

## New Jersey Cares for Kids Child Care Subsidy Program Questions? Call 1-800-734-4810

- Attached is your Eligibility Application for the New Jersey Cares for Kids Child Care Subsidy Program. New Jersey Cares for Kids helps working families meet the cost of child care.
- The eligibility requirements of the NJCK Program are as follows:**
  - ✓ Must be a Monmouth County resident
  - ✓ Must be employed full time (at least 30 hours per week) OR
  - ✓ Attend school full time (at least 20 hours per week)  
OR
  - ✓ Work part time AND go to school/training part time
  - ✓ Must meet income eligibility guidelines.
- If you need help finding child care, please contact your Subsidy Case Manager
- Once you are receiving child care subsidy any changes must be reported within 10 days to your Subsidy Case Manager.

### **INCOMPLETE OR FAXED APPLICATIONS WILL NOT BE ACCEPTED**

#### **BE SURE TO INCLUDE THE FOLLOWING:**

- A month's worth of paystubs OR school/training registration
- Documentation of additional income, including child support, alimony, SSI, additional employment, unemployment, disability benefits, etc.
- If you receive child support submit proof of child support payments through child support portal. If you have a personal mutual agreement submit a letter from the father/mother stating the details of payment arrangements
- Copy of each child's birth certificate and social security card in household.
- Proof of Food Stamps AND Housing Assistance, if received.
- If you are self-employed, please include a copy of Schedule C or C-EZ and the tax transcript from the most recent tax return. This is through the IRS
- Do not forget to include Co-Applicant (Co-Applicant must meet same eligibility)
- Submit proof of residency (license, utility bill, or lease) and proof of identification.

**PLEASE PRINT CLEARLY**

**INCOME ELIGIBILITY GUIDELINES**

**GROSS ANNUAL INCOME FOR HOUSEHOLD CANNOT EXCEED:**

Family Size of 2: \$40,880  
Family Size of 3: \$51,640  
Family Size of 4: \$62,400  
Family Size of 5: \$73,160  
Family Size of 6: \$83,920  
Family Size of 7: \$94,680



**D** YES NO

**All Questions Must Be Answered. Incomplete Applications Will Not Be Accepted.  
Supporting Documents Must Be Attached For Verification**

1. Are you currently participating in the Food Stamp Program?

2. Are you currently receiving/have you received assistance for child care with a Temporary Assistance for Needy Families (TANF) or Transitional Child Care (TCC) grant through the Work First New Jersey (WFNJ) Program within the last two years? If yes, indicate when benefits do/did expire by entering Month, Day and Year \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ and TANF case number: \_\_\_\_\_

3. Is your family an active case with the Division of Youth and Family Services (DYFS) and are the children for whom you are requesting subsidy residing with you? If yes, please give the name of the office: \_\_\_\_\_

4. Are you currently receiving a TANF grant? If yes, please indicate the TANF case number: \_\_\_\_\_

5. Do you or a member of your family have a chronic medical problem for which child care is recommended as part of a treatment/rehabilitation plan? If yes, indicate the name of the individual/agency authorizing the treatment plan and telephone number:  
Agency Name: \_\_\_\_\_ Telephone #: (      ) \_\_\_\_\_

6. Are you the head of the household in which you reside?

7. Are you currently homeless or at risk of becoming homeless?

8. Are the children for whom you are requesting child care assistance in a DYFS foster home, DYFS para-foster home, or DYFS pre-adoptive home. **If you are employed or participating in a school or training program, proof must be attached for DYFS purposes.**

9. Do you receive any cash or voucher assistance to specifically pay for housing?

10. Are you requesting assistance because the County Welfare Agency/Board of Social Services (CWA/BSS) informed you that you are ineligible for the Temporary Assistance for Needy Families (TANF) or Transitional Child Care (TCC) Program?

11. I understand that I am applying to the agency for:  **VOUCHER** payment assistance  **CONTRACTED** services in a community-based center

12. Do all of the children in this family have health insurance benefits?  Yes  No  
If NO, do you wish to receive an application for NJ Family Care?  Yes  No

**E** Children Information

**Include Each Child Needing Child Care Service and for Whom Assistance Requested.  
Use Addendum Form to Provide Information for Addiitonal Children.**

FULL NAME OF CHILD NO. 1

SOCIAL SECURITY NO.

DATE OF BIRTH

(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_ (9 Digit Number) \_\_\_\_\_ (Mo./Dy./Yr.) \_\_\_\_\_

*The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.*RACE:  American Indian or Alaskan  Asian  Black or African American  Native Hawaiian/Pacific Islander  WhiteETHNICITY: Hispanic/Latino:  Yes  No SEX:  Male  Female

Indicate the hour/days/duration for which child care is needed: \_\_\_\_\_

Child has a special need:  No  Yes **If yes, state special need and attach verification:** \_\_\_\_\_Child is a US citizen or a qualified alien?  No  Yes **If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)**AGENCY USE: Status (Check One):  Denied  Approved  Waiting List  Pending

DYFS USE: (Enter the NJ Spirit Case No.) \_\_\_\_\_ Program: \_\_\_\_\_ Code: \_\_\_\_\_ Component: \_\_\_\_\_

Assessed Co-Payment (Enter and Circle One): \$ \_\_\_\_\_ Wk. \_\_\_\_\_ Mo. \_\_\_\_\_ Enrollment Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

FULL NAME OF CHILD NO. 2

SOCIAL SECURITY NO.

