



State of New Jersey
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
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Director
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May 19, 2011

Dear Providers:

In March 2011, we sent you information about the Department of Human Services, Division of Family Development (DFD) upcoming changes to our business processes for our childcare program. Since our initial announcement of *e-Child Care*, we have been very busy working on (1) finalizing the design of this electronic time and attendance system, (2) customizing a web-based training program to help meet your needs, and (3) designing a provider portal which will allow providers real-time accessibility to all activities in *e-Child Care*.

Another important update reminder is the change to the voucher payment process. This is especially important for providers that have outstanding vouchers. If you are currently providing care to Work First New Jersey (WFNJ) or New Jersey Care for Kids' (NJCK) children, you must immediately submit any outstanding vouchers to your Child Care Resource and Referral (CCR&R) agency. *E-Child Care* is scheduled to roll-out September 1, 2011 in Ocean, Hunterdon, Sussex, and Warren counties and all outstanding vouchers must be submitted to the CCR&R to ensure a smooth transition to *e-Child Care*.

As a pilot county all vouchers must be submitted to the CCR&Rs no later than August 22, 2011 in order to generate the one-time advance payment. The CCR&Rs will be instructed on how to process August attendance for the September voucher. *Regrettably, vouchers submitted after August 22, 2011, may result in non-payment for services and jeopardize any advance payment.*

Your cooperation in submitting vouchers in a timely fashion is necessary to avoid any interruption of payment. Just another reminder, please make sure you quickly send in the required checklist documents, if you are a July renewal, if you have not done so.

If you have any questions regarding outstanding vouchers, especially for WFNJ, please contact your child care resource and referral agency. If you have questions about the upcoming *e-Child Care* system, please feel free to contact the Child Care Operations office at (609) 588-2163.

Sincerely,

Jeanette Page-Hawkins
Director

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