

New Jersey Child Care Assistance Program CCAP Application Check List

Income Eligibility Requirements (effective 3/1/24)									
<i>Family Size</i>	2	3	4	5	6	7	8	9	10
Maximum Annual Gross Family Income	\$40,880	\$51,640	\$62,400	\$73,160	\$83,920	\$94,680	\$105,440	\$116,200	\$126,960

Full-Time Activity Minimum Requirements for Each Applicant and Co-Applicant:

EMPLOYMENT
30 Hours per Week

SCHOOL OR TRAINING
12 College Credits per Fall or Spring semester
9 College Credits per Summer semester
20 Hours per Week of Training program

The following verification must be submitted with your application:

*Send **original** documents where required. If you need originals back, please write a note.*

- Complete All Sections of Application-See **DETAILED INSTRUCTIONS** on next page
- Proof of Address (lease, license or utility bill)
- Copies of Children's Birth Certificates
- Copies of Children's Social Security Cards
Birth Certificate and Social Security card are required for children for whom applicant is applying.
- Copies of Permanent Residency Card for proof of citizenship, *if applicable*

Proof of Employment/ School/ Training Program:

- Paystubs or Payroll records for the **MOST RECENT Four (4) Weeks**
- If paystubs or payroll records **do not** indicate hours worked, An original Employer Letter stating exact hours worked per week (on letterhead, dated, with ORIGINAL SIGNATURE, and job title of signee).
- If Self-Employed, Federal Income Tax Return AND Federal Income Tax Return Transcript, with all Schedules, W2s, and 1099s. Transcript available from IRS at www.irs.gov/individuals/get-transcript or 1-800-908-9946.
- If in School or Training , Detailed schedule including days and hours attending, class locations, credits, start and end dates of semester, and clearly indicate the names of the School and Student.
- If school or training program does not provide a detailed schedule, Letter (on letterhead, dated, with ORIGINAL SIGNATURE, and job title of signee), stating start and end date of program and hours per week attending.

Online classes are acceptable (2 classes for F/T student and 1 classes for PT student) if required as part of achieving related a two or four year Degree at a college or university.

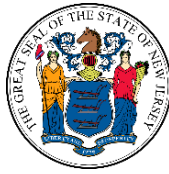
Full name and the school name must be clearly identified on all documents submitted.

Proof of Additional Income, as applicable:

- Social Security Benefit –Current Benefits Statement
- TANF/Food Stamp benefit – Copy of Snap/Families First Card showing case number
- Child Support Verification for **ALL children in household**:
Print out report showing Obligation and Disbursement showing last six (6) months of payments.
Obtain on-line at www.njchildsupport.org or from probation office.
- If Child Support **paid directly to applicant** from the non-custodial parent, A **NOTARIZED** letter signed and dated stating amount and frequency; must include names and addresses of non-custodial parent and children.

SIGN and DATE

Applicant & Co- Applicant must sign and date
Certification Page, Acknowledgment AND Application Addendum



Department of Human Services • Division of Family Development

New Jersey Child Care Assistance Program Overview and Application Instructions

As so many families know, child care costs can take up a lot of the monthly budget. The New Jersey Child Care Assistance Program (CCAP) is funded by the federal Child Care and Development Fund (CCDF) and provides financial assistance for child care on behalf of eligible families. CCAP can help lower-income families who are working, in training or in school, or a combination of these activities, to pay a portion of their child care.

Applying for Child Care Assistance

As an applicant/co-applicant seeking child care assistance, you will be required to provide proof of income, training/school hours and family size to help determine eligibility. All required documents must be submitted to be considered for assistance.

Applicant/Co-Applicant Eligibility Requirements

- Must be a New Jersey resident;
- Must meet income requirements and not have assets that exceed \$1 million; and
- Must be working full time (30 hours or more a week), attending school full time (12 credits or more), in job training (at least 20 hours a week), or have a full-time equivalent combination of these activities to meet the requirement.

Child(ren) Eligibility Requirements

- Up to the age of 13, or less than age 19, if under the NJ Division of Child Protection and Permanency's (DCP&P) protective supervision or mentally or physically incapable of self-care;
- Must be a U.S. citizen or qualified non-citizen; and
- Must reside with applicant/co-applicant (parent(s) or individual(s) acting as parent(s) (in loco parentis)).

Eligible Child Care Providers

- You can use your child care assistance at any licensed child care center, a registered family child care provider, approved home (in-home and family, friend or neighbor), school-based program or a summer youth camp that is approved by the state and accepts state payments.
- Eligible providers must comply with all Child Care and Development Block Grant (CCDBG) requirements including completing numerous health and safety trainings and required criminal background checks.

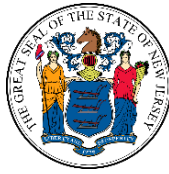
Completing and Submitting an Application

To get started, you must first complete, sign and submit the following application with all the required documents to your Child Care Resource and Referral (CCR&R) agency. To find your local CCR&R, visit www.ChildCareNJ.gov/CCRR or call 1-800-332-9227.