DATE OF BIRTH

(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_ (9 Digit Number) \_\_\_\_\_ (Mo./Dy./Yr.) \_\_\_\_\_

*The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.*RACE:  American Indian or Alaskan  Asian  Black or African American  Native Hawaiian/Pacific Islander  WhiteETHNICITY: Hispanic/Latino:  Yes  No SEX:  Male  Female

Indicate the hour/days/duration for which child care is needed: \_\_\_\_\_

Child has a special need:  No  Yes **If yes, state special need and attach verification:** \_\_\_\_\_Child is a US citizen or a qualified alien?  No  Yes **If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)**AGENCY USE: Status (Check One):  Denied  Approved  Waiting List  Pending

DYFS USE: (Enter the NJ Spirit Case No.) \_\_\_\_\_ Program: \_\_\_\_\_ Code: \_\_\_\_\_ Component: \_\_\_\_\_

Assessed Co-Payment (Enter and Circle One): \$ \_\_\_\_\_ Wk. \_\_\_\_\_ Mo. \_\_\_\_\_ Enrollment Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

FULL NAME OF CHILD NO. 3

SOCIAL SECURITY NO.

DATE OF BIRTH

(Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.) \_\_\_\_\_ (9 Digit Number) \_\_\_\_\_ (Mo./Dy./Yr.) \_\_\_\_\_

*The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.*RACE:  American Indian or Alaskan  Asian  Black or African American  Native Hawaiian/Pacific Islander  WhiteETHNICITY: Hispanic/Latino:  Yes  No SEX:  Male  Female

Indicate the hour/days/duration for which child care is needed: \_\_\_\_\_

Child has a special need:  No  Yes **If yes, state special need and attach verification:** \_\_\_\_\_Child is a US citizen or a qualified alien?  No  Yes **If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)**AGENCY USE: Status (Check One):  Denied  Approved  Waiting List  Pending

DYFS USE: (Enter the NJ Spirit Case No.) \_\_\_\_\_ Program: \_\_\_\_\_ Code: \_\_\_\_\_ Component: \_\_\_\_\_

Assessed Co-Payment (Enter and Circle One): \$ \_\_\_\_\_ Wk. \_\_\_\_\_ Mo. \_\_\_\_\_ Enrollment Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**You May Be Required to Provide Additional Proof of Family Size, Income, Citizenship or Residency to Verify Eligibility.  
Supporting Documentation Required May Include Most Current IRS Form 1040, Utility Bill or Birth Certificate.**



# Child Care and Early Education Service Eligibility Application

STATE OF NEW JERSEY • DEPARTMENT OF HUMAN SERVICES

ADDRESS REPLY TO:

Parent/Applicant Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Complete for Each Additional Child for Whom You Are Requesting Subsidy

4

### FULL NAME OF CHILD NO. 4

SOCIAL SECURITY NO.

DATE OF BIRTH

/ /

(Last) (First) (M.I.) (9 Digit Number) (Mo./Dy./Yr.)

*The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.*

RACE:  American Indian or Alaskan  Asian  Black or African American  Native Hawaiian/Pacific Islander  White

ETHNICITY: Hispanic/Latino:  Yes  No SEX:  Male  Female

Indicate the hour/days/duration for which child care is needed: \_\_\_\_\_

Child has a special need:  No  Yes **If yes, state special need and attach verification:** \_\_\_\_\_

Child is a US citizen or a qualified alien?  No  Yes **If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)**

AGENCY USE: Status (Check One):  Denied  Approved  Waiting List  Pending

DYFS USE: (Enter the NJ Spirit Case No.) \_\_\_\_\_ Program: \_\_\_\_\_ Code: \_\_\_\_\_ Component: \_\_\_\_\_

Assessed Co-Payment (Enter and Circle One): \$ \_\_\_\_\_ Wk. \_\_\_\_\_ Mo. \_\_\_\_\_ Enrollment Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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### FULL NAME OF CHILD NO. 5

SOCIAL SECURITY NO.

DATE OF BIRTH

/ /

(Last) (First) (M.I.) (9 Digit Number) (Mo./Dy./Yr.)

*The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.*

RACE:  American Indian or Alaskan  Asian  Black or African American  Native Hawaiian/Pacific Islander  White

ETHNICITY: Hispanic/Latino:  Yes  No SEX:  Male  Female

Indicate the hour/days/duration for which child care is needed: \_\_\_\_\_

Child has a special need:  No  Yes **If yes, state special need and attach verification:** \_\_\_\_\_

Child is a US citizen or a qualified alien?  No  Yes **If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)**

AGENCY USE: Status (Check One):  Denied  Approved  Waiting List  Pending

DYFS USE: (Enter the NJ Spirit Case No.) \_\_\_\_\_ Program: \_\_\_\_\_ Code: \_\_\_\_\_ Component: \_\_\_\_\_

Assessed Co-Payment (Enter and Circle One): \$ \_\_\_\_\_ Wk. \_\_\_\_\_ Mo. \_\_\_\_\_ Enrollment Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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### FULL NAME OF CHILD NO. 6

SOCIAL SECURITY NO.

DATE OF BIRTH

/ /

(Last) (First) (M.I.) (9 Digit Number) (Mo./Dy./Yr.)

