



Camden & Monmouth County Family Child Care Alliance

Top Tips Tuesday Tips 4 You!!



Tuesday, March 1, 2022

Welcome to Tuesday Tips. Once a month, FCC providers in Camden and Monmouth will receive a Tuesday Tips newsletter to provide up to date information and other resources to help support you in your work.



To support your business

- Apply for NJ's Child Care Stabilization Grant Today!

Did U Know? The NJ Department of Human Services, Division of Family Development (DFD) is helping registered family child care providers meet the costs of providing child care during the current public health pandemic. The funds are from the American Rescue Plan passed by Congress and are intended to support **all** licensed and registered family child care providers.

Registered family child care providers can receive \$4,000 to help support their child care businesses. Grants will be sent in two installments (one payment each of \$2,000). **Have you applied yet?** This is a noncompetitive grant, which means it's open to all registered providers.

IMPORTANT TIP #1: Applications are only accepted online through [NJCCIS](#). If you have forgotten your

Tools You Can Use!



Online Family Child Care Toolkit Resources

Business Tools

- **MyKidzDay App**
[Questions](#)
(Reminder: The MyKidzDay app is free for FCC alliance members in Camden and Monmouth County).
- **Family Child Care Online Toolkit** - All the resources you need to support your business!
- **Family Child Care Business Support Web Page**
([Monmouth](#) and [Camden](#))

Templates

- [Monthly FCC Provider Time Tracker Template](#)
- [Monthly Expense](#)

NJCCIS account information or need to set up an account, no worries. Email: NJCallCenter@e-tcc.com or call: 1-800-332-6512 Or, you can contact your local family child care staff – Joanne in Camden County: Joanne.Prince@camdencounty.com or Dan in Monmouth County: dbartkewicz@ccrnj.org.

IMPORTANT TIP #2: When you apply online, applicants only have 60 minutes before the application times-out, which means all information is lost and you have to start all over again. The timer is for security purposes. To ensure that you have all the information you need and can complete the application quickly, have the following information on-hand as you apply:

- Program Information (e.g., *NJCCIS ID and program type – registered family child care*)
- Hours of Operation
- Enrollment Information (February 2020 and Current)
- Staffing Information (if applicable)
- Current Estimated Monthly Expenses (to operate your business – rent/mortgage, utilities, food, plus any other cost of operating your business)
- Personnel costs, including payroll and salaries or similar compensation for an employee (including any sole proprietor or independent contractor), employee benefits, premium pay, or costs for non-teaching employee recruitment and retention. (This only applies for registered FCC providers who have a paid assistant).
- Rent (including rent under a lease agreement) or payment on any mortgage obligation, utilities, facility maintenance or improvements, or insurance.
- Personal protective equipment (PPE), cleaning and sanitization supplies and services, or training and professional development related to health and safety practices.
- Purchases of or updates to equipment and supplies to respond to the COVID-19 public health emergency.
- Goods and services necessary to maintain or resume child care services.
- Mental health supports for employees.
- Banking Information (bank account/routing number) (This is so checks can be made electronically rather than sent through the mail).

It's ok to fill in a ballpark amount. Operating a business can have fluctuating costs per month, therefore, DFD is looking for ballpark answers to better understand the cost of operating your child care business. Having the answers in front of you (e.g., current monthly expenses) will mean that you can quickly fill in the answers to ensure that you are able to submit the application within the 60 minute time-frame.

IMPORTANT TIP #3. Applying is easier if you watch this short 4 minute video first. That way, you'll have an introduction as to what the process looks like and what you need to do.

