

# SUMMER YOUTH CAMPS

## NJ Child Care Subsidy Program - Registration Requirements

---

### OVERVIEW

In Fall 2017, the Department of Human Services (DHS), Division of Family Development (DFD) introduced new requirements for summer programs that accept child care subsidy payments. These changes were put into place as a result of the Child Care Development Block Grant (CCDBG) Reauthorization Act of 2014. This federal law increased the health and safety requirements for all child care and early learning settings that accept child care subsidies, including youth camps.

Federal law also allows DHS/DFD to impose standards on child care providers that accept a subsidy payment.

To receive child care subsidy payments from the Division of Family Development, Child Care Subsidy Program for the upcoming summer season, youth camps must comply with the requirements below and must submit the following documentation.

### REQUIRED DOCUMENTATION

#### STEP 1:

Submit the following documents to the Division of Family Development:

- New Jersey Child Care Subsidy Program Youth Camp Registration (DFD Form CC-211);
- Certificate of Occupancy or Letter of Approval;
- Current Fire Certificate; and
- Liability Insurance Policy.

#### STEP 2:

Submit the following documents to your local Child Care Resource and Referral (CCR&R) Agency:

- 2018 Youth Camp Certificate of Approval; and
- Office of Licensing (OOL) Child Care Center License (if you care for children that are 2 ½ years of age and younger).

#### Documents can be submitted by mail, email or fax:

Division of Family Development  
Office of Child Care  
P.O. Box 712  
Trenton, NJ 08625-0712

[DFD.ChildCare@dhs.state.nj.us](mailto:DFD.ChildCare@dhs.state.nj.us) / Fax: 609-588-3015

### PRE-SERVICE TRAINING REQUIREMENTS

All staff responsible for the supervision of children in subsidized care must complete the following health and safety pre-service trainings. Trainings are online through links at [www.ChildCareNJ.gov](http://www.ChildCareNJ.gov). Youth camp staff must register through the NJ Workforce Registry ([www.NJCCIS.com](http://www.NJCCIS.com)) to access trainings. DFD will track and monitor compliance with the pre-service health and safety trainings.

Required trainings include:

- School-Age and Summer Camp Health and Safety Basics (six hour module - overview of the required health and safety topics);
- Identifying Child Abuse and Neglect - Mandated Reporting;
- Foundations of Child Development; and
- First Aid and CPR Training (note: at least two staff members who have current certified basic knowledge of first aid principles and cardiopulmonary resuscitation (CPR), as defined by a recognized health organization shall be in the center at all times when enrolled children are present).

# SUMMER YOUTH CAMPS

## NJ Child Care Subsidy Program - Registration Requirements Continued

---

### CARE OF INFANTS

A camp must have a Child Care Center License from the Department of Children and Families, Office of Licensing in order to qualify for payments through the New Jersey Child Care Subsidy Program.

This requirement applies to providers that:

- Serve six or more children; and
- Serve children under the age of 2 ½.

The license must include the appropriate use group classification that authorizes the number and ages of children served.

### MONITORING

Any Summer Youth Camp that wants to continue to receive child care subsidies on behalf of families will be subject to unannounced monitoring, inspections and audits by the DFD.

### BACKGROUND CHECKS

Federal law requires Comprehensive Criminal Background Checks on all child care providers and staff age 18 and older. Certain disqualifying crimes will make a provider ineligible to receive payments through the Child Care Subsidy Program.

A Comprehensive Criminal Background Check will include:

- Criminal History Record Information (CHRI) Fingerprint check;
- State and National Sex Offender Register Check; and
- Child Abuse Record Information (CARI) Check. Only staff ages 14-17 will be required to undergo the CARI check.

You will receive more information on how to complete the Comprehensive Criminal Background Check before 2019 summer camp registration.

**For more information on these requirements visit [www.ChildCareNJ.gov](http://www.ChildCareNJ.gov)**

3-18



**State of New Jersey**  
**Department of Human Services**  
**Division of Family Development**  
 Child Care Subsidy Program

**NEW JERSEY CHILD CARE SUBSIDY YOUTH CAMP REGISTRATION FORM**

<b>County:</b>		<b>Owner Name:</b>	
<b>Name of Camp:</b>			
<b>Camp ID#:</b>		<b>EPPIC ID#:</b>	<b>OOL License #:</b>
<b>Program Director Name:</b>		<b>Title:</b>	
<b>Site Address:</b>		<b>City/Town:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>	
<input type="checkbox"/> Please check this box if your camp season is Summer only <input type="checkbox"/> Please check this box if you provide a camp program during School or Holiday Breaks <input type="checkbox"/> Please check this box if you operate another child care program during the School Year <input type="checkbox"/> Please check this box if you currently have an Office of Licensing (OOL) Child Care Center License for Summer 2018			
1. Is your camp located at a park? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. How many years have you operated a summer youth camp under the NJ Department of Health's Youth Camp Safety Act:			
3. Will you be applying for a new youth camp license or a renewal camp license for summer 2018? <input type="checkbox"/> New <input type="checkbox"/> Renewal			
4. Have you ever had a youth camp licensing application denied? <input type="checkbox"/> Yes <input type="checkbox"/> No			
5. Have you had a youth camp license revoked within the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6. Have you reported any serious injuries or fatalities in 2016 and/or 2017 to the NJ Department of Health? <input type="checkbox"/> Yes <input type="checkbox"/> No			
7. If your program was in operation during the summer of 2017, did you submit to the NJ Department of Health, your program's CB15 Form by the required due date (September 2017)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
8. Did you incur any penalties from the NJ Department of Health with the last two years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
9. Was your program cited for any violations by the <b>public</b> Board of Health within the last two years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. Were you required to submit a corrective action plan within the last two years to either the NJ Department of Health or the local Health Department? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Please list all high risk activities as defined by N.J.A.C. 8:25 that you will be offering:</b>			
<b>Please check if you have written policies for the following:</b>			
<input type="checkbox"/> Emergency/Disaster Policy & Procedures <input type="checkbox"/> Transportation Policies <input type="checkbox"/> Immunization Policies			
<b>Please include with this application:</b> <input type="checkbox"/> Copy of Liability Insurance <input type="checkbox"/> Copy of Current Fire Certificate			
<input type="checkbox"/> Letters of Approval or a Certificate of Occupancy issued by the appropriate local authority			

Signature Required

Date

Please submit your completed application *and* all required documentation to DHS/DFD, Office of Child Care:  
 via Email: [DFD.Childcare@dhs.state.nj.us](mailto:DFD.Childcare@dhs.state.nj.us) or Fax 609-588-3051