BOX 716
Trenton, NJ 08625-0716

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

JENNIFER VELEZ
Commissioner

JEANETTE PAGE-HAWKINS
Director
TEL: (609) 588-2000

June 11, 2014

TO: CHILD CARE RESOURCE AND REFERRAL AGENCY DIRECTORS

SUBJECT: Termination of Payment Notice

DFD Instruction No. 14-06-02

General Assistance Program Instruction No. 14-06-01

**Regulatory References: N.J.A.C.10:1-10.2; N.J.A.C. 10:126; CCDBG 658E(c)(2)(F);
45 CFR 98.41**

This Instruction will impact the following programs: All DFD Child Care Programs

PURPOSE

The purpose of this instruction is to provide guidance to Child Care Resource and Referral (CCR&R) agencies regarding the written notification of the termination of child care payments to parent/applicant(s) and provider(s) because of the expiration of the provider's Certification of Registration.

BACKGROUND

Pursuant to N.J.A.C. 10:1-10.2, payment for child care services shall be made to providers who have secured either a Certificate of Registration, or a temporary registration certificate, as promulgated by N.J.A.C. 10:126, the Family Child Care Registration Act. These requirements are designed to protect the health and safety of children served by Family Care providers, whose child care services are provided using public funds.

Parents/applicants have the right to parental choice when selecting a child care provider to care for their child(ren), however, only Family Child Care Providers that have a current Certificate of Registration will qualify to receive child care payments through DHS/DFD subsidy programs. DHS/DFD health and safety standards and Federal Child Care Development Block Grant (CCDBG) regulatory requirements (CCDBG 658E(c)(2)(F); 45 CFR 98.41) on Health and Safety mandate that Family Care Providers secure a Certificate of Registration, which must remain current. If the provider's Certificate of Registration is about to lapse or expire, the CCR&Rs shall be required to take the actions outlined below.

PROGRAM

Effective immediately, CCR&Rs are required to notify both the parent/applicant and the family child care provider using the attached standard notification forms (provider and parent notice) of the termination of child care payments. The payment termination notification must be sent out, at a minimum, ten (10) working days prior to the provider's Certification of Registration expiration date, along with a change of provider notice.

FORMS

This DFD instruction introduces two new forms, which shall be known as, Notice of Family Child Care Provider Payment Termination CC-182 and Parent Notice of Family Child Care Provider Payment Termination CC-183. These forms must be used by CCR&Rs to notify parents and providers when a provider's Certificate of Registration is about to expire.

FISCAL

To be determined

SYSTEMS

To be determined

TRAINING

Training may be provided at agency discretion.

Please bring this information to the attention of appropriate staff. Questions may be directed to your assigned Child Care Specialist.

Sincerely,

SIGNED

Jeanette Page-Hawkins
Director

Attachments:

Notice of Family Child Care Provider Payment Termination CC-182(New06/14)

Parent Notice of Family Child Care Provider Payment Termination CC-183(New06/14)

JPH:AKS:pc

c: Dr. Allison Blake, Commissioner
Department of Children and Families

Lisa Von Pier, Assistant Commissioner
Department of Children and Families

Valerie J. Harr, Director
Division of Medical Assistance and Health Services

Date

Provider Name

Address

EPPIC #

Re: Notice of Family Child Care Provider Payment Termination

Dear Family Child Care Provider:

Our records show that your Certification of Registration is scheduled to expire on (date). In the event the certification expires, please be advised you will no longer qualify as an eligible provider for New Jersey's Child Care Subsidy Programs and **will not** be eligible for payment for services rendered after the Certification of Registration expiration date.

We are required to inform and remind you that federal and state law prevents issuance of payment to Family Child Care Providers that do not have a current Certificate of Registration. Continuing to operate in violation of the registration law and allowing a Certification of Registration to expire constitutes failure to meet DHS/DFD and the federal mandate health and safety requirement, pursuant to Child Care Development Block Grant (CCDBG) regulatory requirements (CCDBG 658E(c)(2)(F); 45 CFR 98.41) on Health and Safety. These requirements are designed to protect the health and safety of children served by Family Care Providers for whom child care services are provided with public funds. In the event the Certification of Registration expires, all child care service agreements shall become null and void.

We emphasize that payment **cannot** be issued to Family Child Care Providers with an expired Certification of Registration or operating in violation of the registration law.

Sincerely,

Date

Parent

Address

Re: Notice of Family Child Care Provider Payment Termination

Dear Parent:

Our records show that the Certification of Registration of your Family Child Care Provider (Name) is scheduled to expire on (date). We are required to inform you that federal and state laws prevent payment for child care services to Family Child Care Providers that do not have a current Certificate of Registration.

To qualify for child care services, a Family Child Care Provider must have a current Certification of Registration. These requirements are designed to protect the health and safety of children served by Family Care Providers for whom child care services are provided with public funds.

We are also required to inform you, in the event the Family Child Care Provider certification expires, your provider will no longer qualify as an eligible provider for New Jersey's Child Care Subsidy Programs and **will not** be eligible for payment for services rendered after the Certification of Registration expiration date.

We encourage you to immediately contact your provider and find out the status of their certification. In addition, please contact our office to make other child care arrangements to avoid interruption of child care services. We have included a change in provider request form for you to complete.

We stress that payment **cannot** be issued to Family Child Care Providers with an expired Certification of Registration or operating in violation of the registration law.

Sincerely,