What happens next if my application is approved?

If approved, your CCR&R will send you a Parent/Applicant and Provider Agreement (PAPA) for each child for whom child care assistance is requested. You must complete this form and return to your CCR&R within ten (10) calendar days. The PAPA must be signed by both the applicant/co-applicant and child care provider and returned to your CCR&R prior to the expiration date indicated. Your CCR&R cannot initiate child care assistance payments until this agreement is signed and returned. Initial child care assistance approval (your period of eligibility) is for 12 months, unless you request a shorter period of care. You will receive an Application for Redetermination from your CCR&R prior to the end of your period of eligibility.

For more about eligibility requirements, applying for child care assistance, licensing information, a search to find child care in your area, provider inspection reports and information on what makes a quality program, visit www.ChildCareNJ.gov or call the Child Care Helpline at 1-800-332-9227.



Department of Human Services • Division of Family Development

New Jersey Child Care Assistance Program Application

Submit this application along with any required documentation to your Child Care Resource and Referral (CCR&R) agency:
(See the Documentation Checklist at the end of this application for required documentation)

Please type or print neatly using blue or black ink only. Asterisk (*) indicates a required field. Social Security Number is optional for applicant/co-applicant. Answer all questions to the best of your knowledge.

If you have questions, need assistance filling out the application or to request any DFD-required forms, contact your local CCR&R. Visit www.ChildCareNJ.gov/CCRR for a list by county or call 1-800-332-9227.

A. APPLICANT & CO-APPLICANT INFORMATION

APPLICANT	Applicant's Last Name*:		First Name*:		M.I.:
	Social Security Number: - -		Date of Birth (MM/DD/YYYY)*: / /		
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Are you Head of Household?*: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Relationship to the Child*:		Are you Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____				
If the primary language spoken in your home is not English, what language do you speak?:					

CO-APPLICANT	If applicable, enter Co-Applicant information (must live in the same household)				
	Co-Applicant's Last Name*:		First Name*:		M.I.:
	Social Security Number: - -		Date of Birth (MM/DD/YYYY)*: / /		
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Are you Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____					

FAMILY SIZE	Total number of applicants (including the co-applicant, if applicable)*: _____				
	Total number of dependent children in family*: _____				
Total number of dependent adults in family*: _____					
<i>Dependent children are all children under the age of 18 in the household. Dependent adults are those who are not legally responsible for the children but who are dependent upon the applicant/co-applicant. Dependency must be verified via the family's most current income tax form.</i>					

B. ADDRESS

Home Address*:			Apt.#:		
City*:		State*:		Zip Code*:	
School District*:		Email:			
Cell Phone Number:		Home Phone Number:			
I am experiencing homelessness. I lack a fixed, regular and adequate nighttime residence: <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you are experiencing homelessness, you may be given more time to submit required documentation. See the Documentation Checklist for more information.					



New Jersey Child Care Assistance Program Application

C. HOUSEHOLD INFORMATION

Is the applicant/co-applicant currently (select all that apply):

- Yes No Serving full-time and in active duty in the military?
- Yes No Serving in the National Guard or military reserves?
- Yes No Receiving, or in the past received, WFNJ-TANF benefits? If yes, please provide TANF ID#: _____
- Yes No Receiving, or in the past received, SNAP benefits? If yes, please provide SNAP ID#: _____
- Yes No Do you currently have health insurance benefits?

D. INCOME *Attach documentation of one month of current income. See the Documentation Checklist for guidance.*

Do your family's assets exceed \$1,000,000.00?: Yes No

APPLICANT			CO-APPLICANT		
Check all sources of income that apply:	Amount	Frequency	Check all sources of income that apply:	Amount	Frequency
<input type="checkbox"/> Wages/salary (from all employers)			<input type="checkbox"/> Wages/salary (from all employers)		
<input type="checkbox"/> Wages/salary (self-employment)			<input type="checkbox"/> Wages/salary (self-employment)		
<input type="checkbox"/> Pension/retirement			<input type="checkbox"/> Pension/retirement		
<input type="checkbox"/> Supplemental Security Income (SSI)			<input type="checkbox"/> Supplemental Security Income (SSI)		
<input type="checkbox"/> Social Security benefits			<input type="checkbox"/> Social Security benefits		
<input type="checkbox"/> Unemployment/worker's compensation			<input type="checkbox"/> Unemployment/worker's compensation		
<input type="checkbox"/> Veterans/military benefits			<input type="checkbox"/> Veterans/military benefits		
<input type="checkbox"/> Disability benefits			<input type="checkbox"/> Disability benefits		
<input type="checkbox"/> Child support**:			<input type="checkbox"/> Child support**:		
<input type="checkbox"/> Alimony**:			<input type="checkbox"/> Alimony**:		
<input type="checkbox"/> Other: _____			<input type="checkbox"/> Other: _____		

