



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
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Table with header 'DIVISION OF FAMILY DEVELOPMENT' and 'PROGRAM INSTRUCTION'. Rows include: SUBJECT: \$1,000 Family Child Care Provider Referral Grant; ISSUE DATE: June 14, 2024 | DFDI No.: 24-06-04; IMPACTED PROGRAMS: Child Care Provider Grants; HISTORY:

I. PURPOSE

The purpose of this Instruction is to announce the establishment of a one-time \$1,000 referral grant opportunity for existing Family Child Care (FCC) providers who refer an individual to become a new FCC provider, and to provide Child Care Resource and Referral Agencies (CCR&Rs) with the flyer and review form related to this grant.

II. AUTHORITY

N.J.S.A. 30:5B-31 et seq.

III. OVERVIEW

The New Jersey Department of Human Services, Division of Family Development (DHS/DFD), has established a \$1,000 FCC Provider Referral Grant (FCC Referral Grant) that will be available to active, registered FCC providers for referring an individual who becomes a new registered FCC provider. The FCC Referral Grant is available immediately and applications will be accepted through September 30, 2024.

IV. DEFINITIONS

- Provider In Good Standing – A currently active, registered FCC provider who is in compliance with all health and safety requirements, and who does not have any outstanding violations or pending investigations or enforcement actions concerning fraud, funding misrepresentation, or misuse of funds.
Referring Provider – An FCC provider who is in good standing and refers a prospective new FCC provider.

## V. POLICY

**A. FCC Referral Grant Period.** Effective immediately, a referring provider may apply for, and be eligible to receive, an FCC Referral Grant for each referral of an individual who meets all the below requirements and becomes a new FCC provider. The deadline for applications is September 30, 2024, after which time this FCC Referral Grant opportunity will expire. After that date, funding will only be provided for any outstanding applications submitted by the deadline and no new applications will be accepted.

**B. New Provider Requirements.** For an FCC Referral Grant to be awarded to a referring provider, the referred individual must:

- Not have been actively registered as an FCC provider, or have been a Family, Friend and Neighbor or Approved Home Provider, for at least six months prior to the referral;
- Complete the mandatory pre-service health and safety trainings and orientation;
- Clear the Criminal History Record Information (CHRI) and Child Abuse Record Information (CARI) background checks;
- Complete all other FCC registration requirements and receive a certificate of registration to be an FCC provider; and
- Commit to serving a minimum of two (2) children under the age of three (3) years old.

**C. Award of FCC Referral Grant.** The CCR&R shall award a referring provider the FCC Referral Grant only after confirming that the referring provider is in good standing and that the referred individual has satisfied all the above requirements.

## VI. PROCEDURES

**A. Flyers.** CCR&Rs shall immediately post on their agency websites the CC-239: \$1,000 Family Child Care Referral Grant Flyer and the CC-239s Spanish version, and shall share the flyers with FCC providers.

**B. Applications.** A referring provider must complete and submit the electronic FCC Provider Referral Grant Application online at [www.ChildCareNJ.gov/FCCReferral](http://www.ChildCareNJ.gov/FCCReferral).

Submission of an application will automatically generate an email to DHS/DFD with the application information. DHS/DFD will forward these emails to the appropriate CCR&R's FCC Coordinator.

**C. CCR&R Responsibilities.**

1. After receiving an application from DFD, the CCR&R FCC Coordinator contacts the individual being referred by phone and/or email to confirm their interest in registering to become an FCC provider.

2. If the individual being referred confirms their interest, the CCR&R FCC Coordinator contacts the referring provider to inform that the person they referred has initiated the FCC registration process.
3. The CCR&R FCC Coordinator reviews whether the referring provider is in good standing and whether the referred individual meets the requirements outlined in B. of the Policy section. Within 10 business days of the referred individual completing the FCC registration process, the CCR&R completes and transmits the CC-240: Family Child Care Provider Referral Grant Application Review Form as follows:
  - a. If the referring provider is in good standing and the referred individual satisfies all the requirements outlined in this Instruction, the CCR&R FCC Coordinator must approve the application and email the completed CC-240 to the DHS/DFD vendor at [FCCAward@pcgus.com](mailto:FCCAward@pcgus.com) and to DHS/DFD at [DFD-ChildCareGrants@dhs.nj.gov](mailto:DFD-ChildCareGrants@dhs.nj.gov) to initiate payment of an FCC Referral Grant.
  - b. If the referring provider is not in good standing or the referred individual does not satisfy all the requirements outlined in this Instruction, the CCR&R FCC Coordinator must deny the application, enter the reason(s) for the denial on the CC-240, and email the completed CC-240 to DHS/DFD at [DFD-ChildCareGrants@dhs.nj.gov](mailto:DFD-ChildCareGrants@dhs.nj.gov).
4. At the same time as the CC-240 is transmitted to the DHS/DFD vendor, the CCR&R FCC Coordinator shall send the referring provider a CC-241: Grant Determination Notice (or the CC-241s for the Spanish version) to provide them written notice of the approval or denial of their application for an FCC Referral Grant.

**D. DHS/DFD Review.** If a referring provider wishes to challenge the decision of the CCR&R to deny an FCC Referral Grant application, they may request a secondary review from the DHS/DFD Office of Child Care within 45 calendar days of the date on the Grant Determination Notice.

**E. CCR&R Technical Assistance.** CCR&Rs shall provide technical assistance to FCC providers on the policies and procedures within this Instruction. The CCR&Rs must also provide technical assistance, as needed, to assist referred individuals with the FCC provider registration process.

**F. CCR&R Training and Quality Control.** CCR&Rs shall ensure that staff are trained in the policies and procedures within this Instruction, and shall periodically conduct quality assurance reviews to verify staff are correctly implementing this Instruction.

**G. Consumer Education.** CCR&Rs shall provide general consumer education about this Instruction, and engage in ongoing communication and collaboration with FCC providers to ensure that they are informed of its policies.

## **VII. FISCAL**

N/A

## VIII. SYSTEMS

N/A

## IX. FORMS AND ATTACHMENTS

- \$1,000 Family Child Care Referral Grant Flyer (CC-239) (English)
- \$1,000 Family Child Care Referral Grant Flyer (CC-239s) (Spanish)
- Family Child Care Provider Referral Grant Application Review Form (CC-240)
- Grant Determination Notice (CC-241) (English)
- Grant Determination Notice (CC-241s) (Spanish)

Please bring this information to the attention of appropriate staff at your agency. If you need additional guidance, please contact your Child Care Supervisor assigned to your county.

Sincerely,

*Natasha Johnson*

Natasha Johnson

Assistant Commissioner