



State of New Jersey

Department of Human Services
Division of Family Development
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April 4, 2014

TO: COUNTY WFNJ DIRECTORS
COUNTY CASE MANAGEMENT SUPERVISORS
COUNTY WFNJ/GA ADMINISTRATIVE SUPERVISORS
CHILD CARE RESOURCE AND REFERRAL AGENCY DIRECTORS
CONTRACTED CHILD CARE CENTERS

SUBJECT: WFNJ CHILD CARE BENEFITS- CHILD CARE CENTER REGISTRATION FEES

DFD Instruction No. 14-04-02

Regulatory Reference: N.J.A.C. 10:15-3.3; N.J.A.C. 10:90-5.2

This Instruction will impact the following programs: CHILD CARE; WFNJ/TANF

PURPOSE

N.J.A.C.10:15-3.3, WFNJ payment policies, states that full-time and part-time (child) care are available for eligible children of WFNJ participants who are employed full-time and in receipt of cash assistance; those families shall be required to contribute to the cost of care as delineated in N.J.A.C. 10:90-5.2. This instruction clarifies procedures for the authorization of payment for registration fees in child care settings for WFNJ child care agreements. Registration fees are those fees charged to a family for the annual registration and application for child care services and shall not include any charge for materials, supplies and/or activities.

PROGRAM

Effective immediately, WFNJ child care agreements can include authorized registration charges for a child(ren) in a child care setting provided the registration fee is charged by licensed child care centers, summer day camps, before-and-after-school programs, school-age child-care programs, and registered child care providers based on an established registration policy fee.

A **one-time** registration charge, not to exceed \$50.00, associated with the initial enrollment of a child(ren) into the above approved specific child care settings can be authorized.

The Child Care Resource and Referral Agency (CCR&R) or DFD's designee shall only authorize the one-time payment registration fee for the WFNJ agreement which is uniformly charged to all parents/guardians in an approved child care setting.

Programs may not charge a registration fee, or a higher registration fee, only to WFNJ children.

FISCAL and SYSTEMS:

All registration fees to the eligible providers noted in this DFD Instruction must be processed as adjustments in E-childcare (EPPIC). The effective date of the payment should coincide with the effective date of the child care agreement and be supported by the attached registration form.

REPORTING and TRACKING:

The CCR&R shall monitor and track all WFNJ agreements and providers that charge WFNJ registration fees to ensure that only a **one-time** initial registration fee is approved and authorized per child in accordance with the established policy and procedures. CCR&Rs must also verify that the registration fees are charged to all children at the program or provider and not just WFNJ children. In addition, the registration fees charged to WFNJ child(ren) cannot exceed registration fees charged to non-WFNJ children.

FORMS:

The attached registration form (CC-175) must be completed before a registration fee payment can be granted. The CCR&R must keep a copy of the form in the applicant's file along with a copy of the provider and program registration fee policy.

TRAINING

Training may be provided at the agency's discretion.

Please bring this information to the attention of appropriate staff. Questions regarding this instruction may be directed to your DFD Child Care Specialist.

Sincerely,

SIGNED

Jeanette Page-Hawkins
Director

JPH:MM:AKS:pc

Attachment: Work First New Jersey Child Care Registration Information Form (CC-175)

c: 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

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**WORK FIRST NEW JERSEY
CHILD CARE REGISTRATION INFORMATION**

NAME OF CHILD CARE PROGRAM

EPPIC NUMBER

TO THE PARENT OR GUARDIAN: This form must be completed for your child who will be receiving child care services through the Work First New Jersey (WFNJ) program.

NOTE TO PARENT/S OR GURDIAN/S: Department of Human Services, Division of Family Development (DHS/DFD), the administering authority for the New Jersey Child Care Subsidy Program, authorizes the Child Care Resource and Referral Agency (CCR&R) or designee to pay a one-time registration fee (up to \$50) for your child who is receiving child care services through the Work First New Jersey Program.

Case #	
Child's name:	Date of Birth:
Address:	
Phone Number:	
Date of Child's Enrollment:	

- I understand that DHS/DFD will only pay a one-time registration fee up to \$50.00 for each child.
- I understand that payment can only be issued to a licensed center, summer camp or registered family child care provider approved by either, Office of Licensing, Department of Education, or Department of Health.

I have read and understand the registration policy and hereby agree to the above terms and conditions.

Parent/Guardian Print Name _____ Date _____

Parent/Guardian/Signature _____ Date _____

Provider or Program Administrator Print Name _____ Date _____

Provider Administrator Signature _____

Approved by Child Care Resource and Resource	
Agency Signature _____	Date _____
Amount Authorized \$ _____	