*The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.*

RACE:  American Indian or Alaskan  Asian  Black or African American  Native Hawaiian/Pacific Islander  White

ETHNICITY: Hispanic/Latino:  Yes  No SEX:  Male  Female

Indicate the hour/days/duration for which child care is needed: \_\_\_\_\_

Child has a special need:  No  Yes **If yes, state special need and attach verification:** \_\_\_\_\_

Child is a US citizen or a qualified alien?  No  Yes **If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)**

AGENCY USE: Status (Check One):  Denied  Approved  Waiting List  Pending

DYFS USE: (Enter the NJ Spirit Case No.) \_\_\_\_\_ Program: \_\_\_\_\_ Code: \_\_\_\_\_ Component: \_\_\_\_\_

Assessed Co-Payment (Enter and Circle One): \$ \_\_\_\_\_ Wk. \_\_\_\_\_ Mo. \_\_\_\_\_ Enrollment Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

7

### FULL NAME OF CHILD NO. 7

SOCIAL SECURITY NO.

DATE OF BIRTH

/ /

(Last) (First) (M.I.) (9 Digit Number) (Mo./Dy./Yr.)

*The following information is needed for statistical purposes. Check one or more of the appropriate boxes to indicate applicant response.*

RACE:  American Indian or Alaskan  Asian  Black or African American  Native Hawaiian/Pacific Islander  White

ETHNICITY: Hispanic/Latino:  Yes  No SEX:  Male  Female

Indicate the hour/days/duration for which child care is needed: \_\_\_\_\_

Child has a special need:  No  Yes **If yes, state special need and attach verification:** \_\_\_\_\_

Child is a US citizen or a qualified alien?  No  Yes **If yes, attach verification (copy of Social Security Card and Birth Certificate or, if applicable, Resident Alien Card)**

AGENCY USE: Status (Check One):  Denied  Approved  Waiting List  Pending

DYFS USE: (Enter the NJ Spirit Case No.) \_\_\_\_\_ Program: \_\_\_\_\_ Code: \_\_\_\_\_ Component: \_\_\_\_\_

Assessed Co-Payment (Enter and Circle One): \$ \_\_\_\_\_ Wk. \_\_\_\_\_ Mo. \_\_\_\_\_ Enrollment Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Child Care and Early Education Service Eligibility Application 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 prosecution. I (we) also understand that:

1. Acceptance of child care financial assistance is not for my (our) personal use or expenses and that federal, state and local public funds are and will be used as payment for costs that are directly associated with services rendered by a child care provider.
2. It is unlawful to obtain financial assistance for child care services by providing any false or misleading information, including but not limited to information about my eligibility and/or information that relates to child attendance for provider records, sign-in sheets or voucher payment forms. Examples of unlawful behavior include, but are not limited to:
  - Failing to accurately report all sources of my (our) income. Examples include, but are not limited to not reporting multiple sources of income, or an increase or decrease in wage/salary, child support payments, or alimony, or any other income.
  - Failing to accurately report the amount of my income. Examples include, but are not limited to reporting the accurate amount(s) of income from self-employment; rent from property ownership or changing or altering pay stub information.
  - Failing to accurately report the number of household members. Examples include, but are not limited to failing to report that my spouse or another parent/guardian is living in the household.
  - Pre-signing and dating voucher certification forms, sign-in sheets or other provider records used to track and verify child attendance.
  - Failing to accurately verify child attendance on voucher payment records/forms within the reporting timeframes.
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 requested information, including the Social Security Numbers of Parent(s)/Applicant(s), is voluntary. Agency 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, social security and qualified alien resident cards, if applicable, are required for all children for whom subsidy services are being requested.
5. Failure to provide or deliberate misrepresentation of required information will result in the denial of my (our) application, termination of child care benefits to the family and referral to federal, state or local agencies for criminal or civil court action, garnishment of wages or tax intercept, as well as private claims collection agencies for claims action involving repayment and recovery of funds.
6. Providing false or misleading information in connection with my (our) application for child care financial assistance, and/or failing to report within ten days any change in my (our) family size or family income or any other circumstances that might change my (our) eligibility, such as work/school/training status, may result in the termination of my (our) child care subsidy and make me (us) ineligible to apply for and/or receive subsidized child care for a period of six months for the first violation; for a period of 12 months for a second violation; and permanent disqualification for the third violation.
7. If I receive financial assistance as a result of false or misleading information, I (we) may be responsible to repay the costs of child care and may be subject to a civil fine and possible criminal prosecution.
8. I (we) understand that in order to verify my (our) income and service need, an agency 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 agency to which I am applying.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Unsigned applications cannot be processed. A copy of this document will be provided to you for your records.**

### **DYFS USE ONLY**

DYFS Case Manager Name and Number: \_\_\_\_\_ Date: \_\_\_\_\_

Note: \_\_\_\_\_

SAR has been completed; voucher payments for DYFS/CPS child care services are approved for the period \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ thru \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DYFS Voucher Payment Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **CCR&R or CENTER-BASED CONTRACTED (CBC) PROVIDER USE ONLY:**

Check One:  Initial Application  Re-determination Certification Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Family Size: \_\_\_\_\_ Annual Family Income: \$ \_\_\_\_\_

Family's Total Assessed Co-Payment, if applicable (Enter Amt. and Check One): \$ \_\_\_\_\_  WEEK  MONTH

Check One:  DENIED  APPROVED  PENDING

Staff Member Certification: \_\_\_\_\_ Date: \_\_\_\_\_

Note: \_\_\_\_\_

Name of CCR&R or CBC Provider: \_\_\_\_\_



STATE OF NEW JERSEY  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF FAMILY DEVELOPMENT

# NJ CHILD CARE SUBSIDY PROGRAM

## Application Addendum

All families receiving a subsidy through the NJ Child Care Subsidy Program must provide the following information:

Are your family assets worth more than \$1,000,000?  No  Yes

Note: Assets *may include but are not limited to, personal bank accounts, business accounts, real estate, and personal property.*

If the primary language spoken in your home is not English, please specify that language: \_\_\_\_\_

### Is the Applicant:

On Full-Time Active Military Duty  No  Yes

In the National Guard/Military Reserve  No  Yes

Self-Employed  No  Yes

Is there a Co-Applicant?  No  Yes

#### If yes, are they:

On Full-Time Active Military Duty  No  Yes

In the National Guard/Military Reserve  No  Yes

Self-Employed  No  Yes

Are you homeless based on one or more of the following?  No  Yes

- Living in an emergency or transitional shelter.
- Staying in a motel, hotel, trailer park, or campground or sharing housing with other persons due to loss of housing, economic hardship, or similar reason.
- Living in a car, bus/train station, park, abandoned building.
- Living or sleeping in any public or private place that is not normally used as a residence or as a regular sleeping accommodation.
- Living in substandard housing (i.e. no electricity, running water, etc.).

