



Department of Human Services • Division of Family Development

New Jersey Child Care Assistance Program Parent Handbook Acknowledgement Form

I have received a copy of the Parent Handbook and I understand that:

- It is my responsibility to read the Parent Handbook.
- The Parent Handbook contains many, but not all, Child Care Assistance Program (CCAP) rules and policies.
- I must follow all Child Care Assistance Program rules and policies to remain eligible for child care assistance.
- I can download a copy of the handbook at any time from www.ChildCareNJ.gov.
- Child care assistance consists of federal and state funds and must be used as payment for costs directly associated with services rendered by an eligible child care provider.
- Child care assistance funds are not to be used for personal use or expenses.
- 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.
- My personal information will be entered in certain computer matching programs to confirm the accuracy of my statements and verify my (our) income, resources and need for child care assistance, as warranted.
- I must notify the Child Care Resource and Referral (CCR&R) agency in my county either in person or by mail, phone, email, or using the *CC-198 Notification of Change Form*, immediately or no later than **10 calendar days** from the occurrence, of any changes that may affect my eligibility for child care assistance.
- If I receive financial assistance for child care services as a result of false or misleading information, I may be subject to criminal and civil penalties, as well as the disqualification, termination, and/or repayment of child care assistance.

Applicant Signature

Date

Co-Applicant Signature

Date

If you have questions or need help, contact your Child Care Resource and Referral (CCR&R) agency: