



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
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TRENTON, NJ 08625-0716

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ELIZABETH CONNOLLY
Acting Commissioner

NATASHA JOHNSON
Director

**LICENSE REQUIREMENT
FINAL NOTICE**

Date: October 19, 2017

Child Care Resource and Referral Agency: Child Care Resources of Monmouth County

EPPIC ID#:

Center Name:

Provider Address:

Re: Licensing Requirement for New Jersey Child Care Subsidy Program

Dear

This is a formal notice to remind you that in order to remain eligible for funds through the Child Care Subsidy Program, License Exempt Providers must be licensed through Department of Children of Families (DCF), Office of Licensing (OOL) by November 19, 2017.

In preparation for becoming licensed, providers currently receiving funds through the Child Care Subsidy Program must submit a completed application to DCF/OOL along with the appropriate building documents (Certificate of Occupancy (CO) and Fire Certificate), at least 45 days prior to November 19, 2017 to make the deadline.

If you do not meet the licensing requirement timeline, the CCR&Rs will begin the process of informing parents with active agreements at your center/program to find alternative child care arrangements, unless they wish to keep their children there without the subsidy. Parents will be advised that DFD will not issue payment after November 19, 2017.

Additionally, effective immediately the Child Care Resource and Referral (CCR&R) Agencies will no longer be responsible for reviewing building documents necessary for licensing. Therefore, please make sure all requirement documents along with a completed application is submitted directly to DCF/OOL.

Appropriate Certificate of Occupancy (CO)

As a reminder, acceptable COs are as follows:

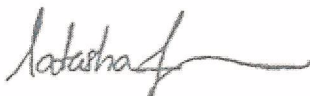
- E (Educational) for buildings with children 2 ½ years of age and/or older;
- I-4 (Institutional) for buildings with children younger than 2 ½ years of age; or
- A-3 (Assembly) for buildings with school-aged child care programs only

You must ensure that you have the appropriate CO for your building and Use Group.

If you have questions regarding the license application or process, you may contact DCF/OOL at 1-877-667-9845.

Questions related to subsidy payments, should be directed to your Child Care Resource and Referral Agency.

Sincerely,



Natasha
Johnson
Director

c: MM
DCF/OOL
File