



The
Children's
Home Society

O F N E W J E R S E Y®

— Ocean County Services —

1433 Hooper Avenue, Suite 340 ♥ Toms River, New Jersey 08753 ♥ Phone: 732-557-9633 ♥ Fax: 732-557-0588 ♥ www.chsofnj.org

MEMO: To all Ocean County Child Care Providers:

January 8, 2015

There will be a change in procedure at CHSofNJ's CCR&R office. A modification to the E-Child Care Payment Discrepancy form has been made. The previous Discrepancy form allowed up to six children from any case/family. Effective immediately, submitting a request because of a payment discrepancy, will require children from only one case/family ID per form. If your need does not fit this description, please submit a separate document for each child or family.

This discrepancy form can be faxed or mailed to the attention of the staff person who has written the agreement for the case. That staff person will create the attendance log, as long as the discrepancy has shown good cause. The new form is enclosed with this memo and can be found on the CHSofNJ website under ECC. The earlier form will no longer be found on our website. **The earlier form will not be accepted after 2/1/15.**

Thank you for your assistance in helping CHSofNJ as we transition into this new procedure. We hope to streamline our ECC services and assist you in a timelier manner.

Thank you,

Maureen Lawrence
Director, Ocean County CCR&R