I hereby certify that all of the information provided is true and correct to the best of my knowledge. I also acknowledge that submitting false or misleading information, intentionally omitting information or intentionally causing others to omit or fail to report information is cause for denial or termination from the child care program and I may be subject to all legal and equitable remedies.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Name

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

### DISCRIMINATION

This program prohibits discrimination in determining eligibility for child care assistance.

If you believe you have been discriminated against by the New Jersey Child Care Subsidy Program because of race, color, disability, religion, national origin or another reason, you can contact:  
Office of the Director, Division of Family Development, N.J. Department of Human Services, P.O. Box 716, Trenton, New Jersey 08625



At Child Care Resources we are committed to helping children and families thrive by providing child care financial assistance for eligible families, informing parents of available child care options and connecting them to community resources to support the healthy development of the entire family. Please take a moment and complete this short questionnaire so that we may better help you and offer more personalized service (any information you share will be kept strictly confidential). Thank you.

**Name:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

***Basic Needs:***

1. Is your child currently wearing diapers?       Yes       No

*IF YES:*

- Are you currently receiving diaper donations from any other agencies?       Yes       No
- What size diaper is your child wearing? \_\_\_\_\_
- Would you like us to refer your information to a local diaper bank to see if you are eligible to receive diaper donations?       Yes       No

2. Are you having trouble with Housing Expenses?       Yes       No

*IF YES:*

- Electric Bill?       Yes       No
- Heating Bill?       Yes       No
- Housing/Rent?       Yes       No
- Other?       Yes       No      If yes, explain: \_\_\_\_\_

3. Do you feel you are able to meet basic nutritional needs for your child and/or family?       Yes       No

*IF NO:*

- Are you familiar with the WIC (Women, Infants, and Children) Program?       Yes       No
- Do you need referrals to local food banks or pantries?       Yes       No
- Are you familiar with SNAP/MCDSS?       Yes       No

***Health Insurance and Other Related Services:***

1. Are you a recipient of NJ Family Care or other state subsidized health care plans?       Yes       No

- If no, would you like more information on NJ Family Care?       Yes       No

2. Is your child meeting or on target for meeting basic developmental milestones? Crawling, walking and talking when they should be?       Yes       No       Unsure

3. Would you like to be referred for a Free Developmental Screening (ASQ) to assess your child's possible strengths and challenges?       Yes       No

4. Do you/your child have a disability or special need that you need referrals for support?       Yes       No

5. Do you need referrals for mental health services?  Yes  No

6. Would you like referrals for post-partum support?  Yes  No

***Other:***

1. Are you dealing with issues (housing, monetary, stress or coping) related to COVID-19?  Yes  No

2. Would you like Remote Learning Resources for your children?  Yes  No

3. Do you need Working from Home Resources for yourself?  Yes  No

4. Do you need grief resources to cope with the loss of a loved one?  Yes  No

5. Would you like referrals for:

Clothing?  Yes  No

Coats?  Yes  No

Toy drives?  Yes  No

Legal Aid?  Yes  No

*If you need additional community referrals, please indicate below what types of referrals you require.*

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**For Official Use Only:**

Community Referrals Provided (write down number):

_____	Diaper Bank	_____	COVID-19	_____	Legal Aid Services
_____	Utility Assistance	_____	Health Insurance	_____	Early Intervention
_____	Housing/Rental Assistance	_____	Mental/Emotional Health	_____	Developmental Screening
_____	WIC	_____	Post-Partum Support	_____	Homelessness Prevention
_____	Food Bank/Pantries	_____	DCP&P Abuse/Neglect	_____	MCDSS General
_____	Clothing	_____	Disability/Special Needs	_____	SPAN
_____	Coats	_____	Advocacy	_____	SNAP - MCDSS
_____	Toys	_____	Remote Learning (kids)	_____	Remote Working
_____	School Supplies	_____	FSC		
_____	Other (please describe):	_____			
_____		_____		_____	
_____		_____		_____	
_____		_____		_____	

WLS #:

Total number of referrals given:

Program: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Date: \_\_\_\_\_



# 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](http://www.ChildCareNJ.gov/CCRR) for a list by county or call 1-800-322-9227.