- Getting Started [Video](#) ([en español](#))

- [Log](#)
- [Monthly Attendance, Fees and Meal Log](#)
- [Monthly Meals Log](#) (Sample IRS)
- [COVID Expense Tracker](#)

Tax Resources

- [Understanding the Time-Space Percentage Used to Claim Business Expenses on Your Tax Forms](#) (A one page explainer)
- [IRS Form 8829: Understanding Expense Deductions for the Business Use of Your Home](#) (A one page explainer)
- [IRS Schedule C: Understanding Business Deductions Using Schedule C for Sole Proprietors](#) (Profit or Loss Business IRS form, a one page explainer)

Reading Resources

- [Record-Keeping for Family Child Care](#) (An Overview)
- [Family Child Care Providers -- Basic Deductions to Lower Your Taxes](#) (An Overview)

Health Care Coverage

- [Child Care Aware of New Jersey's Health Care Coverage One Pager](#)
- [Get Covered New Jersey! Web site](#)
- [Get Free Help in Answering Any Questions about Health Plans and Costs](#)
- [Frequently Asked Questions \(FAQs\)](#)

- This video is about how to access the application portal and what to click on to start an application.

The video below goes screen by screen through the application so you will know what to expect. The video is about 8 minutes long.

- **Submitting an Application** [Video \(en español\)](#)

Helpful Tip: Always use the “next” screen button not the “back” button. The next screen button advances you to the next set of questions. Use of the “back” button will lead to your needing to start the application all over again.

How to Apply:

- **Log into your NJCCIS account.** (If you have forgotten your NJCCIS account information or need to set up an account, no worries. Email: NJCallCenter@e-tcc.com or call: 1-800-332-6512. Or, you can contact your local family child care staff – Joanne in Camden County: Joanne.Prince@camdencounty.com or Dan in Monmouth County: dbartkewicz@ccrnj.org.)
- Have your information ready!
- That's it!

Additional Help:

DFD NJ ARP Stabilization Grant Frequently Asked Questions (FAQs): [English](#) and [Spanish](#)- select Spanish translation at the top of the web page)

For NJCCIS account questions, including questions about passwords, contact:

Email: NJCallCenter@e-tcc.com

Phone: 1-800-332-6512

Or, you can contact your local family child care staff – Joanne in Camden County:

Joanne.Prince@camdencounty.com or Dan in Monmouth County: dbartkewicz@ccrnj.org.

For specific questions about the NJ ARP Stabilization Grant application, contact:

Email: njchildcaregranttechsupport@mtxb2b.com

Phone: 1-855-590-2478

For questions about policies, grant eligibility requirements or if you need technical assistance with estimating your monthly expenses, contact:

Email: DFD-ChildCareGrants@dhs.nj.gov

Phone: 1-609-588-2300

One-on-One Hands-On Support. To register for free, confidential business counseling/support to fill out the application – visit the [NJSBDC website](#). You do not need to participate in this counseling to be eligible for, or receive, grant funds. It's just to help you if you need additional support to complete the application.

- Tom Copeland: [Should You Apply for Your State's Stabilization Grant? Yes!](#)
- Tom Copeland: [Questions and Answers About the Child Care Stabilization Grant](#)
- Family Child Care Home Business Support Page ([Camden](#) and [Monmouth](#))
- Tuesday Tips emails, located at the bottom of the FCC Business Support page ([Camden](#) and [Monmouth](#))
- Summer Family Child Care Home Child Development Trainings ([Camden](#) and [Monmouth](#))
- Sesame Street in Communities ([English](#) and [Spanish](#))
- [USDA MyPlate Recipes](#)
- CDC Child Care Guidance ([English](#) and [Spanish](#))

Got a Question? Ask Us!!

While family child care providers participating in the family child care alliance will meet through zoom once per month, we know that questions could arise at any time during the month.

If you have a question or a suggested topic that we can answer in our "**Top Tips on Tuesdays**", please email Dan Bartkewicz at bartkewicz@ccrnj.org. We'll have someone on our team either respond or research the answer for you.

Ask away! We're here to help!

The FCC Alliance Team at Child Care Resources and Camden County Department of Children's Services.



Making It Better, Together.

Department of Children's Services