**Enter the amount of child support and/or alimony you receive, regardless of whether it is court ordered or not.

E. WORK/SCHOOL/TRAINING

Is the applicant incapacitated and unable to work?: Yes No (If Yes, you will need to complete the CC-10 Statement of Incapacity Form)

Are you working?: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date (MM/DD/YYYY): / / <input type="checkbox"/> Full Time Hours per week: _____ <input type="checkbox"/> Part Time Hours per week: _____	Are you enrolled in school?: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date (MM/DD/YYYY): / / Classroom credits/hours: _____	Are you in a training program?: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date (MM/DD/YYYY): / / Hours per week: _____
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APPLICANT

Employer Name or School/Training Site:	Phone:
Address:	
City:	State:
Zip Code:	
Second Employer Name or School/Training Site (if applicable):	Phone:
Address:	
City:	State:
Zip Code:	
<i>If there are additional employer(s), school(s), training site(s), please attach documentation.</i>	

Is the co-applicant incapacitated and unable to work?: Yes No (If Yes, you will need to complete the CC-10 Statement of Incapacity Form)

Are you working?: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date (MM/DD/YYYY): / / <input type="checkbox"/> Full Time Hours per week: _____ <input type="checkbox"/> Part Time Hours per week: _____	Are you enrolled in school?: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date (MM/DD/YYYY): / / Classroom credits/hours: _____	Are you in a training program?: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date (MM/DD/YYYY): / / Hours per week: _____
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CO-APPLICANT

Employer Name or School/Training Site:	Phone:
Address:	
City:	State:
Zip Code:	
Second Employer Name or School/Training Site (if applicable):	Phone:
Address:	
City:	State:
Zip Code:	
<i>If there are additional employer(s), school(s), training site(s), please attach documentation.</i>	



New Jersey Child Care Assistance Program Application

F. CHILD(REN) INFORMATION *Include each child needing child care assistance. Use the Additional Child(ren) Form if needed.*

CHILD #1	Last Name*:		First Name*:				M.I.:	
	Social Security Number*:		-		-		Date of Birth (MM/DD/YYYY)*: / /	
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No					
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____							
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>							
	Does the child have a documented disability?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>							
	Name of child care provider (if selected):							
	Care is needed:	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
	Start Time:							
	End Time:							

CHILD #2	Last Name*:		First Name*:				M.I.:	
	Social Security Number*:		-		-		Date of Birth (MM/DD/YYYY)*: / /	
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No					
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____							
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>							
	Does the child have a documented disability?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>							
	Name of child care provider (if selected):							
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT
	Start Time:							
	End Time:							

CHILD #3	Last Name*:		First Name*:				M.I.:	
	Social Security Number*:		-		-		Date of Birth (MM/DD/YYYY)*: / /	
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No					
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____							
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>							
	Does the child have a documented disability?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>							
	Name of child care provider (if selected):							
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT
	Start Time:							
	End Time:							

CHILD #4	Last Name*:		First Name*:				M.I.:	
	Social Security Number*:		-		-		Date of Birth (MM/DD/YYYY)*: / /	
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No					
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____							
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>							
	Does the child have a documented disability?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>							
	Name of child care provider (if selected):							
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT
	Start Time:							
	End Time:							



New Jersey Child Care Assistance Program Application

G. IMPORTANT COMMUNITY RESOURCES

To make a complaint or report a health and safety violation, contact:

Child Care Centers
Contact the Dept. of Children and Families, Office of Licensing
njccis.com/njccis/public-complaint
1-877-667-9845

Registered Family Child Care and Home-Based Providers
Contact your CCR&R
www.ChildCareNJ.gov/Parents/CCRR
1-800-332-9227

Summer Youth Camps
Contact the Dept. of Health, Public Health and Food Protection Program
1-609-826-4935 ext. 27

Child Care Resource and Referral (CCR&R) Agencies
Contact the Office of Child Care
www.ChildCareNJ.gov
DFD.ChildCare@dhs.nj.gov
1-609-588-2163

Complaints may be made anonymously.

To report abuse and neglect, contact:

All reports of child abuse and neglect, including those occurring in institutional settings such as child care centers, schools, foster homes and residential treatment centers, must be reported to the State Central Registry Child Abuse Hotline. This is a toll-free, 24-hour, seven-days-a-week hotline.
1-877 NJ ABUSE (652-2873) • TTY 1-800-835-5510

The **Division of Family Development (DFD)** provides leadership and supervision to the public and non-profit agencies that deliver financial assistance and critical safety net services to individuals and families in New Jersey. Along with **Child Care** services, the programs within DFD are **Work First New Jersey/Temporary Assistance for Needy Families (WFNJ/TANF)** and **WFNJ/General Assistance (WFNJ/GA)** – the two programs that make up the state’s cash assistance program; **NJ SNAP**; and **Child Support** services. For more information on these programs, visit the DFD website at www.nj.gov/humanservices/dfd.

If you are deaf, hard of hearing, deaf-blind and/or speech-disabled use 7-1-1 NJ Relay.

NJ 2-1-1 • www.NJ211.org • Dial 2-1-1

NJ 211 provides live assistance 24 hours a day, every day of the year. Services are free, confidential and multilingual with referrals to over 7,600 community programs and services like – food, utilities, affordable housing, rental assistance, mental and physical health, substance use disorders, senior needs, legal assistance, Kinship Navigator Program, transportation, disability services and so much more.

NJ Helps • www.NJHelps.gov

NJ Helps is an online screening tool that will help you see if you are eligible for food assistance (SNAP), cash assistance (WFNJ/TANF or WFNJ/GA), and health insurance (NJ FamilyCare/Medicaid). From there you can apply for services or learn about additional resources.

Connecting NJ • www.nj.gov/connectingnj

Connecting NJ is a referral process for obstetrical and prenatal care providers, community agencies, and families linking you to NJ Family Care, Community Doulas, Home Visitation Programs and more.

Early Intervention Services • www.nj.gov/health/fhs/eis/for-families/ • Birth to Age Three: 1-888-653-4463 • Over Age Three: 1-800-322-8174

The New Jersey Early Intervention System (NJEIS), under the Division of Family Health Services, for infants and toddlers, birth to age three, with developmental delays or disabilities, and their families. New Jersey Early Intervention System Project Child Find assists families of preschoolers ages 3 through 5 concerned about their child’s development.

Earned Income Tax Credit (EITC) • <https://eitc.nj.gov> • Federal: 1-800-929-1040 • State: 1-888-895-8179

EITC is a federal and state tax credit benefit for individuals and families who earn low-to moderate incomes in NJ.

Family Help Line • 1-800-THE-KIDS (1-800-843-5437) 24 hours a day, 7 days a week

If you’re feeling stressed out, call the Family Help Line and work through your frustrations before a crisis occurs. You’ll speak to sensitive, trained volunteers of Parents Anonymous who provide empathic listening about parenting and refer you to resources in your community.

Low Income Home Energy Assistance (LIHEAP) • 1-800-510-3102

The Home Energy Assistance Program helps very low-income residents with their heating and cooling bills, and makes provisions for emergency heating system services and emergency fuel assistance within the Home Energy Assistance Program.

NJ Parent Link • www.njparentlink.nj.gov • 609-633-1363

The focus of NJ Parent Link is to meet the information and resource needs of expectant parents, families with young children (newborns to children entering kindergarten) and professional stakeholders vested in the health and well-being of New Jersey’s children and families. Parenting and support resources for families with older children, school aged to young adulthood, are also available.

Social Service for the Homeless (SSH) • www.nj.gov/humanservices/dfd/programs/ssh • NJ 2-1-1

Provides assistance to New Jersey residents who are at risk of homelessness, but are ineligible for Temporary Assistance for Needy Families, General Assistance or Supplemental Security Income.



New Jersey Child Care Assistance Program Application

H. CERTIFICATION *Read carefully before signing.*

I (we) hereby certify that all of the information provided is true and correct to the best of my (our) knowledge. I (we) know that submitting false information about my (our) situation, failing to give the necessary information or causing others to hold back information is against the law and may subject me (us) to criminal and civil penalties, as well as the denial, termination and/or repayment of child care services and child care assistance.

I (we) also understand that:

