

# 2019 SUMMER YOUTH CAMPS

## NJ Child Care Subsidy Program Requirements

---

### Introduction

The federal Child Care Development Block Grant (CCDBG) Reauthorization Act of 2014 increases the health and safety requirements for all child care and early learning settings that accept child care subsidies, including youth camps. These changes include such provisions as pre-service trainings, comprehensive criminal background checks, written policies and procedures, and monitoring.

Youth camps interested in participating in the Child Care Subsidy Program will be required to register through New Jersey's Child Care Information System (NJCCIS), which includes the NJ Workforce Registry.

In addition, to receive child care subsidy payments through the Division of Family Development for the 2019 summer season, you must comply with the requirements below.

### Register

To register as a summer youth camp, you must create an account for the New Jersey Child Care Information System at [www.NJCCIS.com](http://www.NJCCIS.com) and then complete the "2019 Summer Youth Camp Application Form." The following documents are required with your application and can be uploaded into the system:

- Letter of Approval or Certificate of Occupancy (for new camps/programs ONLY)
- Current Fire Certificate
- Proof of Liability Insurance
- Final Department of Health (DOH) Certificate of Approval to Operate a Youth Camp (N.J.S.A. 26: 12-6)

If you have problems uploading, you can submit by mail, email or fax to:

NJ 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: 609-588-3051

# 2019 SUMMER YOUTH CAMPS

## NJ Child Care Subsidy Program Requirements Continued

---

### Pre-Service Health and Safety Training Requirements

All youth camps staff must complete the following health and safety pre-service trainings. Trainings are offered in person at your local CCR&R or online through links at [www.ChildCareNJ.gov](http://www.ChildCareNJ.gov).

Required trainings include:

- Subsidy Health and Safety Training (six-hour required health and safety topics)
- Identifying Child Abuse and Neglect - Mandated Reporting
- Foundations of Child Development
- First Aid and CPR Training (Compliance with Youth Camp Safety Standards)

Youth Camp Directors will be required to complete and submit the *"Pre-Service Training Acknowledgement Form."* This form will be sent to you if your 2019 Summer Youth Camp Application is accepted.

### Comprehensive Criminal Background Checks

All youth camp staff members are subject to comprehensive criminal background checks. Staff members include:

- Any individual employed by a child care provider for compensation
- Any individual whose activities involve the care or supervision of children for a child care provider
- Any individual who has unsupervised access to children who are cared for or supervised by a child care provider

### Monitoring and Inspection

Federal law requires on-site monitoring and inspection. Youth camps receiving funds through the NJ Child Care Subsidy Program will undergo an on-site inspection by the NJ Department of Health (DOH), which will consist of an on-site facility inspection and document review.

#### **On-Site Facility Inspection:**

Reviews compliance with Youth Camp Safety Standards (N.J.A.C. 8:25), including:

- Comprehensive Criminal Background Checks, including a Sex Offender Registry Check
- Group size and ratio standards

# 2019 SUMMER YOUTH CAMPS

## NJ Child Care Subsidy Program Requirements Continued

---

### Monitoring and Inspection Continued

#### Document Review of:

- Health director certification credentials
- Current fire certification
- Proof of camp liability insurance
- Immunizations or medical exemption policy
- Emergency/disaster policy and procedures (including evacuation, lock down and natural disaster)
- Pre-operational staff training policies and procedures related to child abuse and neglect reporting requirements
- Transportation policies
- Health program policies and associated procedures
  - Medical policies on treatment of illness, injuries, prevention and infectious disease control, and medication administration
- Immunization policies
- Disciplinary policies
- Standard procedures for daily health surveillance
- Standard procedures for lifeguard and bather check requirements
- Emergency procedures, including emergency evacuation fire drills

### Grants

The Department of Human Services, Division of Family (DHS/DFD) is making grants available to support programs and providers participating in the state's Child Care Subsidy Program to comply with the federal law (Child Care Development Block Grant (CCDBG) Reauthorization Act) requirements.

The Health and Safety Small Grant is available to assist providers with costs related to pre-service training requirements and to help with the purchase of items and/or make minor repairs to abate documented health and safety violations. To apply, you must have an account in NJCCIS. If you are eligible for the grant, you will see a Health and Safety Grant quicklink on the Facility page. If you need help with this grant – contact the NJ Workforce Registry at 1-877-522-1050.

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