

Steps to Becoming a Family, Friend or Neighbor Provider

- ❖ Parent(s) must be approved to receive subsidy in order to be eligible
- ❖ Payment will not begin until the home is approved. No back payment.
- ❖ Child care can be in the provider's home OR the parents' home
- ❖ Complete an FFN Request Form from your case worker
- ❖ An inspector will schedule an FFN Orientation with the potential provider
- ❖ Register and create an NJCCIS Account at www.NJCCIS.com
- ❖ After creating an account in NJCCIS, you must complete an Approved Home application
- ❖ Complete the required CCDBG 10 Hour Health & Safety Basics and Mandated Reporter/Child Abuse and Neglect Training through NJCCIS
- ❖ Provider and all household members 14 years of age or older MUST complete an online Child Abuse Record Information Consent Form (CARI)
- ❖ Provider and all household members 18 years of age or older MUST complete a Criminal History Record Information Check (CHRI)
- ❖ Provider and all household members who are present during the care of enrolled children, 14 years of age and older must submit a completed Health form. A Mantoux tuberculin skin test is required for the Provider. A chest x-ray is required if you had a previous positive Mantoux tuberculin test. You must submit an original form signed and stamped by your physician.
- ❖ The provider and all household members 14 years of age or older MUST complete and sign a Criminal Conviction Disclosure Form
- ❖ Documentation of a current First Aid, CPR & AED Certification must be submitted and is mandatory for the Provider. Online course not accepted. Course must be completed in person.
- ❖ A written Emergency Preparedness Plan outlining procedures for the emergency evacuation, relocation, shelter-in-place, or lockdown of children in the event of a natural disaster, civil emergency, or other emergency situation.
- ❖ Any and all animals residing in the home MUST be domesticated, free from disease, non-aggressive animals. All household pets must be vaccinated. Proof of current vaccination and pet licenses must be submitted.
- ❖ Submit a W-9 Form and a copy of their Social Security card
- ❖ Complete a Home Inspection
- ❖ This process must be completed within 60 days