## 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
- School Photo ID
- 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:

- Current Rental/Lease Agreement or Mortgage Bill
- Court Decree (*if applicable*)
- School Records Showing Residence
- Custody Agreement or other court documents for guardianship (*if applicable*)
- Home Utility Bills
- Medical Documentation
- Vehicle Registration/Title or NJ Driver's License
- Most Recent Filed Tax Forms Showing Dependency

*(For dependents 18+, must provide filed IRS 1040 Form)*

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:	OTHER INCOME OR BENEFITS TO FAMILY UNIT:
<ul style="list-style-type: none"><li><input type="checkbox"/> Must provide one month of current pay stubs (e.g. 4 weekly, 2 biweekly, etc.); and/or</li><li><input type="checkbox"/> DFD Verification of Employment Form CC-188 (<i>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.</i>)</li></ul> <p><b>NEW EMPLOYMENT ONLY</b> (<i>If paystubs are not available</i>):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 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</li><li><input type="checkbox"/> DFD Verification of Employment Form CC-188 (<i>If approved for CCAP, applicant/co-applicant will be required to follow up with pay stubs if received.</i>)</li></ul> <p><b>SELF-EMPLOYED ONLY:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Submit Current IRS Tax Transcript of Form 1040 along with Schedule C, "Profit or Loss from Business"</li></ul> <p><b>UNABLE TO WORK or INCAPACITATED:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> DFD Statement of Incapacity Form CC-10</li></ul>	<p>Documentation must show the rate and frequency of the income received from the sources below:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Pension/Retirement Documentation</li><li><input type="checkbox"/> Social Security Award Letter</li><li><input type="checkbox"/> Unemployment/Worker's Compensation Documentation</li><li><input type="checkbox"/> Alimony/Spousal Support</li><li><input type="checkbox"/> Veterans/Military Benefits</li><li><input type="checkbox"/> Disability Benefits</li><li><input type="checkbox"/> Child Support (minimum 6 months of Payment/Disbursement History)</li><li><input type="checkbox"/> Any other income required for federal/state tax reporting purposes</li></ul> <p><i>(Note: If child support or alimony is not court ordered, write the amount you receive monthly in Section C of the application)</i></p>

### 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:** Detailed school schedule naming the school and the student, including days and hours attending, credits, start and end date
- TRAINING PROGRAM:** Letter on program letterhead (signed/dated) indicating name of program, start and end date and weekly schedule

### F. CHILD(REN) INFORMATION

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>)

# CHILD'S ANNUAL CARE PLANS

Please complete an annual care plan for each child you are requesting a child care subsidy for.



**Applicant Name:** \_\_\_\_\_

Please indicate **your** work/training hours for each day (ex. 9:00 am – 5:00 pm)

Sunday: \_\_\_\_\_

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Child's Date of Birth:** \_\_\_\_\_

Please indicate the hours of **child care** your child will need each day (ex. 8:30 am – 5:30 pm):

Sunday: \_\_\_\_\_

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Identify the dates that child care will be needed:

From: \_\_\_\_\_ (month/day/year)

To: \_\_\_\_\_ (month/day/year)

## Eligible Types of Child Care Providers

Please select the type of child care provider you are considering. If you have already selected a child care program, please complete the program's information in the space provided below.

<input type="checkbox"/> Licensed Child Care Center	<input type="checkbox"/> Head Start	<input type="checkbox"/> Before and After School – Age Care
<input type="checkbox"/> Registered Family Child Care	<input type="checkbox"/> Approved Home Provider	
<input type="checkbox"/> Summer Day Camp	<input type="checkbox"/> Department of Education Preschool	

Child Care Provider:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# CHILD'S SUMMER CARE PLAN

\*\*\*COMPLETE THIS SECTION ONLY IF YOUR  
CHILD'S CARE WILL CHANGE FOR THE SUMMER\*\*\*



Please indicate the hours of **child care** your child will need each day (ex. 8:30 am – 5:30 pm):

Sunday: \_\_\_\_\_

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Identify the dates that child care will be needed:

From: \_\_\_\_\_ (month/day/year)

To: \_\_\_\_\_ (month/day/year)

## Eligible Types of Child Care Providers

Please select the type of child care provider you are considering. If you have already selected a child care program, please complete the program's information in the space provided below.

<input type="checkbox"/> Licensed Child Care Center	<input type="checkbox"/> Head Start	<input type="checkbox"/> Before and After School – Age Care
<input type="checkbox"/> Registered Family Child Care	<input type="checkbox"/> Approved Home Provider	
<input type="checkbox"/> Summer Day Camp	<input type="checkbox"/> Department of Education Preschool	

Child Care Provider Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**\*\*PLEASE NOTE:** If your child requires care on ½ days and vacations days during the school year, you will be responsible to pay for the additional cost of care. Remember to check the total cost of care for each of your children. If your provider's cost of care is more than the maximum allowable subsidy amount, you will be expected to pay the balance. This balance is called an excess fee and must be paid in addition to your copay. This Program is not responsible for any additional fees charged by the child care provider, including but not limited to transportation and activity fees.

\*\*\*For Official Use Only\*\*\*

Care Plans were Completed:  In person with applicant(s)

Date: \_\_\_\_\_

By phone with applicant(s)

Date: \_\_\_\_\_

SCM: \_\_\_\_\_ Family ID#: \_\_\_\_\_

WLS #: \_\_\_\_\_

# CHILD'S ANNUAL CARE PLANS

Please complete an annual care plan for each child you are requesting a child care subsidy for.



**Applicant Name:** \_\_\_\_\_

Please indicate **your** work/training hours for each day (ex. 9:00 am – 5:00 pm)

Sunday: \_\_\_\_\_

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Child's Date of Birth:** \_\_\_\_\_

Please indicate the hours of **child care** your child will need each day (ex. 8:30 am – 5:30 pm):

Sunday: \_\_\_\_\_

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Identify the dates that child care will be needed:

From: \_\_\_\_\_ (month/day/year)

To: \_\_\_\_\_ (month/day/year)

## Eligible Types of Child Care Providers

Please select the type of child care provider you are considering. If you have already selected a child care program, please complete the program's information in the space provided below.