1. Acceptance of child care financial assistance is not for my (our) personal use or expenses. Federal, state and local public funds, such as this child care assistance, must and will be used as payment for costs that are directly associated with services rendered by a child care provider.
2. It is a violation of program rules to provide any false or misleading information for the purpose of obtaining financial assistance for child care services, including but not limited to, information about my (our) eligibility. For example:
 - Failing to accurately report all sources of my (our) income, such as, but not limited to, not reporting multiple sources of income, or an increase or decrease in wage/salary, child support or alimony payments, self-employment wages, unemployment benefits or any other source of income.
 - Failing to accurately report the amount of my (our) income. Examples include, but are not limited to, reporting the accurate amount(s) of income from self-employment, child support, alimony, income from a second job or rent from property ownership. Changing or altering pay stub information is unlawful and will not be tolerated.
 - Failing to accurately report the number of household members, for example, failing to report a spouse or another parent/guardian is living in the household.
3. This information is being given in connection with federal, state and local public funds and will be used through computer matching programs to confirm the accuracy of my (our) statements and verify my (our) income, resources and need for child care assistance, as warranted.
4. Providing the social security numbers of the applicant/co-applicant is voluntary. CCR&R staff may use my (our) names and social security information with federal and state agencies and other sources deemed necessary for official examination. However, copies of birth certificates and Social Security or Permanent Resident Card (Green Card), are required for all children for whom child care assistance is requested.
5. In order to verify my (our) income and service need, a CCR&R representative may need to contact my (our) employer(s). I (we) hereby authorize my (our) employer(s) to release information regarding my (our) income, pay scale, hours and schedule of work to the CCR&R representative.
6. The state has set maximum rates for what it pays for child care assistance. These rates vary depending on several factors including the age of the child and the type of provider. This assistance may cover your entire cost for care, however, providers all charge different amounts. If your provider charges more than what the state covers, I (we) understand that I (we) are responsible for paying the difference.
7. I (we) are responsible for the copayment (copay) fee which is calculated by the CCR&R and based upon my (our) family size, annual income, hours of care needed and the age of my (our) children during the period of eligibility. (Copays are NOT being assessed through June 30, 2024, or until further notice. The applicant/co-applicant will be responsible for copays when they are reinstated.)
8. Should there be a change in the utilization of child care services, the CCR&R retains the right to change my (our) Parent/Applicant and Provider Agreement (PAPA) to reflect the actual hours of care needed.
9. I (we) must notify the CCR&R in person, by mail, phone, email or using the CC-198 Notification of Change Form, immediately or no later than 10 days from the occurrence, of any changes that may affect child care eligibility. This includes no longer needing care, relocation out of county or state, change of provider or type of care and/or if any income changes to exceed 85% of the State Median Income (Income Eligibility Chart available at www.ChildCareNJ.gov/Parents/CCAP).
10. The assigned CCR&R is authorized to issue payment to **only one child care provider per child** for the specified period of eligibility.

Continued on next page



New Jersey Child Care Assistance Program Application

H. CERTIFICATION CONTINUED *Read carefully before signing.*

11. Authorization for child care assistance is for 12 months, unless you request a shorter period of time.
12. Payment is issued directly to providers on a biweekly basis.
13. If found eligible, the authorized/executed PAPA constitutes the full terms of child care assistance.
14. The applicant/co-applicant is responsible to comply with program rules and utilize the DFD-approved time and attendance system. Failing to properly utilize the DFD-approved time and attendance system (which verifies child attendance and generates payment to the child care provider) may result in disqualification. (The DFD-approved time and attendance system is NOT being utilized through June 30, 2024 or until further notice.)
15. If my (our) application for child care services is denied by the CCR&R, or my (our) child care services are adversely impacted as a result of an action by the CCR&R, then I (we) have the right to request a case review within 10 calendar days of the denial/adverse action through the CCR&R. If I (we) disagree with the CCR&R's case review decision, then I (we) have the right to request an administrative review from the NJ Division of Family Development within 90 days of the denial/adverse action. The timely request for an administrative review must be made to: **Bureau of Administrative Review and Appeals, Division of Family Development, P.O. Box 716, Trenton, NJ 08625-0716 or by calling 1-800-792-9774.**
16. That I should keep a copy of this application for my records.
17. I (we) have read this Certification and understand that failure to comply with the terms may result in the denial of my (our) application for child care assistance benefits or the loss of these benefits.

Applicant Signature*: _____ Date*: _____

Co-Applicant Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

APPLICATION STATUS

Complete (all supporting documentation attached) **Incomplete**

INCOME/FAMILY SIZE

Gross Annual Household Income:	Family Size:
Family's Total Assessed Copay:	Amount: Frequency:

ELIGIBILITY RESULTS

<input type="checkbox"/> Approved (Eligible)	Eligibility Start Date (MM/DD/YYYY): / /	Eligibility End Date (MM/DD/YYYY): / /
<input type="checkbox"/> Pending Documentation	Date Notice Sent (MM/DD/YYYY): / /	Deadline to Submit (MM/DD/YYYY): / /
<input type="checkbox"/> Denied (Ineligible)	Reason:	

Assistance Type: **CCAP** **DOE Wrap** **Kinship** **CPS** **PACC** **WFNJ** **TCC** **CCVC**

CCR&R INFO

CCR&R Authorizing Printed Name:
CCR&R Authorizing Signature: Certification Date (MM/DD/YYYY): / /



New Jersey Child Care Assistance Program Application

Additional Child(ren) Information *Include each child needing child care assistance*

Applicant Name*:		Co-Applicant Name:	
Social Security Number: - -		Social Security Number: - -	
Date of Birth (MM/DD/YYYY)*: / /		Date of Birth (MM/DD/YYYY): / /	

CHILD #5	Last Name*:		First Name*:		M.I.:		
	Social Security Number*:		Date of Birth (MM/DD/YYYY)*:		/ /		
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____						
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>						
	Does the child have a documented disability?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>						
	Name of child care provider (if selected):						
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI
Start Time:							
End Time:							

CHILD #6	Last Name*:		First Name*:		M.I.:		
	Social Security Number*:		Date of Birth (MM/DD/YYYY)*:		/ /		
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____						
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>						
	Does the child have a documented disability?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>						
	Name of child care provider (if selected):						
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI
Start Time:							
End Time:							

