



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
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Assistant Commissioner

Header banner with logo and text: DIVISION OF FAMILY DEVELOPMENT
PROGRAM INSTRUCTION
SUBJECT: Attendance and Enrollment Study
ISSUE DATE: March 31, 2022 | DFDI No.: 22-03-05
IMPACTED PROGRAMS: Child Care Assistance Program
HISTORY:

I. PURPOSE

The purpose of this Instruction is to inform the Child Care Resource and Referral Agencies (CCR&Rs) of the procedures necessary to implement a study comparing the cost of basing Child Care Assistance Program (Assistance Program) payments on attendance with the cost of basing these payments on enrollment.

II. AUTHORITY

P.L.2021, c.324.

III. OVERVIEW

On December 21, 2021, the Governor signed legislation (P.L.2021, c.324) requiring a study that compares the cost of basing Assistance Program payments on attendance to the cost of basing these payments on enrollment. To gather the information needed to complete the study, child care providers are being asked to start recording the attendance of children receiving Assistance Program payments.

IV. POLICY

- A. From March 2022 through October 2022, providers shall keep track of the absences of enrolled children receiving Assistance Program payments, as well as any closures for each month.
B. In April 2022, DFD will release the Child Care Enrollment Study Form on EPPIC to record this absence and closure data.

- C. Providers shall record the absence and closure data for March 2022 through October 2022 on the Child Care Enrollment Study Form.
- D. The March 2022 data collection and reporting shall be a training period and the results for that month shall not be included in the official study.
- E. The attached “Provider Notice - Attendance and Enrollment Data Collection Study” details the information that is to be collected and recorded.

V. PROCEDURES

Effective immediately, the CCR&Rs shall publish the attached “Provider Notice - Attendance and Enrollment Data Collection Study” to their agency websites, and distribute the notice to providers.

DFD will host a webinar in April for providers with details and a demonstration on how to use the Child Care Enrollment Study Form. At that time, DFD will provide an exact date when the Child Care Enrollment Study Form will be available on EPPIC and ready for use. DFD will also make technical assistance available as needed.

VI. SYSTEMS

EPPIC will be updated to include the Child Care Enrollment Study Form.

VII. FORMS AND ATTACHMENTS

- Provider Notice - Attendance and Enrollment Data Collection Study

If you need additional guidance, please contact your Child Care Supervisor assigned to your county.

Sincerely,
Natasha Johnson
Natasha Johnson
Assistant Commissioner