<input type="checkbox"/> Licensed Child Care Center	<input type="checkbox"/> Head Start	<input type="checkbox"/> Before and After School – Age Care
<input type="checkbox"/> Registered Family Child Care	<input type="checkbox"/> Approved Home Provider	
<input type="checkbox"/> Summer Day Camp	<input type="checkbox"/> Department of Education Preschool	

Child Care Provider:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# CHILD'S SUMMER CARE PLAN

\*\*\*COMPLETE THIS SECTION ONLY IF YOUR  
CHILD'S CARE WILL CHANGE FOR THE SUMMER\*\*\*



Please indicate the hours of **child care** your child will need each day (ex. 8:30 am – 5:30 pm):

Sunday: \_\_\_\_\_

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Identify the dates that child care will be needed:

From: \_\_\_\_\_ (month/day/year)

To: \_\_\_\_\_ (month/day/year)

## Eligible Types of Child Care Providers

Please select the type of child care provider you are considering. If you have already selected a child care program, please complete the program's information in the space provided below.

<input type="checkbox"/> Licensed Child Care Center	<input type="checkbox"/> Head Start	<input type="checkbox"/> Before and After School – Age Care
<input type="checkbox"/> Registered Family Child Care	<input type="checkbox"/> Approved Home Provider	
<input type="checkbox"/> Summer Day Camp	<input type="checkbox"/> Department of Education Preschool	

Child Care Provider Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**\*\*PLEASE NOTE:** If your child requires care on ½ days and vacations days during the school year, you will be responsible to pay for the additional cost of care. Remember to check the total cost of care for each of your children. If your provider's cost of care is more than the maximum allowable subsidy amount, you will be expected to pay the balance. This balance is called an excess fee and must be paid in addition to your copay. This Program is not responsible for any additional fees charged by the child care provider, including but not limited to transportation and activity fees.

\*\*\*For Official Use Only\*\*\*

Care Plans were Completed:  In person with applicant(s)

Date: \_\_\_\_\_

By phone with applicant(s)

Date: \_\_\_\_\_

SCM: \_\_\_\_\_ Family ID#: \_\_\_\_\_

WLS #: \_\_\_\_\_

\*\*\*ACTION REQUIRED REGARDING YOUR CHILD CARE SUBSIDY\*\*\*

Dear Client,

Enclosed is the **Disqualification of Services for Parents** Policy issued by the State of NJ, Division of Family Development. This policy is effective immediately. Please read it carefully, sign below and return for your file. **This is due immediately.**

This policy details the steps that will be taken to suspend child care services for clients for the following reasons: failure to use ECC properly, failure to report all sources of income, failure to accurately report income, failure to report within 10 days any changes of house hold circumstances that change eligibility, etc. Violations for such penalties range from loss of child care services from one month to termination for one year.

It is important for our clients to know this policy as we will be enforcing it. Again, please read it carefully. If you have questions, please contact us.

Sincerely,

Kim Telesca, ext. 111  
Subsidy Programs Manager  
[ktelesca@ccrnj.org](mailto:ktelesca@ccrnj.org)

**Sign Below and Return in the enclosed envelope. Due Upon Receipt.**

---

\*\*Please Print Clearly. \*\*

I am in receipt of the Child Care Policy Regarding Disqualification of Services of Parents.

Print Client Name: \_\_\_\_\_ Family ID/Case #: \_\_\_\_\_

Signature of Client : \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_



## State of New Jersey

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

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

JENNIFER VELEZ  
*Commissioner*

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

July 7, 2014

**TO: CHILD CARE RESOURCE AND REFERRAL (CCR&R) DIRECTORS  
COUNTY WELFARE AGENCY DIRECTORS**

**SUBJECT: CHILD CARE POLICY REGARDING DISQUALIFICATION OF SERVICES  
FOR PARENTS**

**DFD Instruction No. 14-07-01**

**Rescission of: DFDI 12-10-04 and 14-06-03**

**Regulatory References: N.J.A.C. 10:15-6.14; N.J.A.C. 10:15-6.15; N.J.A.C. 10:15-9;  
N.J.A.C. 10:15-10.4**

**This instruction will impact all DFD Child Care Programs.**

### **PURPOSE**

To provide guidance and clarification to the CCR&Rs regarding the disqualification of child care services for parents.

### **BACKGROUND**

Parents/applicants are required, at all times, to comply with New Jersey's subsidized child care program regulations and policies.

Any type of program violation will subject a parent/applicant to penalties that may include disqualification, termination, denial at time of application or reapplication, criminal investigation and/or recoupment of payment, if the parent/applicant is found by the CCR&R or DHS/DFD to be in violation of New Jersey's subsidized child care program regulations and policies.

## **DISQUALIFICATION PROCESS**

A case of program violation can be brought to the Department of Human Services, Division of Family Development's (DFD) and/or CCR&R's attention through a variety of means, such as a phone call, letter, e-mail, newspaper article, television news broadcast, personal knowledge, or state databases used during the normal applicant eligibility determination and redetermination process. The CCR&R will then conduct an investigation to determine whether or not the program violation is substantiated. The CCR&R shall seek DFD guidance on cases in which clarification is required.

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

A parent or applicant may appeal the decision to suspend or terminate the child care subsidy.

The steps to take to suspend or disqualify a parent/applicant child care subsidy for various violations are outlined below.

