

DID YOU KNOW?

2016 1099 Forms

End of year 1099 forms are mailed by Xerox, the payment agent for the Division of Family Development (DFD).

Questions: call Xerox helpdesk @ 877-516-5776.

Check your e-mail for ECC notifications:

The *ECC Customer Satisfaction Survey* is out! Check your e-mail for details & respond by **3/31/17**.



If you are not on our e-mail list, please contact us at mail@childcareconnection-nj.org



Announcing.....

E-Child Care Web Portal Enhancements

Effective January 1, 2017, the Division of Family Development (DFD), Office of Child Care, implemented an automated EPPIC Attendance Calendar that offers New Jersey Child Care Providers more convenient and accessible Child Care subsidy attendance records.

New Jersey Child Care Providers now have the ability to view an entire month's attendance for all child care subsidy children with current agreements. A year's worth of data will be available.

For more information please see the information under *New Notice* on the E-Child Care Provider web portal @ www.echildcarenj.org.

Child Name	Case #	Eligibility Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
CCAP			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
CCAP			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Post Adoption			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
TCC			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
TCC			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
TCC			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
CCAP			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
CCAP			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
TCC			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
CCAP			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Post Adoption			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
TCC			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
CCAP			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
CCAP			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
TCC			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
CCAP			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
CCAP			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

SAMPLE REPORT

**MAXIMIZING CHILD CARE SUBSIDY PAYMENTS:
TRAINING PARENTS ON THE PROPER USE OF RECORDING ATTENDANCE**

It is the responsibility of Mercer child care providers and parents in concert with the Mercer County CCR&R, Child Care Connection (CCC), to ensure proper use of the E-Child Care System (ECC). Child care agreement certification pages and parent handbooks outline the child care policies and responsibilities. CCC recommends that all child care providers discuss these responsibilities with parents who are receiving a child care subsidy. Do not assume they have read and understand their roles. Review the program rules and regulations when you BOTH sign the certification pages of the child care agreement. In addition, follow these ECC tips:

BE PRO-ACTIVE / NOT REACTIVE

- Ensure your parents know where your POS device or IVR phone is located.
- Ensure your parents have an EBT card. If they do not, question the reason and contact the ECC team for assistance.
- Ensure your parents know how to properly swipe and how to read error messages. Refer to the *POS/IVR Quick Reference Guide* @ www.echildcarenj.org.
- Review your web portal daily to ensure attendance is recorded within the 13-day back swipe period – **DO NOT WAIT FOR PARENTS TO REPORT A PROBLEM.**



Closures – Holidays, Weather, and Emergencies

Reminder – The State of New Jersey authorizes child care providers to receive payment for up to a maximum of 22 closures/holidays during the annual contract period of Oct 1 – Sept 30. Closure dates must be reported to your local CCR&R for entry in the ECC system within the 13-day back swipe period to facilitate payment. Please note that closures for inclement weather and emergencies are included in the maximum number.

Use the *ECC Closure Calendar* form, which can be downloaded from our agency website, www.ccc-nj.org - fax to CCC @ 609-989-8060

Child Care Agreements Must Reflect Care Location

Before submitting or signing child care service agreements, ensure that they reflect **the location of care**. These Work First New Jersey (WFNJ) and New Jersey Cares for Kids (NJCK) agreements are between the parent/applicant and the provider and identify the entity to receive subsidy payments on behalf of eligible families. They also establish the link for parents to record attendance using the **POS device or IVR at the care location**.

In compliance with E-Child Care regulations, parents must record attendance for all eligible days in the ECC web portal, at the authorized child care site.

Exception: *Sick and absent days can be called in from any phone using the IVR process.*

Procedure for Termination of Child Care Agreement

It is important that ECC providers review their web portal regularly and report changes to any active child care agreement when a child is no longer attending.

Providers are required to complete and submit to CCC, the *Provider Report of Termination of Child Care Services for Children on Subsidy* form for any children who leave the program prior to the last day identified on the scheduled agreement. Forms can be found under the ECC section of our agency website – www.ccc-nj.org

STOP! KNOW THE REGULATIONS

What is the 80% Level of Service Definition and how does it apply in E-Child Care?

The 80% level of service applies to the two week ECC payment period which equals a total of 10 or more service days. Providers receive full reimbursement for services when a minimum 80% level of service is recorded in ECC. The 80% level of service is comprised of a minimum of 8 days recorded as P=Attendance, S=Sick and/or C=Closure. Up to 5 sick days are eligible for payment in the two-week payment period. All days recorded as absent or unrecorded are considered as absences.

Payment Deduction Examples:

- Payment will be deducted for all absences recorded when there are less than 10 eligible care days in the two-week ECC payment period.
- Payment will be deducted for 3 or more absences recorded when there are 10 eligible care days in the two-week ECC payment period.

The full policy (DFD Instruction No. 12-02-02) can be found on the ECC provider web portal under State Child Care Policies

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Be in the know.....

Check your e-mails regularly for E-Child Care notifications.

Report e-mail address updates or changes to: mail@childcareconnection-nj.org.