

Division of Family Development  
Office of Child Care Operations  
Child Care Center and Family Child Care Provider  
Parent/Provider Certification Addendum

**I understand that E-Child Care (ECC) is New Jersey's new automated real time and attendance system. I also understand that ECC will transmit payment to the provider for the eligible child(ren) for actual child care services provided. Parents and providers will be required to adhere to the following polices set forth for authorized payment on behalf of the parent for child care services.**

**Parent Responsibilities**

- Must activate Families First card prior to accessing child care services
- Must be responsible for ensuring that only authorized persons use the Families First card
- Must not leave your Families First card with any child care center or provider staff
- Must immediately call the toll free number (1-800-997-3333), located on the back of your Families First card, if a card is lost, stolen or misplaced. If you are receiving cash assistance or Food Stamps benefits, **you must** contact your county or municipal welfare agency
- Must swipe or call-in child(ren) attendance daily to verify days and hours of care
- Must accurately report time and attendance of absences, lateness and sick days
- Must immediately submit a doctor's note to the provider when child(ren) is out sick for (6) consecutive days or more
- Must immediately notify the provider when there are changes affecting eligibility of child care services
- Must adhere to the provider's program rules and/or policies
- Ensure that designees are at minimum the required age under Office of License regulations and meet the provider's rules for authorized person to pick up and drop-off
- Payments for un-authorized services, including periods of ineligibility, are the responsibility of the parent

**Provider Responsibilities**

- Must use the E Child Care system and require parents to use it as the method for documenting attendance for all children receiving a subsidy
- Must continue to maintain written attendance records which support the electronic time and attendance
- Must verify parent's ECC transactions to ensure authorized agreements are active and is properly documenting attendance
- Must adhere to the start and stop date of authorized agreements in ECC
- Must ensure that no agency staff are in possession of a parent Families First card
- Immediately notify the CCR&R and submit the doctor's note when a child(ren) is out sick (6) or more consecutives days
- Timely notify the CCR&Rs of any payment discrepancies
- Comply with Affiliated Computer Services (ACS) guidelines to safe guard equipment (POS Device)
- Must report closure days in advance to the CCR&Rs (can not exceed more than 5 closures per month). Emergency closures can be submitted up to ten (10) days after the emergency

**Reasons for Suspension or Termination of Child Care services**

**Parent**

- Co-payments are delinquent or in default
- Misuse of Families First Card
- Failure to provide change of circumstances that impact eligibility within 10 working days of the change in circumstances to the CCR&R and/or Provider
- Non-compliance with the provider established rules and policies
- Failure to comply with time and attendance policies (daily check in/out) as required to verify that the child(ren) in care attended on those days for hours indicated

**Reason for Sanctions**

**Provider**

- Misuse of ECC
- Failure to use ECC
- Misrepresentation of information or documentation
- Under investigation for Fraud

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Failure of the applicant/designee and/or provider to properly use ECC **WILL** result in underpayment or non-payment for childcare services.

I am aware that if any of the foregoing statements are not followed, I may be terminated from the child care subsidy program. The above statements have been read and understood by the persons whose signatures appear below. The parties agree to comply with the terms and conditions as set forth in this two page document.

\_\_\_\_\_  
**Print Applicant's Name**

\_\_\_\_\_  
**Print Co-Applicant's Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Provider/Agency Name**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

*The Provider/Parent Agreement is specific to ECC and does not replace pre-existing signature documents but is in addition to any documents that are already a part of the eligibility process.*

**Please send original to the Child Care Resource and Referral Agency (CCR&R).  
Parent and provider should retain a copy for their record.**