CHILD #7	Last Name*:		First Name*:		M.I.:		
	Social Security Number*:		Date of Birth (MM/DD/YYYY)*:		/ /		
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____						
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>						
	Does the child have a documented disability?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>						
	Name of child care provider (if selected):						
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI
Start Time:							
End Time:							

CHILD #8	Last Name*:		First Name*:		M.I.:		
	Social Security Number*:		Date of Birth (MM/DD/YYYY)*:		/ /		
	Gender at Birth*: <input type="checkbox"/> Female <input type="checkbox"/> Male		Is the child Hispanic/Latino?*: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	The following information is for statistical purposes. Check any that apply*: <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____						
	Is the child a U.S. citizen or a lawful permanent resident?*: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach with your application a copy of a U.S. birth certificate or Social Security card/Permanent Resident Card (Green Card))</i>						
	Does the child have a documented disability?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, you will need to complete the CC-216 Special Needs Certification Form)</i>						
	Name of child care provider (if selected):						
	Care is needed:	<input type="checkbox"/> SUN	<input type="checkbox"/> MON	<input type="checkbox"/> TUES	<input type="checkbox"/> WED	<input type="checkbox"/> THURS	<input type="checkbox"/> FRI
Start Time:							
End Time:							



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 • e-mail ofc@co.bergen.nj.us

James J. Tedesco III
 Bergen County Executive

Melissa H. DeBartolo Esq.
 Department Director

Julie O'Brien
 Division Director

ACKNOWLEDGMENT

I have received the following document:

“Regulations for the Disqualification of Services for Parents”

I understand and agree to comply with the regulations of the state. I understand that the complete regulations about this subject are available on the Bergen County Office for Children Website:

<http://www.co.bergen.nj.us/index.aspx?NID=1204>

Examples of Violations:

1. Failure to report within 10 calendar days any change in family circumstances that change eligibility
2. Failure to accurately report all sources of income
3. Failure to accurately report the amount of income
4. Failure to accurately report the number of household members who are required to be counted to determine family or household composition
5. Failure to comply with the E-Child Care Parent/Provider Responsibilities and Agreement

I understand that lack of compliance with these regulations, if substantiated, may result in:

- Written Warning notice
- First Violation – One (1) month disqualification
- Second Violation – three (3) months disqualification
- Third Violation – Termination for up to twelve (12) months and/or permanent disqualification

Name of Parent(s): (Print) _____

Signature(s): _____ **Date:** _____

_____ **Date:** _____

Telephone: _____ **E-mail:** _____

(Please keep one copy and send original to the Office for Children in attached envelope)



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Attention: Regulations for the Disqualification of Services for Parents

Parents/applicants are required, at all times, to comply with the NJ Child Care Subsidy program regulations and policies. Any type of program violation, if substantiated by OFC or DHS/DFD, will subject the parent to penalties that may include:

- Disqualification
- Termination
- Denial at time of application or reapplication
- Criminal investigation
- And/or recoupment of payments

A substantiated case of program violation will result in suspension or disqualification of child care subsidy and make parent/applicant ineligible to apply/reapply for and/or receive subsidized child care for a specified period of time depending on the number and type of violation.

Examples of General Program Violations (but are not limited to):

- a) Failure to report within 10 calendar days any change in family size/composition, family income or work/school/training status or income that exceeds program eligibility requirements
- b) Failure to accurately report all sources of income. e.g. multiple employers, increase or decrease in salary, child support payments, alimony, unemployment, workman's comp, pension, SSI, SSDI, survivor benefits or any other income.
- c) Failure to accurately report the amount of income. e.g. not reporting the accurate amounts from self-employment; rent from property ownership; altering paystub information
- d) Failure to accurately report the number of household member who are required to be counted to determine family size. e.g. failing to report that a spouse is living in the home.
- e) ECC Program Violation – failure to comply with the ECC Parent'/Provider Responsibilities and Agreement

Penalties/Procedures

1. Warning Notice: Parent has 10 days to respond to the warning for failure to comply with child care subsidy or up to 2 weeks from date of failure to use or misuse of E-Child Care warning letter to attend training and remedy the action by demonstrating consistent use of ECC. .
2. First Violation (except fraud) – 1 month disqualification
3. Second Violation – 3 months disqualification
4. Third Violation – Termination for **up to** 12 months and/or permanent disqualification

Examples of violations that may be subject to up to 12 month termination include (but are not limited to):

- a) Failure to provide or provision of false or misleading or deliberate misrepresentation of, required information in connection with a new application or current case
- b) Reporting child present when child was not in attendance
- c) Repeated misuse of the ECC card resulting in multiple violations
- d) Repeated general program violations resulting in multiple violation



New Jersey Child Care Assistance Program Application Documentation Checklist

Below is a general list of required documents for each section of the Child Care Assistance Program (CCAP) application that must be submitted for initial eligibility consideration. Additional documents may also be required based on program requirements. If you have questions, need assistance filling out the application or to request any DFD-required forms, contact your local CCR&R. Visit www.ChildCareNJ.gov/CCRR for a list by county or call 1-800-332-9227.