### **General Program Violations**

Program violations that may result in suspension or disqualification include but are not limited to the following:

- (1) Failure to report within ten (10) calendar days any change in family size/composition, family income or any other **circumstances that change eligibility**, such as work/school/training status or income that exceeds program specific Federal Poverty Level (FPL) requirements, etc.
- (2) Failure to accurately report all sources of income. Examples include, but are not limited to, not reporting multiple sources of income (multiple employers), or an increase or decrease in wage/salary, child support payments, or alimony, unemployment, workman's compensation, pension, supplemental security income (SSI), social security disability income (SSDI), survivor benefits or any other income.
- (3) Failure to accurately report the amount of income. Examples include, but are not limited to, not reporting the accurate amount(s) of income from self-employment, rent from property ownership, or changing or altering pay stub information.
- (4) Failure to accurately report the number of household members who are required to be counted to determine family or household composition. Examples include, but are not limited to, failing to report that a spouse or another parent/guardian is living in the household.

## **ECC – Program Violation**

Failure to comply with the E-Child Care Parent/Provider Responsibilities and Agreement may result in a warning notice, suspension or disqualification.

## **PENALTIES/PROCEDURES**

### **Warning Notice**

Upon evidence of an E-Child Care program violation, the CCR&R has seven (7) calendar days to send a warning letter (see attached) to the parents and offer training. CCR&Rs are required to provide written notification of parental warning to providers. For WFNJ cases, copies of all notices must also be sent to the County Welfare Agency (CWA). The parent/applicant will have up to two weeks (14 days) from the date of the warning letter to attend training and remedy the action by demonstrating consistent use of ECC. To document compliance or noncompliance, the CCR&Rs must print out the transaction report for that two-week period once the 14-day back swipe period has closed.

### **General Program and ECC Violations Penalties**

#### **Warning Notice**

Upon evidence and/or notification of a program violation, the CCR&R has seven (7) calendar days to send a warning letter (see attached) to the parents/guardians. CCR&Rs are responsible for taking the necessary action to determine if the parent/guardian remains eligible and if repayment of funds is required.

#### **First Violation (except fraud) – One (1) month disqualification**

Upon completion of the one month disqualification, if the case is eligible, redetermination rules will apply. The eligibility threshold is 250% of the Federal Poverty Level (FPL) or below (350%-500% FPL for Kinship). WFNJ cases will require written notice to the CWA and verification that the CWA was informed of the disqualification.

#### **Second Violation (except fraud) –Three (3) months disqualification**

Upon completion of the three month disqualification, if the case is eligible, redetermination rules will apply. The redetermination eligibility threshold is 250% FPL or below (350%-500% FPL for Kinship). WFNJ cases will require written notice to the CWA and verification that the CWA was informed of the disqualification.

#### **Third Violation and/or Fraud – Termination for up to twelve (12) months and/or permanent disqualification**

If the violation has not resulted in permanent disqualification, parent could be subject to up to a twelve (12) month termination, after which the parent/applicant must reapply with the eligibility threshold being at 200% FPL or below.

Fraud or program violations that may be subject to up to a twelve (12) month termination include the following:

- (1) Failure to provide, or provision of, false or misleading or deliberate misrepresentation of, required information in connection with a new application or current child care subsidy case. (This may also result in the denial of any subsidy, and referral to federal, state or local agencies for criminal or civil court action, garnishment of wages or tax intercept, as well as private claims collection agencies for claims action involving repayment and recovery of funds.)
- (2) Reporting child(ren) present in attendance when child(ren) were not in attendance.
- (3) Repeated misuse of the ECC card resulting in multiple violations.
- (4) Repeated general program violation resulting in multiple violations.

WFNJ cases will require written notice to the CWA and verification that the CWA was informed of the termination for up to twelve (12) months.

#### **Appeal Procedures:**

It is the right of every parent who receives a disqualification notice from the CCR&R to request a review of his/her case by the CCR&R and/or DFD. The CCR&R must inform the parent of his/her right to request a review. A timely request must be made within ten (10) days of the date of the disqualification notice. See attached information on appeal rights.

#### **FISCAL**

The CCR&R must establish a Child Care Services Repayment Agreement with the parent, if it is discovered that an overpayment occurred as a result of a program violation or fraud. The CCR&R must maintain a copy of the Child Care Services Repayment Agreement in the family case record.

The CCR&R will collect and deposit in a bank all collections for overpayments received from the parent during the month. At the end of the month the CCR&R will write one check for the collections received during the prior month from the clients. The check should be made payable to "Treasurer State of New Jersey" and mailed to the Division of Family Development, Attention: Robert Hughes, Financial Reporting Unit. The CCR&R will also send a detailed report along with the check identifying the client, the amount, and the specific contract component (funding stream) for which the reimbursement applies. See attached report template.

#### **TRAINING**

DFD will continuously meet with the CCR&Rs and their policy staff to ensure that this policy is clear and understood.

#### **OUTREACH AND NOTIFICATION**

CCR&Rs are required to inform families in writing of this policy. CCR&Rs are required to ensure families have received written notification. Written verification must be placed

in the case file prior to taking any adverse actions. WFNJ cases require written notification and verification that the CWA was informed prior to any adverse action.

## **REPORTING**

The CCR&R shall monitor and track all parents/applicants who have had their child care subsidies either suspended or terminated as result of program violation, and submit quarterly reports to the Child Care Specialist and report designee.