A. APPLICANT & CO-APPLICANT IDENTIFICATION

For **each applicant/co-applicant**, submit **one** of the documents from **Column A**. If you are unable to provide from **Column A**, you may submit **two** documents from **Column B**:

COLUMN A (PRIMARY DOCUMENTATION)

Submit one:

- Driver's license
- Government-Issued Photo ID card
- Military photo ID card
- Employer-issued photo ID card
- School photo ID card
- Passport
- Permanent Resident Card (Green Card)

OR

COLUMN B (SECONDARY DOCUMENTATION)

Submit two:

- High school diploma, GED or college diploma
- Health insurance card or prescription card
- Printed paystub
- Birth certificate (applicant/co-applicant or child's)
- Social Security card

B. ADDRESS

For **each applicant/co-applicant**, submit **one** of the following to verify residence:

- | | |
|---|--|
| <input type="checkbox"/> Current rental/lease agreement or mortgage bill | <input type="checkbox"/> Home utility bills |
| <input type="checkbox"/> Court decree <i>(if applicable)</i> | <input type="checkbox"/> Medical documentation |
| <input type="checkbox"/> School records showing residence | <input type="checkbox"/> Vehicle registration/title or NJ driver's license |
| <input type="checkbox"/> Custody agreement or other court documents for guardianship <i>(if applicable)</i> | <input type="checkbox"/> Most recent filed tax forms showing dependency
<i>(For dependents 18+, must provide filed IRS 1040 Form)</i> |

If you are experiencing homelessness as defined by any of the following situations and are unable to provide the necessary documents with your application, you may have up to six months to submit the required paperwork. Situations include:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings [within the meaning of section 103(a)(2)(C)];
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, bus or train stations, or similar settings; and
- Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii) therein.

C. HOUSEHOLD INFORMATION

To prove relationship, any of following must be submitted for **any child in need of child care services**:

- Child's birth certificate
- Court decree *(if applicable)*
- Custody agreement or other court documents for guardianship *(if applicable)*

For **each dependent residing in the home** and included in the family size, submit **one** of the following to verify family size:

- Birth certificate
- Court decree *(if applicable)*
- Custody agreement or other court documents for guardianship *(if applicable)*
- Most recent filed tax forms showing dependency *(For dependents 18+, must provide filed IRS 1040 Form)*

If the **dependent is over the age of 18**, submit **one** of the following documents to verify family size:

- Most recent filed tax forms showing dependency (copy of filed IRS 1040 form)
- Health insurance policy showing coverage for the dependent
- Records of school enrollment



New Jersey Child Care Assistance Program Application Documentation Checklist

D. INCOME

For each applicant/co-applicant, submit all that apply to verify income:

INCOME FROM EMPLOYMENT:

- Must provide one month of current pay stubs (e.g. 4 weekly, 2 biweekly, etc.); and/or
- CC-188 Verification of Employment Form (If needed to verify work hours when not reflected in the pay stubs or to verify income when the applicant/co-applicant does not receive pay stubs.)

NEW EMPLOYMENT ONLY (If paystubs are not available):

- Employer letter on company letterhead (signed/dated). Must include rate of pay, hours worked per week, employer contact information, and first date of employment; or
- CC-188 Verification of Employment Form (If approved for CCAP, applicant/co-applicant will be required to follow up with pay stubs if received.)

SELF-EMPLOYED ONLY:

- Submit current IRS tax transcript of Form 1040 along with Schedule C, "Profit or Loss from Business"

UNABLE TO WORK or INCAPACITATED:

- CC-10 Statement of Incapacity Form

OTHER INCOME OR BENEFITS TO FAMILY UNIT:

Documentation must show the rate and frequency of the income received from the sources below:

- Pension/retirement documentation
- Social Security award letter
- Unemployment/worker's compensation documentation
- Alimony/spousal support
- Veterans/military benefits
- Disability benefits
- Child support (minimum 6 months of payment/disbursement history)
- Any other income required for federal/state tax reporting purposes

(Note: If child support or alimony is not court ordered, write the amount you receive monthly in Section C of the application)

E. WORK/SCHOOL/TRAINING

For each applicant/co-applicant, submit one of the following:

- WORK:** See Section D, "Income from Employment" for acceptable documents to verify hours of work
- SCHOOL:** Course registration or transcript from the school or a CC-189 Verification of School or Training Form if a registration or transcript is not yet available
- TRAINING PROGRAM:** Program registration or transcript from the training program or a CC-189 Verification of School or Training Form if a registration or transcript is not yet available

F. CHILD(REN) INFORMATION (for child citizenship status purposes only)

For any child in need of care, submit one of the following:

- U.S. birth certificate
- Certificate of Citizenship
- U.S. passport or passport card
- Social Security card
- Permanent Resident Card (Green Card) (USCIS Form I-551)
- Refugee Travel Document (Form I-571)
- Electronic version of U.S. Customs and Border Protection Form I-94 (available on the CBP One Mobile App or <https://i94.cbp.dhs.gov/I94#home>)

Grow NJ Kids is New Jersey's program to raise the quality of child care and early learning across the state. It offers child care and early learning providers access to training, professional development, grants for equipment and materials, and staff scholarships for continuing education. Professional raters visit the program to review quality standards and then programs receive ratings — up to five stars — by meeting an extensive list of quality benchmarks. Go to GrowNJKids.com to find a participating provider near you.

Social Service Programs with Child Care Components

There are certain social service programs that include child care. To receive child care through one of the programs listed below, you must be participating in that program/service.

- Child Protective Services (CPS)
- Kinship Child Care
- Work First New Jersey (WFNJ) - welfare
- Transitional Child Care (for former WFNJ recipients)
- Post Adoption Child Care

If you are participating in one of these programs and need child care, contact your CCR&R.

Important Information and Community Resources

The New Jersey Department of Human Services, Division of Family Development (DHS/DFD) works in partnership with service providers and other state and municipal agencies throughout the state to help families access quality programs and services that meet their needs. You can find more information by visiting www.ChildCareNJ.com or at www.NJ.gov/humanservices.

How to Apply for a NJ Child Care Subsidy



There is so much to think about when choosing child care. Balancing location, cost, quality and just feeling good about the child care provider can make this important decision challenging. New Jersey's child care program under the Department of Human Services, Division of Family Development can provide you with valuable information to help you make that selection. The state's child care program can support you with information about applying for child care assistance, where to find child care, licensing and complaint data and what makes a quality program.

As so many families know, child care costs can take up a lot of the monthly budget. The Child Care Subsidy Program can help lower-income families who are working, in training or in school, or a combination of these activities to pay a portion of their child care.

If you are thinking about or are applying for a child care subsidy, here's what you need to know.

Applying for a Child Care Subsidy

As an applicant/parent seeking a child care subsidy, you will be required to provide proof of income, training/school hours and household size to help determine eligibility. All required documents must be submitted to be considered for a subsidy.

Applicant(s)/Parents Eligibility Requirements

- Must be a New Jersey resident;
- Must meet income requirements and not have assets that exceed \$1 million;
- Must be working full time (30 hours or more a week), attending school full time (12 credits or more), or in job training (at least 20 hours a week); and
- Depending on family size and income, may have to contribute to the cost of care (co-pay).

Child Eligibility Requirements

- Up to the age of 13, or less than age 19, if under the NJ Division of Child Protection and Permanency's protective supervision or mentally or physically incapable of self-care;
- Must be a US Citizen or qualified non-citizen; and
- Must reside with parent(s), or individual(s) acting as parent(s) (in loco parentis).

Provider Eligibility Requirements

- Providers must be either a licensed child care provider, a registered family child care provider, or a home or summer camp that is approved by the state; and
- All providers must complete numerous health and safety trainings and required criminal background checks.

Completing and Submitting an Application

To get started, you must first complete, sign and submit an application with the required documents to the Child Care Resource and Referral (CCR&R) agency in your county.

For a complete list of required documents, contact your CCR&R or visit www.ChildCareNJ.com



The CCR&R will review applications within 10 business days of receiving them and a final determination of eligibility will be made within 45 calendar days. You will receive a letter from the CCR&R telling you if you are eligible, not eligible, or if additional information is needed.



You can request an application by visiting or contacting your local CCR&R or printing one at www.ChildCareNJ.com.

Payment

Before payment for your child care can start, both you and your provider must sign the Parent/Applicant and Provider Agreement (PAPA) and the e-Child Care Agreement (ECC).

Parent Co-Payment and Additional Provider Fees

Families eligible to receive a subsidy are required to share the cost of child care; known as a co-pay. The co-payment is based on your family size, gross annual income, hours of care needed and the number of children in care. Co-pays are paid for the first two children only. The co-pay for any child thereafter will be zero.

Selecting a Child Care Program

Once your family has been determined eligible to receive child care assistance, you must choose a provider. To make the process move quickly, it is recommended that you find an eligible, quality provider prior to being approved. That means the provider must be licensed, registered or approved by the state.

If you need help finding a child care provider, the CCR&R can provide a list of providers that meet your family's needs. For a list of CCR&Rs, visit www.ChildCareNJ.com or call the NJ Child Care Hotline 1-800-332-9227.

Finding Quality Child Care

Look for a Grow NJ Kids participating program.

Research shows that children who are in quality child care and early learning programs when they are young are better prepared for kindergarten with better reading skills, more math skills and larger vocabularies.