Sincerely,

***SIGNED***

Jeanette Page-Hawkins  
Director

### Attachments:

Child Care Services Repayment Agreement ECC-155(Rev06/14)  
Warning Letter for Failure to Use or Misuse of ECC-161(New06/14)  
Parent Disqualification Notice CC-171(Rev06/14)  
Parent Repayment Fiscal Tracker CC-181(New06/14)  
Warning Letter for Failure to Comply with Child Care Subsidy  
Program Policy ECC-184(New07/14)

JPH:MM

Cc: 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

## **Notification of Change Form**

In November 2014, Congress reauthorized the Child Care Development Block Grant (CCDBG) Act. Changes in family circumstances have historically impacted eligibility, such as medical leave or termination of employment, training or school. The law now prevents certain changes in family circumstances from impacting eligibility.

The Notification of Change Form attached to this document is for you to keep in the event you have a change in family circumstances that may affect your eligibility. Changes that need to be reported include but are not limited to the following:

- Termination of Employment/School/ Training
- Medical Leave/Family Leave/Maternity Leave
- Seasonal Work/School Break
- Reduced Hours: Work/School/Training
- Wage reduction/increase
- Change in Family Size

Please note if you have a change that may affect your eligibility you must report the change within 10 business days. This form will make it easier to report the change as it outlines all of the changes that may occur within a 12 month eligibility period. It will allow our staff to determine if your change is covered under this new law so we can make all applicable changes to your agreement. If you do not report the changes you may be subject to a repayment agreement and/or termination of services.

If you have any questions about this policy or any of our other policies please contact our Subsidy Programs Manager, Kim Telesca at ext. 111 or your Subsidy Case Manager.

**THIS FORM DOES NOT HAVE TO BE RETURNED WITH THIS PACKET,**  
**PLEASE KEEP THIS DOCUMENT FOR FUTURE USE!!**

**ATTENTION:** If you need your copay reduced because of a change in your family circumstances, please submit this form within **10 DAYS** of the change.

Today's Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

CC-198 (Rev. 4/17)

## New Jersey Child Care Subsidy Program NOTIFICATION OF CHANGE FORM (C)

**Instructions** – Notify your Child Care Resource and Referral Agency (CCR&R) of any changes by completing and submitting this form to the address listed below.

Name of Applicant: _____		Address: _____		Please mail this form to: Child Care Resources 3301C Rt. 66 PO BOX 1234 Neptune, NJ 07754																																	
Name of Co-Applicant: _____																																					
Family Identifier: _____																																					
The Below Change Occurred on: _____ / _____ / _____ Month Day Year		<input type="checkbox"/> I Need a Copay Reassessment																																			
<b>STATUS CHANGE</b>																																					
<input type="checkbox"/> Termination of Employment/School/Training: _____ <small>(Name of Employer, School/Training Site)</small>																																					
<input type="checkbox"/> Medical Leave/Family Leave/Maternity Leave																																					
<input type="checkbox"/> Seasonal Work/ School Break																																					
<input type="checkbox"/> Reduced Hours/School/Training      New Weekly Hours: _____      New School Credits (Total): _____																																					
<input type="checkbox"/> Wage Reduction or Increase      New Wage Amount: _____ <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____																																					
<b>Policy Reminder – Families with income that exceeds 85% of State Median Income during the eligibility period will not be eligible for child care assistance.</b>																																					
The information in the chart below is based on the FY 2024 Annual Update of the Department of Health & Human Services Poverty Guidelines and FY 2024 Department of Justice Census Bureau data on Median Family Income by Family Size.																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>If Your Family Size is</td> <td>⇒</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>Your Income Cannot Exceed</td> <td>⇒</td> <td>71,313</td> <td>84,198</td> <td>104,159</td> <td>132,184</td> <td>140,599</td> <td>149,014</td> <td>157,429</td> <td>165,844</td> <td>174,259</td> <td>182,674</td> <td>191,089</td> <td>199,504</td> </tr> </table>										If Your Family Size is	⇒	1	2	3	4	5	6	7	8	9	10	11	12	Your Income Cannot Exceed	⇒	71,313	84,198	104,159	132,184	140,599	149,014	157,429	165,844	174,259	182,674	191,089	199,504
If Your Family Size is	⇒	1	2	3	4	5	6	7	8	9	10	11	12																								
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Note: If Your Family Size is more than 12, Each Additional= \$8,415																																					
<b>HOUSEHOLD SIZE CHANGE</b>																																					
<input type="checkbox"/> New Birth or Adoption <input type="checkbox"/> Eligible Dependent (Adult Over age 18) <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce/Separation <input type="checkbox"/> Death <input type="checkbox"/> Other: _____																																					
<b>Household Size Change</b>																																					
						DOB	Sex	SSN	Add	Remove																											
Child									<input type="checkbox"/>	<input type="checkbox"/>																											
Child									<input type="checkbox"/>	<input type="checkbox"/>																											
Co-Applicant									<input type="checkbox"/>	<input type="checkbox"/>																											
Dependent									<input type="checkbox"/>	<input type="checkbox"/>																											
<b>This is to certify that I experienced the above change and wish to update my family status as indicated on this form.</b>																																					
<ul style="list-style-type: none"> <li>I understand that if I wish to have my co-pay reassessed due to a change in circumstance, I must submit my request within 10 days of the change.</li> <li>I understand that if I experience a change in my employment/school/training status that exceeds three months, I must immediately notify the Child Care Resource and Referral Agency listed above.</li> <li>I understand that DFD or its designee reserves the right to verify status changes during the eligibility period and that I may be required to provide documentation according to child care policy.</li> <li>I understand that I could face adverse action, which may include termination of child care services and payment recoupment if I misrepresent any information provided on this form.</li> </ul>																																					
Applicant Signature					Date																																
Co-Applicant Signature					Date																																
<b>AGENCY USE ONLY:</b>																																					
CCR&R Authorizing Signature					Date																																